

Rosemont College
Student Handbook and Code of
Conduct 2025-2026

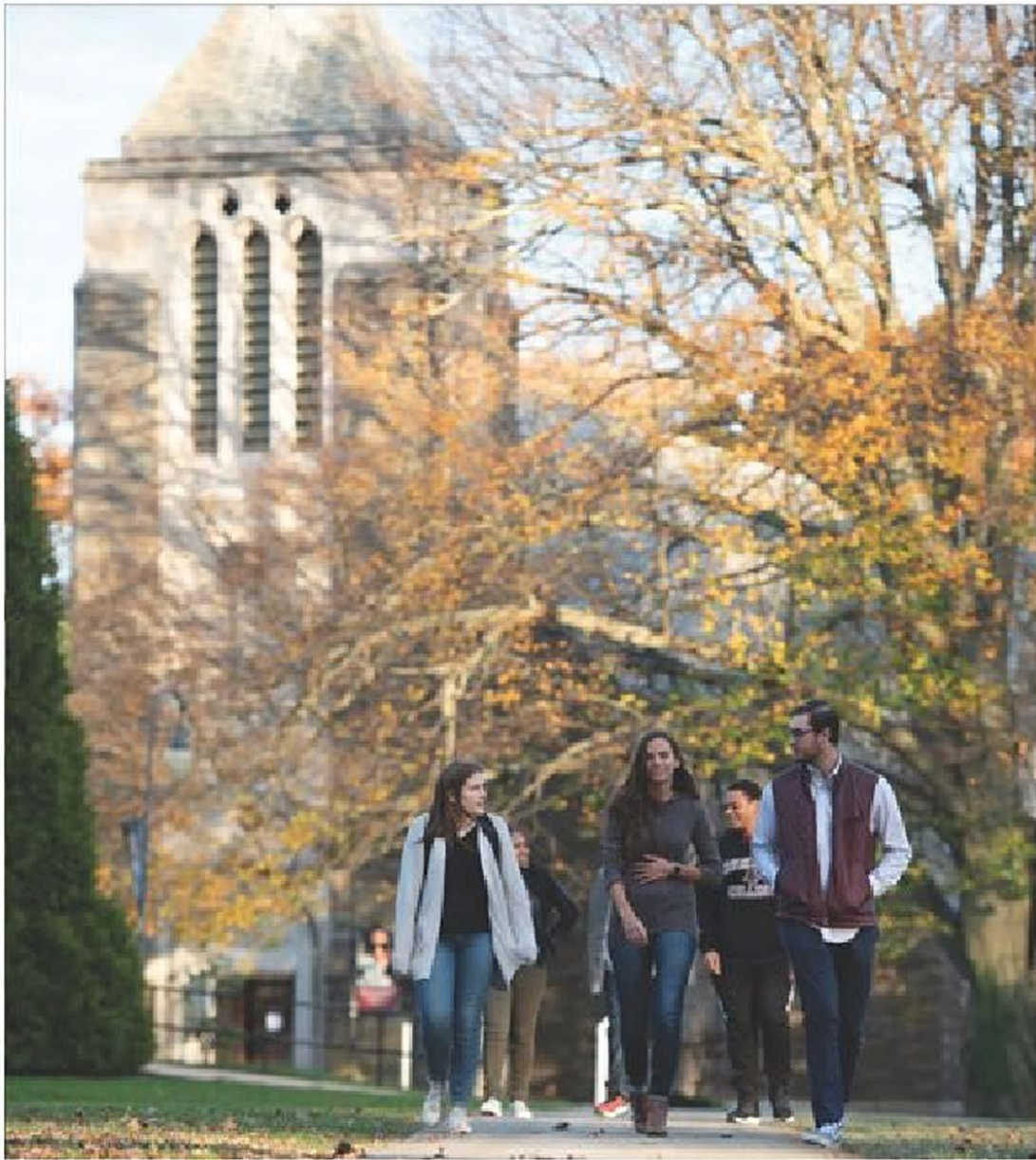


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Statement of Jurisdiction and Applicability

The policies, procedures, protocols, and expectations outlined in the Student Handbook apply to students enrolled at Rosemont College in the Undergraduate College and Schools of Graduate and Professional Studies for any number of credits, residential or commuter, and their guests.

The 2025-2026 Student Handbook is the current handbook at Rosemont College containing the current policies, procedures, protocols, and expectations of the College. This handbook supersedes all earlier handbooks and causes them to be invalid regardless of where or in what format they may be found.

The College and the Division of Student Life/ Student Affairs reserves the right to change, edit, or amend any section of this handbook at any time. Students will be sent a new copy of the handbook if changes are made via their Rosemont email.

Should you have any questions regarding the Student Handbook, please contact Dr. Alover using the information below.

Yolanda Alover, PhD
Vice President of Student Affairs
yolanda.alovor@rosemont.edu
610-527-0200, ext. 2187

Letter from the Vice President of Student Affairs

Hello Rosemont Leaders,

Congratulations to all our first-year students on choosing Rosemont! You've made a wise investment in your potential and future. Welcome back to our returning students!

Take a moment to reflect on your progress and the hard work it took to get here. As Vice President for Student Affairs, I am proud to be an advocate and one of the many supporters of your educational journey. I am committed to working alongside the Student Affairs team and the entire campus community to support your success.

I want you to know that you're not on this journey alone. Every department across campus is united in one goal to support your success, from your first class through to graduation and into a fulfilling career. We are all here to make sure you feel seen, heard, and supported every step of the way.

For wellness needs and emotional support, do not hesitate to reach out to our amazing staff in the Counseling Center. If you are a resident student with any concerns, the Office of Residence Life is here to assist you. Interested in activities or leadership opportunities? Connect with our staff in the Office of Student Engagement or reach out to the team in SASC for support with internships, academic success, or career development.

We also offer a state-of-the-art fitness center to help you stay active and reach your wellness goals. If you're a commuter student, be sure to stop by the Commuter Lounge in the library, where you can relax and recharge with complimentary coffee and tea between classes. These are just a few of the many ways Rosemont is here to support you!

You'll find important policies, expectations, and resources in the Student Handbook, a guide designed to help you make the most of your time here. Take time to review it. It's part of our shared commitment to your success.

On behalf of the Student Affairs Department, I'm excited for all that this year holds for you. Let's make it a year of growth, achievement, and meaningful connections. If you ever have questions or need support, don't hesitate to stop by the Student Life Suite in the Hirsh Community Center. We are here for you! I look forward to seeing you on campus and wish you the very best as we kick off the new academic year.

Sincerely,
Yolanda Alovor, PhD
VP of Student Affairs

General Information

Rosemont College Mission Statement

“Rosemont College is a community of learners dedicated to excellence and joy in the pursuit of knowledge. Rosemont College seeks to develop in all members of the community open and critical minds and the ability to make reasoned moral decisions.

Rooted in Catholicism and guided by the educational principles of Cornelia Connelly and the Society of the Holy Child Jesus, Rosemont College values:
Trust in and reverence for the dignity of each person
Diversity in human culture and experience
Persistence and courage in promoting justice with compassion
Care for the Earth as our common home”

The “Mission” at Rosemont is more than the words found in its mission statement. While the words attempt to capture a unique spirit, heritage, and values, each person at Rosemont is committed to making the values of the mission statement alive for all other members of the community.

Special events celebrate the heritage and future of the College; group workshops and discussion and reflection groups provide opportunities to understand the mission better, but everyday relationships on campus are the ways in which the mission of Rosemont becomes a reality... for each of us...on ordinary days.

Statement on Good Citizenship

Guided by its Mission Statement, Rosemont College welcomes students into “a community of learners dedicated to excellence and joy in the pursuit of knowledge.” To maintain such a dynamic community, all members—and most particularly students—must embrace certain principles and accept certain responsibilities. Within Rosemont College, academic and social accountability are the hallmarks of good citizenship.

Honesty and integrity are central to being an active member of the Rosemont community. It is expected that students will exhibit these qualities within the classroom. Equally important, these principles need to govern students’ actions in all phases of campus life, wherever they go, and whatever they do.

The Mission Statement also calls for “trust in and reverence for the dignity of each individual.” Rosemont College fosters a supportive environment where individuals are valued for their differences, can live together, and learn from each other. Once again, this atmosphere of respect for oneself and others is an expectation, even extending to college property. If, at any time, students believe that this standard is violated, they are encouraged to speak with either the Academic Dean or the Vice President of Student Affairs.

infuse the mission

Rosemont College is a community of lifelong learners dedicated to academic excellence and fostering *joy* in the pursuit of knowledge.

Rosemont College seeks to develop in all members of the community *open* and critical minds, the ability to make reasoned, moral decisions, and a sense of responsibility to serve others in our global society.

Rooted in Catholicism, **Rosemont College** *welcomes all faiths* and is guided by the educational principles of Cornelia Connelly and the Society of the Holy Child Jesus to meet the needs of the time.

Rosemont College values: Trust in and reverence for the dignity of each person; Diversity with a commitment to building an *intercultural community*; Persistence and courage in promoting justice with compassion; *care for the earth* as our common home.

ROSEMONT COLLEGE
the POWER of small

Rosemont College encourages all students to accept the responsibility of being good citizens and to act in accordance with the values set forth in its Mission Statement. In return, Rosemont College students will emerge as Cornelia Connelly envisioned them: ready to “meet the wants of the age” and to lead rich and worthy lives.

History of Rosemont College

Rosemont College was founded in 1921 by a dedicated group of sisters of the Society of the Holy Child Jesus. The Sinnott family home, Rathalla (designated as a National Historic Landmark in spring, 1981) and now called “Main Building,” became a college campus for seven women. The first graduating class of two women received their degrees in 1925. By the end of the first year, the College had obtained its charter from the State of Pennsylvania.

The decades that followed saw steady advances — in 1939 accreditation by the Middle States Association of Colleges and Secondary Schools and in 1943 by the Association of American Colleges and Universities. From the beginning Rosemont College was a collaborative effort between Holy Child Sisters, the growing lay faculty, the administration, and the students. Their shared goal was to enable each student to discover and develop her full potential within a community based on the principles of the Foundress of the Society of the Holy Child Jesus, Cornelia Connelly. This relationship was built on a commitment to, in the words of Cornelia Connelly, “meet the wants of the age.”

Through the concerted efforts of the College community, within the first fifteen years Rosemont was able to build a gym (replaced in 1961 with Alumnae Hall), Connelly Hall, the Gertrude Kistler Memorial Library, Mayfield Hall, and Good Counsel Hall. The twentieth anniversary of the College in 1941 was marked by the completion of the Immaculate Conception Chapel.

Within the broadening circle of buildings, student activities flourished. By the 1930s, there were numerous social and academic student organizations. In 1931, the student newspaper, the Rambler, was founded and in 1938, the yearbook, the Cornelian, was published.

In the next thirty years, two new residence halls (Kaul and Heffernan), a dining hall (Cardinal), a student activities building (Alumnae Hall), and a new classroom building (Lawrence) were the outward signs of an inner vitality.

The 1960s and 70s saw students question traditional activities and customs, rediscover core values, and express them in their own personal style. A formal and increased cooperative arrangement with Villanova University broadened the experiences of students of both institutions.

In 1979, Dorothy Brown, Ph.D. became the first lay President of the College. In 1990 the McShain Center of the Performing Arts was completed from what was formerly McShain Auditorium. The Dorothy McKenna Brown Science Center was completed in 1992.

In 1986, a master’s degree program in computer technology in education, open to men and women, was added. In 1990 Rosemont graduated its first master’s degree student and in 1991 the program produced Rosemont’s first male graduates. In 1994 the Rosemont College Accelerated Degree Program (now called the School of Professional Studies) began as a step-in, step-out degree completion program for men and women at both the graduate and undergraduate level.

Rosemont partnered with seven other independent higher education institutions in the greater Philadelphia region to form the South Eastern Pennsylvania Consortium for Higher Education (SEPCHE) in 1993. Through SEPCHE, the College has been able to enhance the quality and efficiency of academic programming, student access, institutional operations, and community outreach through inter-institutional cooperation and technological linkages.

In July, 2001, Ann M. Amore, Ph.D. became the College’s twelfth President. During her tenure, there was

continuing growth and reinvigoration campus-wide. Upon her untimely death in December 2005, Sharon Latchaw Hirsh, Ph.D. '70, assumed the presidency. Under her vigorous and visionary leadership, Rosemont continues to “meet the wants of the age.”

On May 30, 2008 the Board of Trustees approved a Strategic Plan which emphasized and expanded the College’s enrollment, programs, and reputation by embracing co-education, partnerships, and online education.

The College opened its doors at the undergraduate level to all interested and qualified women and men in the fall of 2009, unifying the College’s three schools and expanding the College’s mission of being a ‘community of life-long learners.’ In addition to changes on the undergraduate level, major changes in the Schools of Graduate and Professional Studies, specifically expanding online degrees have occurred.

Having announced the planned retirement of President Sharon Hirsh the previous fall, the Rosemont Board of Trustees appointed Dr. Jayson Boyers as the 14th president of Rosemont College effective June 1, 2020. In recognition of her service to the College, the newly opened Community Center was named in President Hirsh’s honor.

The Rosemont College Board of Trustees named Jim Cawley as the College’s 15th president on October 28, 2022. His leadership will help make your experience here even better. He is committed to supporting your growth and success throughout your time at Rosemont.

Symbols of Rosemont College

Alma Mater

The silent paths of Rosemont
Down which her students go
Lead each to find the spirit
We’ve come so well to know
The wonder of our college days
Will live though we be gone
We’ll praise our Alma Mater
To her we’ll e’er belong.

When all our days at Rosemont
Are memories of the past
We’ll love her old traditions
The ones that bound us fast.
The wonder of our college days
Will live though we be gone,
We’ll praise our Alma Mater
To her we’ll e’er belong.

Music: Joanne Peroni '61

Words: Betty Anne Scheer '61

College Colors

College colors are maroon and gray.

The College Seal

The inscription on the Rosemont College seal, when translated from Latin, reads “Rosemont College of the Holy Child Jesus.” Both the latter part of the inscription and the triangle superimposed on three intersecting circles are adapted from the seal of the Society of the Holy Child Jesus who founded Rosemont College in 1921. The triangle superimposed on three intersecting circles is symbolic of the Blessed Trinity. The quotation on the circles is taken from Psalm 121; verse 1 “Levavi Oculos Meos In Montes.” It reads, “I have lifted up my eyes to the mountains.” Within the triangle and circles are the cross, roses, the books of scripture, the liberal arts and the sciences, and the light of inspiration and learning. The

verbal and visual images chosen for the seal reflect the spirit which has been consistent throughout Rosemont's history.

The Rosemont College Ring

The unique rose symbol of Rosemont became a jewelry tradition in the 1950s. Originally the rose was a charm given to students at the end of their junior year. The Rose Ring was designed by the Class of 1965. This class wanted to design a ring that would identify them, but would be different than the charms worn by the classes before them. With the Class of 1965's permission, subsequent classes adopted the Rose Ring as their own. In the 1980s, some students opted to add a small diamond or other stone to the center of their Rose Ring. More recently students have preferred to purchase the Rose Ring, but alternative signet rings and other styles are also available to all male and female students who are soon to graduate.

School Mascot

Before 1988, research does not indicate that Rosemont students formally adopted a mascot or team name, although the seniors of the Undergraduate College were referred to as "old gray mares." Until the 70s there was a tradition that an "Olde Gray Mare" costume was donned by two seniors selected to boost school spirit on special occasions. The costume has disappeared and so has the tradition.

In 1988 the student body voted the "Rosemonster" their mascot. The Rosemonster was known to make appearances on special days and at some athletic events. In 2009, the College retired "Rosie the Rosemonster."

The Rosemont Raven was adopted as the new College mascot in 2009 and the Raven costume was introduced to the College in Fall 2012.

Rosemont College Traditional Events

The following events are part of the Rosemont heritage:

Orientation

Upon their arrival at Rosemont in late August, new students are oriented to the College in small groups led by Raven Peer Leaders. A variety of activities (both informational and social) are planned for incoming students.

Welcome Picnic

On the first day of class, the Office of Student Life hosts a lunchtime picnic to welcome all members of the Rosemont community back for another year.

Family Weekend and Oktoberfest

In late September or early October, the College welcomes parents and interested family members for a varied program of educational, athletic, and social events. Saturday activities (Oktoberfest) are favorites for the whole family. Begun in the fall of 1980, Oktoberfest is an all-day program of entertainment, crafts, games, and ethnic foods presented for members of the College and the community. Oktoberfest is always held on the Saturday of Family Weekend.

Holiday Evening Featuring Penny Toss

The Holiday Evening is planned and carried out by Campus Ministry and Leadership & Engagement during early December. On an evening just before students leave for the Christmas break, a special advent Mass is held. Following there is a short candlelight procession to Alumni Circle where members of the College sing carols around the College's Christmas tree. The tree is then lit. The procession then moves to Main Building where the President and SGA President toss pennies to the carolers, just as the first nuns did at Christmas time in England at the first Holy Child school more than 150 years ago.

Finals Breakfast

On an evening before finals at the end of the first semester, administrators, faculty, and staff serve breakfast to the students in Cardinal Hall.

Martin Luther King Day Observances

While no classes are held on this national holiday, activities including forums, numerous opportunities for community and campus service and other appropriate events are offered campus-wide.

Formal

During the spring semester, SGA sponsors a formal dance for students in all four classes.

100 Days Party

Seniors anticipate the joys of graduation at a party 100 days before the big event. Juniors host the party in honor of the seniors' impending graduation.

Academic Honors Day

This formal occasion features the reading and presentation of academic honors and awards earned by students during the academic year. The Presidential Medal, the highest award given by the College, is presented to a member of the senior class of the Undergraduate College and a student from the Schools of Graduate and Professional Studies during the ceremony.

Junior Class Blessing

Also held on Academic Honors Day, the Junior Class Blessing originated as a blessing of the class ring, however, in recent years it has evolved into recognition of the accomplishments of the Junior Class and an acknowledgement of their impending role as Rosemont seniors. Members of the Junior Class are acknowledged individually and presented with a rose, symbolizing their ties to Rosemont.

Founders' Week

During Founders' Week, various events are held. On the Thursday of Founders' Week, classes are dismissed at 11:00 a.m. and the community comes together in a special liturgy. The Founders' Week Luncheon follows Mass. Service certificates and several major awards are presented. In addition, the Levenson, McClatchy and Service Awards are presented to three outstanding Rosemont students. The Rosemont Community Spirit Awards are also presented to faculty and staff members. There are games, athletic competitions, and other events all afternoon.

Athletic Banquet

The Athletic Banquet is a celebration and recognition of the athletic accomplishments of our varsity teams. Awards are presented and the achievements of the season are recounted.

Reading Day Picnic

Hosted by the Office of Student Life, the Reading Day Picnic is held on Reading Day, which occurs between the last day of spring classes and the beginning of final exams. It is an opportunity for all members of the campus community—students, faculty, staff, and administration—to come together and enjoy a leisurely lunch on Connelly Green.

Senior Week

During the week prior to Commencement, members of the senior class plan and enjoy a variety of activities. This is a final opportunity for them to enjoy one another's friendship and to celebrate the accomplishments of the last four years. The week includes off-campus events and a picnic on Connelly Green.

Commencement

The Baccalaureate Mass is held the evening before the Commencement. Commencement is held on Connelly Green. Awards are announced and each student receives her/his diploma from the President of the College.

Alumni Reunion Weekend

On the first weekend in October classes celebrating anniversaries of their graduation from ten years through sixty years are invited back to campus for a variety of events. This is a wonderful opportunity to remember their years at Rosemont and to renew and enjoy the life-long friendships.

Theme for the Year

Each year a phrase from the mission statement is chosen as the "theme for the year." All organizations and departments on campus strive to make the theme for the year, and therefore, the mission of the College, not just words found in brochures, but a truly vital part of campus life.

Mission Activities

"Heritage Week," held each year in October, celebrates Rosemont College's connection to the Society of the Holy Child Jesus whose sisters opened Rosemont in 1921 and to Cornelia Connelly, the Founder of the SHCJ.

"Founders' Days," held in April of each year celebrates not only historical founders of the college but also contemporary 'founders' of the college, including its present students, faculty, administration, and staff. This day is a campus-wide celebration of Rosemont's unique mission. Every four years a production of Rosemont's 'Living History' is given by students telling Rosemont's 'story' decade by decade.

Throughout the year, workshops, lectures, discussion and reflection groups are sponsored so students, along with other members of the college community, are able to grow in understanding of the mission of Rosemont College of the Holy Child Jesus.

System of College Governance

The general management and control of property, affairs and business of Rosemont College is vested in the Board of Trustees. The Board of Trustees is comprised of up to thirty-four members, nominated by the Executive Committee of the Board and elected by the entire Board, one-third of whom must be Sisters of the Holy Child Jesus. The President of the College is a member ex-officio.

Student Participation in College Governance

Student opinion at Rosemont is represented in the operation of the College in a number of ways. As individuals, any Rosemont student may meet with any administrator or faculty member to present a problem or concern. Open meetings with students can be held by the Vice President of Student Affairs, Vice-Presidents, and the President to review events and obtain student views. Officers of the Student Government Association (SGA) participate in governance and appoint student representatives. Specific proposals for changes in policies or procedures of the Undergraduate College can be presented through SGA, Residence Hall Association, or other appropriate College committees.

Alumni Relation & Association

Jenn Thorpe '93, Director of Alumni Relations

The Rosemont College Alumni Association welcomes all graduates as active members of the College's most enduring and loyal constituency. To help continue an active affiliation with the College, each class selects a rep or reps who keep in touch with their classmates after graduation. The class reps are also responsible for fundraising their Reunion Gift during their Reunion year.

The College asks each alum to contribute to The Rosemont Experience Fund and to give generously to the reunion class gift every five years. The percentage of support is very important in receiving grants from private, government, and corporate foundations. Many corporations will match a donation sent by an alumna/nus or their spouse.

The Alumni Office, located in the Main Building, is staffed full-time, the year round. It coordinates activities, reunions, (classes celebrate reunions every five years) and on campus networking events with students. Events. The Alumni Office maintains a computerized biographical records system on all living alumni, parents, and friends of Rosemont College.

Administrative Directory

Main Information Number	(610) 527-0200
Academic Deans	x2381
Alumni	x2434
Athletics – Men’s Soccer	x4265
Admissions	x2966
Campus Ministry	x2361
SASC	x2248
College Bookstore	x2250
Counseling Center	x2416
Dining Services	x3934
Financial Aid	x2395
Finance Office	x2593
General Office	x4100
Library	x2271
Reference Desk	x2271
Media Services	x2235
Circulation and Reserve	x2271
Mailroom	x2249 x2967
Public Relations	x2967
Public Safety (Campus Phones)	x2555
Public Safety (Other Phones)	x2554
Registrar	x2963
Residence Life	x4221
Heffernan Office	x2328
Kaul Office	x2243
Student Academic Support Center	610-526-2966, x2328
Student Accounts (Bursar)	x2244
Student Life Office (Vice President of Student Affairs)	x2187

Administrative offices of the College are generally open during the academic year between 9:00 am and 5:00 pm (Monday through Friday), with additional late hours posted. There is limited coverage in some offices during the lunch hour from 12pm until 1:00 pm. Faculty members may be seen by appointment or during posted office hours. Consult the Directory (above) for telephone numbers of administrative offices.

From mid-June until the beginning of August, College offices are open from 8:00 a.m. to 5:00 p.m. Monday through Thursday. College offices are generally closed on Fridays during this period.

During the academic semester, the Office of Student Life is open during the week from 9:00 am until 5 pm.

Office of Student Life

Yolanda Alover, PhD Vice President of Student Affairs

Within the broad area of Student Life, a wide range of services and programs fall under the responsibility of the Vice President of Student Affairs. These services and programs are offered to support the academic experience of the Rosemont student and stimulate personal growth and enrichment outside the classroom. The administrative offices under the umbrella of Student Success and Engagement include Residence Life, Conduct, and Leadership & Engagement.

The Office of Student Life, led directly by the Vice President of Student Affairs, is in the Student Life suite on the ground floor of the Hirsh Community Center, is a referral and assistance center for students with any kind of questions or concerns.

Office of Student Life Mission Statement

The Office of Student Life's mission is to support students individually and collectively and to complement the intellectual/cultural/educational experiences with a variety of services and support outside of the classroom. This enables each student to develop their abilities to become leaders from their Rosemont College experience.

The Office of Student Life strives to provide opportunities for individuals to achieve a balance of the spiritual, intellectual, emotional, social, physical, and occupational aspects of their college life and to prepare them for their lives after graduation.

Our mission also includes continuous efforts to develop synergy between and among other divisions in the College so that these relationships nurture, support, and enhance the lives of every Rosemont student.

Education Records/Family Educational Rights & Privacy Act

Rosemont College has developed a policy on student educational records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This amendment is also referred to as the "Buckley Amendment." Copies of the full policy are available in the Registrar's Office to which questions should be addressed.

Rosemont College considers students over 18 years of age to be independent adults and responsible for their own financial obligations and actions. College communications, such as bills and grade reports, are sent directly to students unless a waiver is signed by the student in the Registrar's Office. College officials will not disclose information on student behavior to parents/guardians except in circumstances of an emergency nature to protect the health and safety of students or other persons, as established by the Buckley Amendment.

Parents will be contacted if any of the following occur:

- Unusual or aberrant behavior by the student.
- Self-destructive acts or patterns of behavior which are physically or emotionally destructive to the student or other persons.
- Involvement with police leading to legal action.
- Medical emergencies or accidents on or off campus deemed life threatening.
- Major unmet financial obligations to the College beyond apparent resources.

- A student is classified as a missing person.

Withdrawal/Dismissal

The College reserves the right to require the withdrawal of any student who cannot maintain the required standard of scholarship, whose conduct has been found to be in violation of College policies and procedures, or whose continuance would be detrimental to her/his own health and/or the health and well-being of others.

Withdrawal from a Course

Students may withdraw from a course until the deadline published by the office of the Registrar located on the Official Academic Calendar for each semester/session. This occurs prior to the last day of class. For a student to officially withdraw from a course, a student must complete an official Withdrawal Form, obtain all requested signatures, and return the form to the Registrar's Office. The Registrar's Office will not accept a Withdrawal Form from anyone but the student requesting to withdraw from the course. Online students may email their completed Withdrawal Form to the Office of the Registrar email account. All correspondence must come via an official Rosemont email for the withdrawal to be processed.

Withdrawal from College

A student choosing to withdraw from all courses and ultimately the College must complete the College Withdrawal paperwork and have an exit interview. The student withdrawing from the College must gain all necessary signatures and meet with Financial Aid to discuss their loan repayment. Based on the date of withdrawal from the College, Financial Aid may need to adjust and return aid resulting in a balance owed by the student.

The completed withdrawal paperwork must be received by the Registrar's Office to be processed. The Registrar's Office cannot accept withdrawal paperwork from anyone but the student intending to withdraw. All College Withdrawal Forms must be processed through the Registrar's Office by the end of the last day of class for the semester/session. If a Withdrawal Form is received by the Registrar's Office after the semester/session, it will not be processed.

Leave of Absence

Rosemont College acknowledges that under some circumstances, a student may need to interrupt their program of study. A leave of absence occurs when a student leaves the College and at the time of departure, fully intends to return within one calendar year. Leave of absences can occur during a semester or in advance of the upcoming semester.

The benefit of a leave of absence allows a student to retain their Rosemont email address, register for classes during the registration period, and continue ongoing relations with Rosemont.

A leave of absence must be approved by the student's faculty advisor, Program Director, and Dean of the College they are attending.

Leave of Absence Conditions:

A requested Leave of Absence must occur for the following reasons: Medical Leave (documentation required), Family Emergency, Military Duty (documentation required), or personal reasons.

A student must be in good academic standing to request a leave of absence.

All students requesting a leave of absence must receive loan counseling prior to approval.

If a student is unable to return from their leave within the agreed upon time, a request to extend the leave may be granted by writing to the Office of the Registrar.

Students must keep the Registrar's office apprised of his/her mailing address and must meet the College's deadlines for registration, housing reservations, financial aid applications, etc. for the semester or term in which they plan to return. Students on leave are responsible for all arrangements with these offices on campus. Undergraduate College students should be aware that financial aid, scholarships and housing do not automatically carry over.

Students returning from leave on schedule do not have to reapply to the College. Students on a leave of absence who do not request an extension and who do not return at the agreed upon time will be administratively withdrawn from the College. The withdrawal will take effect on the day the student began the approved leave of absence.

Drug and Alcohol Prevention Program (DAAPP)

The information below is approximately half of the Drug and Alcohol Prevention Program (DAAPP) at Rosemont College. The full DAAPP is sent to students each semester following the add/drop period and can also be accessed on the Rosemont College website (www.rosemont.edu).

Alcohol & Other Drugs

All students and employees should know that Rosemont College prohibits unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any activities. We have designed this document to meet the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (CFR 34 Part 86) for drug-free schools and campuses. The following are summaries of the major health risks of alcohol and other drug use and abuse.

Standard of Conduct

Rosemont College students and employees are expected to demonstrate respect and regard for the rights and property of all individuals; to take responsibility for and be conscious of the consequences of their actions; and to act to reduce the risks of damage and harm to themselves and others. We expect all members of the Rosemont community to protect one another from harmful behavior, including harmful activity resulting from the use or abuse of alcohol and other drugs, and urge students and employees to take seriously the laws governing the use of alcohol and other drugs. Students and employees are expected to abide by federal, state, and local laws, and are provided no special protection by Rosemont College if they are caught using, possessing, or distributing illegal drugs. Students and employees are expected to be sensitive to the fact that many of their peers cannot or choose not to drink because of personal reasons or legal provisions.

College Sanctions

Rosemont College prohibits the illegal use and/or distribution of alcohol and drugs. Ordinarily the College seeks expulsion/ termination or suspension for illegal substance distribution or possession of a sufficient quantity to indicate the intent to distribute. For illegal use, the College may require mandatory assessment and counseling (with follow-up if indicated) and sanctions, short of suspension, as determined by individual schools. Your school will provide notice of its rules and regulations. Rosemont is committed to helping people with substance problems and encourages them to seek assistance.

Illicit drugs are prohibited on campus at all times. The use of alcohol by those over 21 and in accordance with College policy is permitted. The College's alcohol policies apply to all members of the College community and their guests or visitors using College facilities. These regulations also apply to College-chartered and recognized organizations, student organizations, residence hall organizations, fraternities, sororities, and events held in College facilities where the consumption of alcohol is permitted.

Individuals and organizations that fail to abide by the College policy and regulations governing the use of alcohol are subject to disciplinary actions in accordance with established policies and procedures at the school and College levels. Various disciplinary actions for organizations include forfeiture of student fee support and loss of charter. Disciplinary

actions for individuals include loss of campus housing and suspension or expulsion/termination from the College.

At Rosemont, in addition to the College Policy, Residence Life has specific rules for alcohol use. These regulations are available for Undergraduate students (UC) and School of Graduate and Professional Studies from the Vice President of Student Affairs Office.

Students can also find these regulations on IWAY. Employees should refer to Policy HR-605 - Substance Abuse Policy for more information, which can be found in the Human Resources Department or on IWAY.

Smoking

In conformity with the Pennsylvania Clean Air Act, and in the interest of providing safe and healthy environment for faculty, employees, students, and visitors, smoking will be prohibited in all College buildings including auditoriums, hallways, restrooms, lounges, classrooms, public offices, conference rooms and all areas in the residence halls.

Smoking is permitted outdoors in designated smoking areas. These smoking areas are conveniently located away from the entrances of all academic and administrative buildings and are easily recognized by the presence of a cigarette receptacle. All persons should refrain from walking around the campus with any lit smoking materials.

Both smokers and non-smokers are asked to behave with respect toward each other. Anyone smoking in prohibited areas should first be asked to stop smoking. Employees who are in non-compliance may be reported to their supervisor. All visitors will be expected to comply.

Student Life

All Rosemont College Students are responsible for complying with Pennsylvania Law, Student Code of Conduct and policies and procedures outlined in the Student Handbook. These guidelines are as follows:

Rosemont College adheres to and enforces all federal, state and local legislation concerning alcohol. Violations of the alcohol policy will be prescribed by federal, state and local laws, College policies, and by regulations described in the Student Code of Conduct.

Consumption and possession of alcohol in any open container anywhere on College property except in private rooms or in facilities where events sanctioned by the appropriate College officials are sponsored is prohibited; providing alcohol to any person who is not of legal age to possess or consume alcoholic beverages in the Commonwealth of Pennsylvania or any other purchase, use, or sale of alcohol contrary to the laws of the Commonwealth of Pennsylvania is prohibited.

The following acts shall be deemed major infractions of the alcohol policy:

- ◆ Public inebriation
- ◆ Disorderly conduct
- ◆ Exceeding the alcohol limit in a residence hall (Use of Alcohol in Residence Halls)
- ◆ Consumption of alcohol in an unauthorized place on campus
- ◆ Underage drinking
- ◆ Purchasing/supplying alcohol to a minor
- ◆ Driving under the influence (on or off campus)
- ◆ Use of false identification to purchase alcohol

Residence Hall Summary

Rosemont College employs Residence Directors and Resident Assistants who are trained to enforce the community standards regarding alcohol and drugs for the students (undergraduate and graduate) residing in the five residence halls. Each resident is provided information on the residence hall policies during their floor meetings.

Students who are 21 years of age or older are allowed to consume and to possess moderate amounts of alcoholic beverages for their own personal use in their own residence hall rooms.

Use, possession, distribution, or being under the influence of narcotics or dangerous drugs, is prohibited, except as permitted by law.

Possession, sale, intent to sell, intent to deliver, manufacture, or use of illegal drugs, possession of paraphernalia, or restricted substances on College property is strictly prohibited and will be subject to College disciplinary action and possible dismissal.

Use of prescription medications without a valid prescription or deliberate misuse of such medications may result in suspension from the College.

Off-campus possession, use, distribution, or sale of narcotics or drugs by students is inconsistent with Rosemont College's policy and goals, and is therefore prohibited.

Pennsylvania law prohibits the unauthorized manufacture, sale, delivery, and possession of controlled substances. Penalties and sentences range from a misdemeanor to thirty days imprisonment to far more severe penalties.

Rosemont College will not shield students from possible legal consequences of drug possession and use. Drugs, paraphernalia, and the names of all of those involved may be turned over to the proper authorities. The sale of drugs or drug paraphernalia by a student or a guest is always treated as a major offense and will automatically result in suspension and/or dismissal from the College and reported to police.

Alcohol found in the possession of students who are not of legal age, as listed in the requirements above, will be confiscated by Public Safety and disposed of immediately. Persons found in violation of this policy will be subject to administrative or disciplinary sanctions listed in the Student Handbook and can include:

- ◆ Warning and/or probation period
- ◆ Contact with parent/guardian (for students under the age of 21)
- ◆ Referral to an alcohol education program
- ◆ Counseling services
- ◆ Termination of Housing Contract
- ◆ Suspension from Rosemont College
- ◆ Possible arrest, imprisonment, or fine according to state alcohol laws

Alcohol and Other Drug Education and Prevention Services and Programs

The College Counseling Center provides alcohol and drug prevention services and educational programs. The College reserves the right to refer a student to other alcohol and other drug education and/or prevention services and/or programs as deemed necessary. The Counseling Center is also used to provide educational programming and intervention for students who have been referred by Residence Life due to alcohol and/or drug violations. To this end, Counseling Services provides Brief Alcohol Screening Intervention for College Students (BASICS) for students who have violated the college alcohol policy as well as Marijuana and Other Drug Education for students found in violation of the college drug policy. Employees of the college will be referred to EAP (Employee Assistance Program). See page 13 of this brochure for more information.

Nicotine/Tobacco

Nicotine is an addictive substance that can affect your health negatively. Nicotine addiction has several long-lasting effects on health. Even after one has quit smoking or gotten rid of nicotine addiction, he/she experiences nicotine withdrawal symptoms. Tobacco kills more people than any other single cause. Nicotine, the drug in tobacco, is the most addictive substance known to humankind. According to the American Heart Association, "Nicotine addiction has historically been one of the hardest addictions to break."

E-Cigarettes

E-cigarettes are electronic devices that heat a liquid and produce an aerosol, or mix of small particles in the air. E-cigarettes come in many shapes and sizes. Most have a battery, a heating element, and a place to hold a liquid. Some e-cigarettes look like regular cigarettes, cigars, or pipes. Some look like USB flash drives, pens, and other everyday items. Larger devices such as tank systems, or “mods,” do not look like other tobacco products. E-cigarettes are known by

many different names. They are sometimes called “e-cigs,” “e-hookahs,” “mods,” “vape pens,” “vapes,” “tank systems,” and “electronic nicotine delivery systems (ENDS).” Using an e-cigarette is sometimes called “vaping” or “JUULing.”

Most e-cigarettes contain nicotine. Nicotine is highly addictive and can harm adolescent brain development, which continues into the early to mid-20s. E-cigarettes can contain other harmful substances besides nicotine. Young people who use e-cigarettes may be more likely to smoke cigarettes in the future. Users inhale e-cigarette aerosol into their lungs. Bystanders can also breathe in this aerosol when the user exhales it into the air. E-cigarette devices can be used to deliver marijuana and other drugs. JUUL is a brand of e-cigarette that is shaped like a USB flash drive. Like other e-cigarettes, JUUL is a battery-powered device that heats a nicotine-containing liquid to produce an aerosol that is inhaled. All JUUL e-cigarettes have a high level of nicotine. According to the manufacturer, a single JUUL pod contains as much nicotine as a pack of 20 regular cigarettes. Most e-cigarettes contain nicotine, the addictive drug in regular cigarettes, cigars, and other tobacco products. Nicotine can harm the developing adolescent brain. The brain keeps developing until about age 25.

Using nicotine in adolescence can harm the parts of the brain that control attention, learning, mood, and impulse control. Each time a new memory is created, or a new skill is learned, stronger connections – or synapses – are built between

brain cells. Young people’s brains build synapses faster than adult brains. Nicotine changes the way these synapses are formed. Using nicotine in adolescence may also increase risk for future addiction to other drugs.

Risks of E-cigarettes for Teens, and Young Adults

Scientists are still learning about the long-term health effects of e-cigarettes. Some of the ingredients in e-cigarette aerosol could also be harmful to the lungs in the long-term. For example, some e-cigarette flavorings may be safe to eat but not to inhale because the gut can process more substances than the lungs. Defective e-cigarette batteries have caused some fires and explosions, a few of which have resulted in serious injuries. Children and adults have been poisoned by swallowing, breathing, or absorbing e-cigarette liquid through their skin or eyes. E-cigarette aerosol is NOT harmless “water vapor.”

E-cigarette Aerosol

The e-cigarette aerosol that users breathe from the device and exhale can contain harmful and potentially harmful substances, including:

- Nicotine
- Ultrafine particles that can be inhaled deep into the lungs
- Flavoring such as diacetyl, a chemical linked to a serious lung disease
- Volatile organic compounds
- Cancer-causing chemicals
- Heavy metals such as nickel, tin, and lead

It is difficult for consumers to know what e-cigarette products contain. For example, some e-cigarettes marketed as containing zero percent nicotine have been found to contain nicotine

An overdose of nicotine can lead to serious problems. When nicotine is at a low concentration in the bloodstream, it only binds to receptors in the brain. Whereas, when it is present in a heavy dose, it binds to receptors both in the brain and on muscles. This results in increased motor activity, heart rate, and blood pressure, as well as narrowing of blood vessels. As a fall out of an extreme condition of an overdose, paralysis of the muscles that control breathing or the heart, can also occur.

Narcotics

The biochemical effects of narcotic drugs are what make them addictive. Narcotics bind to painkilling sites throughout the brain, known as opioid-U receptors or the "reward pathway." This leads to slower uptake of neurotransmitters, like dopamine, between neurons. Immediate effects include cessation of pain, drowsiness, and a feeling of well-being associated with pain reduction. With chronic use, the brain may stop producing endorphins, natural painkilling chemicals, and the user develops tolerance. The user must replace the missing endorphins with narcotics in order to feel good and to

avoid the painful effects of narcotic withdrawal. The user becomes dependent on increasing amounts of the drug to feel good. Abuse usually leads to dependence.

Psychologically, the user will feel calm and relaxed while under the influence of narcotics such as painkillers or heroin. These effects are strong at first but with sustained use, the effects can become minimalized and may even dissipate as tolerance to the drugs build.

The most common psychological effects of narcotics include:

- Reduced anxiety
- Reduced tension
- Happiness

Unfortunately, all of these "positive" effects of narcotics do not last and healthcare professionals have determined that there are a number of long term effects associated with sustained narcotic use. Those who use these drugs either as prescribed or for recreational purposes are at risk of developing a tolerance. When a user develops a tolerance to the drugs, the effects are lessened and ultimately reduced to what feels almost like nothing. Those who use these drugs then require an increased use of the drug in order to produce similar effects. This tolerance can lead to physical dependence and an addiction to narcotics that is difficult to treat.

Users who become physically or psychologically addicted to narcotics are likely to go through great lengths to get the drugs that they want in order to reduce their risk of feeling the symptoms of withdrawal. Withdrawal symptoms are the body's reaction to being physically dependent on a drug to produce certain chemical changes such as the shutting down of or development of endorphins and other chemical compositions within the body which cause pain reduction, happiness and other mood influencers.

Physically, the long term user of certain painkillers or heroin is at risk of contracting STDs or other diseases as a result of sharing dirty needles. There is also a risk of permanent damage to the internal organs which can lead to renal failure and potentially even death if left untreated. In many cases, the long term effects of narcotics are so severe that even medical care and no longer using the drugs is simply not enough to reverse the negative complications that have occurred.

Health Risks

Alcohol is a depressant drug that slows down the activity of the central nervous system (which controls the functions of the brain), impairing coordination, speech, body temperature, pulse, and breathing.

- ◆ Consumed in small amounts, alcohol reduces inhibitions, and provides the false sense of acting as a stimulant.
- ◆ Excessive drinking is consuming more than 4 drinks for women and more than 5 drinks for men on any occasion.
- ◆ Continued and excessive drinking over a short period of time will raise the blood alcohol concentration (BAC) to and above the .08% level, which is considered legally drunk in the Commonwealth of Pennsylvania.
- ◆ Dangerous drinking-related risks include (but are not limited to) accidents, violence, vandalism, personal injury, aggressive behavior, blackouts, hangovers, vomiting, and sexual assault.

Health risks vary from drug to drug. Below is a list of some commonly used drugs and their effects:

- ◆ Tobacco products kill more than 430,000 people in the U.S. each year, more than alcohol, cocaine, heroin, homicide, suicide, car accidents, and fire combined. Tobacco use is the leading preventable cause of death in the U.S. Tobacco use can cause heart disease, stroke, heart attack, vascular disease and aneurysm.
- ◆ Marijuana can distort perception, lead to loss of coordination, increase heart rate, cause anxiety/panic attacks, and impair memory/learning. Long-term effects included daily cough, symptoms of chronic bronchitis, difficulty sustaining attention, problems in registering, processing, and using information and dependence.
- ◆ Cocaine can cause heart rhythm disturbances, heart attacks, chest pains, respiratory failure, strokes, seizures, headaches, abdominal pain, and nausea.
- ◆ LSD can cause dilated pupils, increased body temperature/heart rate, sweating, loss of appetite, sleeplessness, dry mouth, tremors, and long- lasting psychosis.
- ◆ Ecstasy (MDMA) can cause confusion, depression, sleep problems, drug craving, severe anxiety, paranoia, muscle tension, involuntary teeth- clenching, nausea, blurred vision, rapid eye movement, fainting spells, chills/sweating, increased heart rate, and death.
- ◆ Inhalants can cause severe damage to the brain and central nervous system. This can lead to impaired perception and reasoning, memory loss, defective muscular coordination and dementia.
- ◆ Heroin is considered highly addictive and can cause liver disease, kidney failure, neurochemical changes in the brain, and heart valve damage.
- ◆ Methamphetamine can cause increased heart rate, irregular heartbeat, irreversible damage to blood vessels in brain (producing stroke), respiratory problems, anorexia, cardiovascular collapse, and death. It can also affect your central nervous system by causing irritability, confusion, paranoia, convulsion, hypothermia, insomnia, tremors, aggressiveness, anxiety and convulsions.
- ◆ Prescription Drugs are being abused when they are taken for nonmedical reasons. The abuse of certain prescription drugs-opioids, central nervous system (CNS) depressants, and stimulants- can alter the brain's activity and lead to addiction.

Federal, State & Local Laws

The following is a brief review of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol:

Drugs

1. The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from thirty days imprisonment, \$500 fine, or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to fifteen years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a university is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.
2. The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.
3. The Vehicle Code, 75 PA, C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable

cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.

4. The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a \$2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of one year's imprisonment, a \$5,000 fine, or both, with the penalties for the second offense doubling. Probation without conviction is possible for first offenders. Distribution to persons under the age of twenty-one by persons eighteen or older carries double or triple penalties. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.
5. Students who have been convicted under state or federal law involving the possession or sale of a controlled substance, are ineligible for federal student aid for specific periods (ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender.)

Alcohol

1. The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provide the following:
2. It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to \$500 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to \$1000, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to \$1000 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.
3. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.
4. It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (2) above.
5. It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation.
6. It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages.

Penalties are as stated in (1) above.

7. It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
8. It is a crime to hire, request or induce any minor to purchase liquor or malt or beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
9. Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.
10. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations. The University will cooperate with the appropriate law enforcement authorities for violations of any of the above-mentioned laws by an employee in the workplace or student.
11. The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.
12. No advertisement of alcoholic beverages shall be permitted, either directly or indirectly, in any booklet, program, book, yearbook, magazine, newspaper, periodical, brochure, circular, or other similar publication, published by, for, or on behalf of any educational institution.

Student Complaint Policy

As a community of learners that values trust and reverence for each one's dignity, diversity in human culture and experience, and persistence and courage in promoting justice with compassion, the College's policies and procedures for student complaints emphasize that students work with each other, with individual staff in offices, or with faculty to resolve any complaints.

Students having a complaint that requires resolution are also encouraged to complete the student complaint form, which is forwarded to the Office of Student Life. The form is available on the Rosemont website at [25-26 Student Incident Documentation](#).

Students may also file a complaint with the Pennsylvania Department of Education of the Middle States Commission on Higher Education (the College's regional accreditation agency).

Pennsylvania Department of Education Postsecondary and Adult Education
33 Market Street, 12th Floor
Harrisburg, PA 17126-0333
Phone: (717) 783-8828

Middle States Commission on Higher Education
3624 Market Street, 2nd Floor
West Philadelphia, PA 19104
Telephone: (267) 284-5000
E-mail: info@msche.org

College Resources and Services

CampusMail

All resident students are assigned a private mailbox in the Hirsh Community Center by the Mailroom staff. To receive the key to their mailbox, students must stop by the Mailroom and present their Rosemont ID. Students should check their campus mailbox daily. While email is the primary communication vehicle, some individual communications, as well as flyers about campus-wide activities, etc. will utilize the mail system.

Regular mail can also be addressed to resident students, at the College address, to be put in their boxes. Students may also use the campus mail to communicate with each other, faculty, and administrative offices by marking the mail as “Campus Mail” with sufficient name of recipient and location. These items may be dropped off at the at the mailroom.. Students are also able to send off-campus letters and packages at the Mailroom.

There is no charge for use of the mailbox; however, a charge of \$20.00 will be made to replace lost, damaged, or unreturned keys, payable when the new key is issued. Mailbox keys must be returned at the end of each semester.

Stamps for letters and parcels may be purchased in the College Bookstore.

Campus Ministry

Sr. Peg Doyle, SHCJ, *Vice President of Mission & Ministry*
Eric Starrs, *Director of Campus Ministry*

As an extension of the mission of Rosemont College, the Office of Campus Ministry serves all members of the Rosemont College community — students, staff, and faculty — by providing opportunities to explore, express, and grow in spirituality and faith, regardless of religious identity or faith tradition. Staff- and student-led retreats, faith-sharing, music, and prayer, provide such opportunities.

Additionally, through the Cornelian Service Corps, Campus Ministry demonstrates Rosemont's commitment to social justice by 1) raising awareness and fostering discussion in the Rosemont community about issues and systemic conditions that create and exacerbate marginalization, and 2) by offering service and immersion opportunities on and off campus to build relationships by sharing resources and talents.

The Office of Campus Ministry commits itself to nourish the values of Rosemont College by

- Focusing on the unique gifts of each person.
- Building an authentic community founded on hospitality and open communication.
- Supporting people and causes working toward justice.
- Promoting simplicity and sustainability.

The Campus Ministry Office and Campus Ministry Lounge are located in the basement of the Chapel of the Immaculate Conception. The typical hours of operation are weekdays from 9 a.m. - 5 p.m.. Drop- ins and visits are welcome and encouraged.

Counseling Center

Dr. Thomas DeGeorge, *Director and Clinical Supervisor*

Robert Pina, *Staff Counselor*

The Counseling Center at Rosemont College is committed to promoting the personal growth and development of students and to assisting them in overcoming obstacles that may interfere with their academic success. College is a time of growth and change—leaving family, developing new relationships and making difficult decisions. Increased stress can accompany the challenges of this transitional period and the Counseling Center offers a safe atmosphere for students to discuss any personal concerns or difficulties. Counseling services are voluntary, confidential and included in the tuition for all Rosemont students.

The Counseling Center, located on the lower level of the chapel, St. Joseph Hall, is open Monday through Friday from 9:00 a.m. to 4:00 p.m. Students may call (610) 527-0200 x2416 and leave a message to schedule an appointment with a professionally trained counselor. Though psychological testing is not provided on-site, the Counseling Center does offer digital screening inventories for depression, eating disorders, and substance abuse.

When necessary or requested, counseling staff will facilitate a referral to an outside agency as well as provide information about community resources concerning mental health issues. The Counseling Center is available for consultation to faculty, administration, and staff regarding students' concerns. In addition, the Center provides a variety of psycho-educational programs for students, faculty, and staff. For further information, please visit the website for Rosemont's Counseling Center.

Confidentiality

Both presence in counseling (via digitally or in person) and information shared in counseling are confidential according to law. Information will be released ONLY with a student's written permission with the following exceptions: if there is imminent danger to self or others, suspicion of child or elder abuse (abuse of children under the age of 18) and court subpoena in certain cases. Information will also be shared between graduate counseling intern staff and the Director of Counseling to ensure the effectiveness of counseling. All records and communications are securely maintained.

Financial Aid

Kim Anderson, *Director of Financial Aid*

Theresa Hammon, *Assistant Director of Financial Aid*

Rosemont College is committed to helping all qualified students afford a Rosemont education. Financial assistance is available to degree-seeking students who are United States citizens or eligible non-citizens and who are enrolled on at least a half-time basis. Financial aid consists of scholarships, grants, loans, federal work student or any combination of these programs. Financial aid awards are made for one year only. A student must re-apply for financial aid each year to continue receiving federal, state, and institutional funds. Academic merit scholarships are awarded each year regardless if a student completes the FAFSA. Financial aid eligibility is reviewed every year and is subject to changes in family financial conditions, federal and state regulations, and/or Rosemont College policies. In addition, students must maintain satisfactory academic progress. For specific information regarding the availability of need based financial aid, please contact the Financial Aid Office at fnaid@rosemont.edu. For information about merit scholarships, new applicants should contact the Office of Admissions at 610.595-5926.

Students wishing to be considered for financial aid MUST complete the Free Application for Federal Student Aid (FAFSA) by the required deadline each year. The FAFSA deadline for priority review is February 15 (January 15 for admitted students).

Verification Policy

Approximately one third of FAFSA filers are selected for verification. A requirement of the U.S. Department of Education, verification is the process of confirming information submitted on the FAFSA. Students are responsible for submitting requested information to complete the verification process no later than 45 days before the last day of the student's enrollment. However, federal student aid will remain estimated and will not be credited to the student's account until verification is complete. Additionally, students awarded Federal Work Study will not be eligible to begin employment until verification is complete.

Items to be verified include: Adjusted Gross Income, U.S. income tax paid, number of family members in the household, the number of family members enrolled in post-secondary schools at least half time, untaxed income, and any other conflicting information. Students are notified in writing by the Financial Aid Office of the documents needed to complete verification, and the following documents are those generally required to complete the process:

- Student's federal income tax return transcript from the prior-prior year
- Example for the 2025-2026 academic year, 2021 tax information must be submitted
- Parents' federal income tax return transcript from prior-prior year (for dependent students)
- Spouse's income tax return transcript for prior-prior year (for married independent students)
- Student's W-2 form(s) from prior-prior year (if student did not file income tax)
- All verification worksheets requested

Students are encouraged to utilize the IRS data retrieval tool on the FAFSA as a part of the verification process. If students and parents are able to successfully download their tax information from the IRS into the FAFSA and submit changes, the tax documents listed above will be waived and the verification document only is required. Upon receipt of the verification documents, the school will compare the information on the submitted documents with that on the FAFSA. If discrepancies are revealed, the school will make the corrections, which could result in a change in aid eligibility. The school will notify the student in writing of any changes in eligibility due to verification, within one week of completing the verification process.

The school will cease processing federal student aid for students who fail to submit the required verification documents before the deadline.

If a student is selected for verification after federal student aid funds have already disbursed, the school will withhold all future disbursements of federal student aid until verification is complete. If verification results in the student's ineligibility for aid that has been previously disbursed, then the student is responsible for repaying aid for which he/she is no longer eligible. The school will notify the student in writing requesting full payment of the overpayment of aid for which he/she is no longer eligible. Any student in an overpayment status who fails to repay the overpayment or make satisfactory repayment arrangements will be reported to the U.S. Department of Education and/or to the National Student Loan Data System (NSLDS) and remain ineligible for further federal student aid until the overpayment is resolved.

Satisfactory Academic Progress

Federal regulations require schools to monitor academic progress annually or more frequently to ensure each student is meeting minimum qualitative and quantitative standards. Rosemont College monitors a student's academic progression throughout the completion of their degree, to ensure they can maintain eligibility for Federal financial aid funding. Any student not meeting these minimum standards at the time of evaluation will become ineligible for federal student aid and will remain ineligible for aid until both standards are met. At the end of each semester a student's progress is determined by evaluating their academic performance both quantitatively and qualitatively. Quantitative Measure: All students enrolled in an Associate, Bachelor or Master degree must successfully complete at least 67% of their cumulative credits attempted in order to show successful academic progression. Qualitative Measure: Undergraduate students must maintain a cumulative GPA of a 2.0 to show satisfactory academic progress qualitatively. Graduate students must maintain a cumulative GPA of a 3.0 to show satisfactory academic progress qualitatively and remain enrolled in their program of study.

Both quantitative and qualitative measures must be met by full-time and part-time students to fulfill satisfactory

academic progress. Any course with a grade of “W” or “T” will count as classes not successfully passed. Any transfer credits count as credits attempted and completed but will not impact the grade point average.

Successful Academic Progress is calculated on all students regardless of Federal Financial Aid Funding.

The first semester a student does not maintain a cumulative GPA 2.0 and/or progress at 67% toward the completion of their degree, will be placed on an Academic Warning. Being placed on Academic Warning will not affect a first year student’s ability to participate in clubs, organizations, or sports for the first semester on Academic Warning, provided the student has not attempted 24 credits.

Any student who does not maintain a cumulative GPA of a 2.0 and/or progress at 67% toward the completion of their degree, after the Academic Warning semester, will be placed on Academic Probation.

Failure to earn a cumulative GPA of a 2.0 and/or progress at 67% toward the completion of a degree after a probationary semester will result in a student being Academically Dismissed with right of appeal from Rosemont College. If a student chooses to appeal the Academic Dismissal, they will complete the appeal paperwork and return to the Dean of Academics by the deadline indicated.

If a student chooses to not appeal the dismissal, their Academic Dismissal is final.

Any student on their second Academic Probation semester who does not earn a cumulative GPA of 2.0 and/or progress toward 67% completion of their degree will be Academically Dismissed from Rosemont College without the right to appeal for reinstatement.

Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. When Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student’s withdrawal. Refunds are allocated in the following order:

1. Federal Direct Unsubsidized Stafford Loans
2. Federal Direct Subsidized Stafford Loans
3. Federal Direct Parent PLUS Loans
4. Federal Pell Grants for which a Return of funds is required

5. Federal Supplemental Opportunity Grants for which a Return of funds is required

Federal and State Financial Aid Programs

Federal and state financial aid programs are available to students who are enrolled on at least a half-time basis. Eligibility is based on financial need, and in some cases, may be limited depending on fund availability. Students must complete the Free Application for Federal Student Aid (FAFSA) to apply for federal and state aid.

Federal Pell Grant—an entitlement program funded by the federal government; the amount of the award is determined by the Expected Family Contribution (EFC) from the FAFSA.

Federal Supplemental Education Opportunity Grant (FSEOG)—part of the campus-based aid programs funded by the federal government; grants are awarded to students with exceptional financial need, with first preference to federal Pell Grant recipients.

Federal Direct Loan—The maximum amount a student can borrow is determined by his or her grade level. First year students can borrow up to \$5,500; second year students can borrow up to \$6,500; and third and fourth year students can borrow up to \$7,500 for the academic year. The annual loan limits include \$2,000 Unsubsidized Direct Loan eligibility per academic year. Independent students may be able to borrow additional Unsubsidized Direct Loan in addition to the base loan amounts. Independent students may be able to borrow up to an additional \$4,000 Unsubsidized Direct Loan for the first and second academic year and up to an additional \$5,000 for the third and fourth academic year. Dependent students whose parents are denied the Parent Plus loan can borrow at the same loan limits as independent students. The amount of Direct Subsidized/Unsubsidized Loan listed on the financial aid award letter is the gross amount. The government charges loan processing fees (which are determined on July 1st of every year) upfront on all new loans. The net amount of the loan will be reflected on your student bill.

Federal Work Study-campus employment and some off-campus community service positions are available to a limited number of students for students with financial need. An award listed is an eligibility indicator; students will need to apply for consideration for a position. Positions are competitive and eligibility as listed on a financial aid award letter is not a guarantee of the ability to secure a position.

State Grant—grant funds awarded to undergraduate students based on eligibility according to each state’s guidelines. For Pennsylvania residents, the Free Application for Federal Student Aid (FAFSA) must be processed before May 1 for full consideration for a PA State Grant. Students receiving a PA State Grant must pass at least 24 credits during each academic year that a full-time state grant award is received in order to make academic progress for future state grant awards. Students must also be enrolled in at least 50% of their coursework on site versus online. Students receiving a grant from a state other than Pennsylvania should check with their state agency regarding academic requirements for renewal and to see if it is transferable to Pennsylvania.

Rosemont Merit Scholarships and Grants

Institutional scholarships are awarded through the admission process. The College reserves the right to limit the number of scholarships awarded. Students must remain in good academic standing for scholarships awarded on the basis of academic merit. Students must maintain satisfactory academic progress to retain institutional awards that are not based on academic merit. Student’s academic progress is reviewed at the end of each spring semester.

The Cornelian Scholarship- Full Tuition & Fees

Full tuition and fees scholarship from Rosemont College awarded annually for two outstanding graduates of Catholic High Schools. Students must submit an additional application, and the finalists will be invited to an on-campus interview from which the recipients will be selected. This scholarship is awarded to first year students who represent the ideals of Cornelia Connelly, the founder of the Holy Child Jesus Catholic order.

The Sister Maria Stella Kelly Art Scholarship

Awarded to students wishing to pursue a degree in the field of art at Rosemont College and who demonstrate outstanding artistic skill. Award amount varies.

Presidential Award –

Residential - \$10,000

Commuter - \$5,000

Awarded to first year students admitted based on high school GPA.

Maroon & Gray Award –

Residential - \$3,500- \$8,500

Commuter - \$4,000-\$4,500

Awarded to first year students admitted based on high school GPA.

Raven Award –

Residential - \$2,250- \$4,500

Commuter - \$3,500

Awarded to first year students admitted based on high school GPA.

Transfer & International Awards –

Residential - \$2,200- \$10,000

Commuter - \$3,500 to \$5,000

Awarded based on GPA for International students and College GPA for Transfer students.

Rosemont Grant- variable, international students are not eligible for Rosemont Grant

Awarded on the basis of financial need as demonstrated by the FAFSA.

50% tuition scholarships can be awarded to the following:

- Students (domestic and international) that graduate from a Catholic HS and enroll immediately at Rosemont
- Students (domestic and international) that graduate with an Associate's Degree and transfer to Rosemont

Dining Services

Mr. Jeffrey Chesney, *Director of Dining Services*

Lisa Redfern, *Assistant Director of Operations & Catering and Events Assistant*

Chef Larry Washington, *Executive Chef*

Parkhurst Dining Services provides food service and catering needs to the Rosemont College community. We're proud to partner with Parkhurst Dining to provide our campus community with authentic culinary experiences. Parkhurst believes in made-from-scratch food, prepared by talented and passionate team members, and hospitality that creates smiles

When Rosemont College is in session, breakfast, lunch and dinner are served in Cardinal Hall, Monday - Friday. Brunch on Saturday and Sunday is also served in Cardinal Hall. Members of the Rosemont College community, (commuting students, faculty, staff, and administrators) may participate in a prepaid debit card plan available thru Business Office. However, there is a separate commuter plan also available at the Business Office. Students, faculty, staff and administrators can use cash equivalency at Raven's Nest on Monday through Thursday.

Cardinal Hall – Monday-Friday Breakfast: 7:30am to 10am Lunch: 11am to 2pm
Light Lunch: 2pm to 4pm Dinner: 4:30pm-7pm

Cardinal Hall – Saturday and Sunday Brunch: 11am to 2pm
Light Lunch: 2pm to 4pm Dinner: 4:30pm to 7pm

Kiosk – Monday-Friday 8am to 4pm

Questions by resident students regarding special dietary requirements should be directed to the any of the food services management. Arrangements can be made with the Director of Catering to cater parties and special events. A catering guide is available at iWay. Students seeking part-time employment in or Cardinal Hall should contact the Assistant Director of Dining Services.

Rosemont College requires that all resident students (including graduate students) be on a 14, or 19-meal plan. The food service company is required to meet any special dietary needs of students including vegetarians and students with special medical conditions. A student may contact the Director of Dining Services at x3934 to schedule an appointment to discuss her/his dietary requirements.

Rosemont College Department of Information Technology

helpdesk@rosemont.edu

The Rosemont College Department of Information Technology supports the College's mission statement by integrating technology throughout the institution. This vision recognizes the importance of information services and technology as a means to enhance Rosemont's commitment to excellence and joy in the pursuit of knowledge, and dedication to educating women and men and to develop the strengths and abilities they require to respond to the needs and challenges of the times.

Key components of campus technology include:

The iWay

<https://iway.rosemont.edu> - is the portal through which students, faculty and staff access information including course registration, personal academic and financial aid information, Business Office information and grades. The "Help Tab" on the iWay contains extensive assistance for all aspects of technology, and is the first tier of tech support for the College. The Help Tab also provides appropriate contacts for further assistance if needed.

Office 365

<https://email.rosemont.edu> - in partnership with Microsoft Corporation, Rosemont offers all matriculated students and employees a rosemont.edu email address. All Rosemont College electronic communication with students uses this address. Students are expected to check campus email for important announcements, and to respond accordingly. The Rosemont email address can easily be forwarded to a personal email address, but the robust storage capacity, ease of use, and ability to log in from any computer makes your rosemont.edu address one that will be very useful. In addition, students receive free storage (1 TB) for documents and other files using OneDrive, plus the ability to download the Microsoft Office Suite (Word, Excel, PowerPoint) free of charge on up to five devices.

For additional details, including login, consult the Help Tab at <https://iway.rosemont.edu>

All College-related electronic communication is via the Rosemont email account. If you cannot access it, use the personal email address on record with the Registrar (students) or H.R. (faculty and staff) and write to: helpdesk@rosemont.edu

Rosemont College Online

<https://rosemont.instructure.com> - For the convenience of our students, Rosemont College offers a range of study options, including web-assisted and fully-online courses. The online platform is called "Canvas".

All students with a personal computer or mobile device may take advantage of wireless access throughout campus. A brand new wireless network has been installed in each Residence Hall. Students will enjoy consistent and robust wireless connections using the new network in the Residence Halls. Resident students are also welcome to use wired internet access for a single device in their room. They may connect one network device to the drop (game console or laptop). Students may NOT install wireless or wired routers, hubs, or switches in their room. Public computer areas throughout the Gertrude Kistler Memorial Library and in the Science Building provide workspace for individual and collaborative use.

E2Campus

A self-signup service, E2Campus provides an emergency notification system by sending text messages and/or email messages directly to your cell phone. The service is also used to provide weather-related information including school closing or late class scheduling.

Go to:

www.E2campus.com/my/rosemont

Select: "I need to create an account."

Please check for possible text message fees your wireless provider may charge.

This is a SPAM-free application. Your name and personal contact information are protected and will remain private. You may change your message preferences or unsubscribe at any time.

Media Services

Media Services supports the College community by providing laptop-projector combinations, TV-DVD combinations, sound services, and other multi-media technologies for instructional support in the classroom. For media services, the Instructor should write to media@rosemont.edu at least two class days before date of requested use.

Social Networking Policy

Rosemont College (Rosemont) recognizes that social networks are both a means of communication and a part of relationships. However, as with all forms of communication, there are rules and guidelines that apply. To assist you, we have developed this social networking policy (the "Policy"), which covers all forms and manners of online social media and social networking. (For purposes of this Policy, the terms "social media" and "social networking" are synonymous.) Below are some current examples of social networking activities. These are just a few examples. This Policy includes all forms of online expression, now existing or later developed.

Social networking sites: Facebook, LinkedIn

Video and photo sharing web sites: Flickr, YouTube, Snapchat
Micro-blogging sites: Twitter, FourSquare, Instagram

Weblogs or blogs: BuzzFeed, Mashable, TechCrunch

"Wikis" or other collaborative websites designed to enable anyone with access to contribute or modify content:

Wikipedia, Digg

Online forums and discussion boards: Yahoo! Groups or Google Groups

Any other websites or software applications that allow individual users or entities to publish content on the internet

Social Networking Rules

Below are our rules for social networking. All individuals who are part of the Rosemont community are responsible for what they post and communicate to others. These rules apply whether you engage in online activities on or off of College grounds and whether you use your personal computer or the college's computer hardware. We have these rules not just because the misuse of social networking may create liability or business risk for Rosemont College, but also because it may create the risk of personal liability for you. Rosemont reserves the right to change these rules from time to time, as we deem appropriate.

You are solely responsible for anything you publish online. We expect you to read, be familiar with, and abide by all of Rosemont's policies, procedures and other rules that apply to you (collectively, the "Rules"). If you engage in social networking, you must follow, and act consistent with, the Rules and your conduct and communication may not conflict with any of the Rules, whether related to harassment, confidentiality, intellectual property, computer use, or otherwise.

You may not publish any threatening, harassing, bullying, disparaging, defamatory, inflammatory or knowingly false material about Rosemont, its students, employees, alumni, faculty, administrators, staff, volunteers, guests, vendors, competitors, membership associations, or anyone else.

You are prohibited from making any disparaging, stereotyping or harassing comments with regard to any protected group (for example, age, gender, pregnancy, race, ethnicity, religion, national origin, citizenship, veteran's status,

disability, handicap, marital status, and sexual orientation) if such comments are about Rosemont employees or students. Such comments also may violate this policy if Rosemont students or employees become aware of them, even if they are not about or directed to them. You also are discouraged from making such comments about other people apart from Rosemont students or employees.

You may not represent that Rosemont endorses any of your communications or personal opinions and you may not use Rosemont to promote any opinion, belief, product, cause or political candidate. When necessary or appropriate, include the statement: “This is my personal opinion and not that of my school.” When you are stating your personal opinion, do not include Rosemont by name or circumstance in the communication.

Do not use Rosemont’s logo or any of our other marks or images, unless you obtain written permission in advance from the Vice President for College Relations. Respect all copyright laws and references and cite sources as appropriate. Rosemont reserves the right to monitor, access, search, block, copy, delete, review, and disclose at any time messages or documents created, sent, stored or received on, as well as any websites visited on, any of Rosemont’s communication systems, whether accessed on-site or via remote locations, including, but not limited to: computer software and hardware; workstation PCs and laptops; remote access servers; e-mails servers and systems; instant messaging networks; text messaging networks; voice mail systems; internet servers; and portable devices, such as smartphones. By using Rosemont’s communication systems to which you have no expectation of privacy, whether accessed on-site or via remote locations, employees and students consent to Rosemont’s monitoring, accessing, searching, blocking, copying, deleting, reviewing and disclosing, both real time and after the fact, any documents or messages which they create, send, store, or receive on, as well as websites visited on, the Rosemont’s communication systems.

Also keep in mind that information published on the internet may be freely accessible to anyone; it does not matter whether our computer systems or network are utilized in publishing this information. For example, we can monitor a Twitter feed that a Rosemont student updates from inside that student’s own home, even if the student did so without using any of Rosemont’s communications systems.

All references to students in this policy refer to not only current but also prior and prospective students.

Social Networking Guidelines

Below are our current guidelines for social networking. These guidelines are intended to help you make appropriate decisions about blogging, communicating on websites, posting on video and picture-sharing sites, communicating online, whether on blogs or elsewhere, and any other social networking activities in which you may engage. These guidelines are intended to also protect Rosemont’s interests. Rosemont reserves the right to change these guidelines from time to time, as we deem appropriate.

Exercise good judgment and common sense. Always pause and think before posting. What you post online may be accessible to the general public. Ask yourself questions such as: Is my social networking activity appropriate? Am I adding value?

When engaging in social networking activities and communication (especially when disagreeing with others’ opinions), keep your communication civil, appropriate, respectful and polite.

Follow the terms and conditions of any social media sites and software and hardware that you utilize, and familiarize yourself with their privacy settings so that you may control who can view the content you publish online.

People who either hide behind pseudonyms or create anonymous posts compromise the value of social networking. Identify yourself when posting in order to lend credibility to your online contributions. Stick to your area of expertise. Write about what you know and provide only your perspective.

Remember your audience and remember that your social networking activities may create a perception about Rosemont.

Current and potential students, alumni, potential employers of students, peers and others may be able to view what you post online. Consider this point to ensure that your post will not alienate, harm or provoke any of these groups.

You are responsible for everything that you write or present online. Take ownership of your online content. If you make a mistake, admit it and correct it.

Don't let social networking activities interfere with your other responsibilities and duties.

Students who have any complaints or issues involving Rosemont are encouraged to bring them to the attention of the Vice President of Student Affairs before blogging or otherwise engaging in social networking about them.

Follow a code of ethics. There are many codes of ethics for social media participants that can help you participate responsibly in online communities.

If you have any questions about this Policy, please contact the Vice President of Student Affairs. Violations of this Policy may result in discipline up to, and including, expulsion from Rosemont College.

Gertrude Kistler Memorial Library

Chelsea Frank, *Executive Director of Library Service*

Gerard Regan, *Assistant Director*

The College's library program meets the study and research needs of the students and faculty by combining traditional library strengths in the liberal arts with state-of-the-art access to information and resource sharing.

The Gertrude Kistler Memorial Library, the first academic building erected on the Rosemont campus, was a gift of Mr. and Mrs. Sedgewick Kistler in memory of their daughter. It houses in open stacks a collection of over 138,000 volumes and 20 current periodical subscriptions, along with 17,350 electronic journals, 11,669 e-books, 2,100 audiovisual items, and 22,000 microform materials. TRELIS (The Rosemont Electronic Learning and Library Information System) is the portal to the library's electronic collections, books, and media resources. TRELIS includes the on-line catalog, 43 electronic periodical indexes, full-text databases and Reference e-books. The Library is wireless with twenty-four computer workstations/laptops for TRELIS located throughout and twenty-four laptops in the Library classroom. All have access to printers located in the Information Commons and the Learning Commons. TRELIS can be searched from any building on campus through the campus network. Remote access to TRELIS is available through a proxy server. To access the proxy server, students must have a Rosemont email address and password. Students use their student id to borrow physical materials from the Library. Librarians and staff are available to instruct students in the use of TRELIS and in other information technologies and in locating information via the Internet.

Personal librarians are available for first year students. Students can send reference requests via email to the reference desk as well as contact a librarian by phone. Other services include interlibrary loan from libraries throughout the United States, and individual or course related instruction. For further information, go to

<http://www.rosemont.edu/library/index.php>.

Library hours during the Fall and Spring semesters are: Monday, Tuesday, Wednesday 8:30 a.m. to 2:00 a.m. Thursday 8:30 a.m. to 11:00 p.m.

Friday 8:30 a.m. to 6:00 p.m. Saturday 1:00 p.m. to 6:00 p.m. Sunday 1:00 p.m. to 10:00 p.m.

Summer, holiday, and vacation hours as well as hours during midterms and final exams vary and will be posted online (<http://www.rosemont.edu/library/hours.php>)

Students may borrow materials from the libraries of Villanova University, Arcadia University, Chestnut Hill College, Holy Family University, Immaculata University, Gwynedd Mercy College, and Neumann University upon presentation

of their Rosemont I.D. card. Library fines owed to one institution's library will be honored by the other as outstanding financial obligations which must be paid before registration permits, and transcripts or the issuing of a diploma. The library does not charge daily overdue fines for regular materials, but a second overdue notice will result in a non-cancelable service charge of \$1.00 per item. If a book or other item is not returned, the borrower will be charged a minimum of \$50.00 for replacement and processing costs. Reserve and inter-library loan materials carry their own overdue fines which are posted in the library.

Remote Access to Library Databases: <http://www.rosemont.edu/about/library/index.php>

- Click on Online Resources and then click on Electronic Databases.
- Locate and click on the database you wish to use. (Databases are listed in alphabetical order.)
- Log in using a valid Rosemont College email username and password.
- Only one login is required to access all of the databases until the browser window is closed. Please be sure that cookies are enabled in your browser.
- You may need to modify or reconfigure your firewall to allow unrestricted access to the rosemont.edu domain.
- In a corporate environment, please contact your network administrator to review firewall restrictions that may block access.
- For further technical assistance, please contact helpdesk@rosemont.edu.

In case of a life threatening emergency or rare instances of imminent risk of harm to self or others, pertinent medical information is shared with emergency care providers and the VP of Student Affairs.

Students are responsible for communicating with their professors and their employers if they are absent from class or work.

Rosemont students are not required to carry personal health insurance unless they are athletes, but it is strongly encouraged.

Academic Offices

Academic Deans

Paulette Hutchinson, *Academic Dean – Undergraduate College*

Emil "Jay" Kolick, *Academic Dean – School of Graduate and Professional Studies*

April Higgins, *Assistant Dean, Academic Operations*

The Academic Deans, members of the faculty, are the educational and administrative officers directly responsible for the academic programs of the Undergraduate College and the Schools of Graduate and Professional Studies.

The Academic Deans recommend to the President individuals for teaching and academic support positions, and recommend faculty for promotion, tenure, reappointment, and sabbatical leave. The Academic Deans are responsible for the quality of the academic programs, and, in conjunction with division chairs, is responsible for maintaining quality teaching. They are also responsible for the academic budgeting process.

Office of the Registrar

Marita Hurst, *Registrar*

Donna Carpenter, *Associate Registrar*

Susan Carey, *Academic Records Assistant*

The Office of the Registrar is responsible for maintaining the academic records of all current students and alumni; producing and distributing the Master Schedule of Course Offerings; conducting registration procedures; and compiling student statistical information. Specific functions of the Registrar's Office include: verifications of student attendance (both current and alumni); updating and generating academic records; issuing transcripts upon students' written requests; processing course registrations and Drop/Add; preparing and distributing the final exam schedule each semester; processing inter institutional program data; ordering diplomas; preparing the graduation program; assigning classrooms for all the courses; reporting enrollment for VA benefits purposes.

Student Academic Success Center (SASC)

The SASC provides support services, resources, and connections for students as they navigate the academic process. We educate students regarding college policies and procedures, connect them to campus and community resources, and provide academic coaching, and accommodations services for students with disabilities, and motivate students toward successful completion of their degree.

SASC Staff and Contact Information

Christy Leigh Carcamo, *Director of Student Academic Success & Accommodations*

Dana Latella, *Academic Advisor and Coordinator of Testing & Accommodations*

Rebekah Good, *Academic Advisor for UC & SGPS*

Holly Todd, *Academic Coordinator & Advisor for SGPS*

Location: Science Brown Building | rm. 115

P: 610-527-0200, ext. 2328

E: sasc@rosemont.edu

The SASC provide various services for students including:

- Academic Advising & Assistance with Registration

- Academic Coaching
- Academic Accommodations & Services
- Testing & Tutoring Services
- Writing Support
- Referrals to other offices on campus
- Workshops & other programming
- And more!

Academic Accommodations at Rosemont College

In accordance with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 as amended by the American with Disabilities Act Amendments Act of 2008, require that colleges provide reasonable accommodations that afford an equal opportunity for students with disabilities. The Student Academic Success Center (SASC) offers academic accommodations and services for students who wish to disclose their disability and provide professional documentation related to their challenges. It is the responsibility of the student to self-identify and disclose their disability to the college. To submit a request for academic accommodations, students must register with the Student Academic Success Center by completing the following steps.

Step 1: Provide appropriate documentation (students may submit their Individualized Educational works Program or IEP, 504 Plans, and/or any history or services that were written by a certified school psychologist, physician, psychiatrist, or psychologist).

Step 2: Schedule an appointment with the SASC. The appointment serves as an opportunity for the student to discuss the individual students' academic strengths and needs. The determination of accommodations is a collaboration between the SASC staff and the student.

The SASC staff will review and consider all documentation provided to verify the disability and its severity and to determine appropriate accommodations. Reviewing documentation is a collaborative process and is handled on a case-by-case basis. Upon approval of accommodations, students are provided with a Classroom Accommodation Request letter that provides written notification of the approved accommodations to be shared with the appropriate faculty, administrator, or staff member. It is the responsibility of the student to meet with all parties to discuss their needs for accommodations to ensure how these accommodations will be implemented. Students are encouraged to communicate with their instructors directly and within the first few weeks of every semester. Achieving reasonable accommodations for a student with a disability involves a shared responsibility between students, faculty, and staff. Disclosure of a disability is voluntary. Accommodations are not retroactive. Students are advised to register with the SASC before the start of the semester to avoid any unnecessary delays. For housing accommodations please contact Residence Life at reslife@rosemont.edu or 610-527-0200 x2401.

How Accommodations in College are different than High School:

- The Student must self-identify or disclose his/her disability.
- The Student must provide documentation of his/her disability.
- The Student is covered under FERPA. Staff cannot talk with parents or legal guardians about the student's academic progress without a signed waiver.
- The Student must request specific accommodations and must serve as their own advocate.
- The College must provide reasonable accommodations with the goal of access.

The Office of Leadership and Engagement

Madison Faith Lauffer, *Director of Leadership and Engagement*

The Office of Leadership and Engagement at Rosemont College, aims to enhance the overall experience of the students through the development of, experience with, and participation in social, cultural, intellectual, recreational, leadership, and governance programs and activities. Through such programs and activities, the office strives to meet the needs of Rosemont College's diverse student population. Additionally, the Office of Leadership and Engagement supports the continuous efforts of students to build a receptive, inclusive, and communicative campus community – with the Student Life Division and other areas of Rosemont College's community.

In accordance with our mission, the Director works in conjunction with other offices on campus, as well as other local institutions, to coordinate events on-and off-campus. Examples of on-campus events are performances in the Rotwitt Theater, Family Weekend, movie nights, parties/dances, Founders' Day, lectures/forums, and the Holiday Events. Off-campus events might include volunteer opportunities, museum trips, Philadelphia events, local coffeehouse outings, trip to New York City, and other local colleges' activities. More current information about the Office of Leadership and Engagement is available at www.rosemont.edu.

Located on the lower level of the Hirsh Community Center (HCC), the Office of Leadership and Engagement also supervises postings of club and department events on campus. The Office of Leadership and Engagement supports and encourages students to be active participants in all kinds of events and activities on and off campus, and to make full use of facilities provided by the College thus becoming strong, active, and dedicated leaders in the Rosemont College community.

SOAR (Student Orientation at Rosemont)

Rosemont extends a welcome to new students at the beginning of each academic semester. In the fall, Welcome Week activities are followed by programs which focus on various aspects of personal and academic adjustment to college. SOAR weekend is an exciting time as new students become part of the Rosemont campus life and its traditions. Current College practices and procedures are reviewed and interesting aspects of Rosemont's past are highlighted. New students meet one another and begin building friendships in their Orientation groups. Upper-class students serve as the Raven Peer Leaders (RPLs). They guide these groups throughout Orientation activities. Their selection and training by the Student Life Division begins in the preceding spring. The Director of Leadership and Engagement in close coordination with student life professionals and other administrators plan the SOAR Program.

Student Activity Event

When planning an event, the Director of Leadership and Engagement should be consulted regarding appropriate paperwork. The following forms are on the website and can be obtained in the Leadership and Engagement Office and on the College's website:

- Event Registration Form
- Large Event Hosting Guidelines
- Large Event Approval Form
- Venue Reservation Form and Guidelines

Student Activity Fee

The fee is charged by the College specifically to support student government, athletics, activities and some publications, and to stimulate programs by clubs and organizations.

A portion of the Student Activity Fee is allocated by the Student Government Association Executive Committee with approval of the Director of Leadership and Engagement. All matriculated and/or full-time students (carrying 12 or more credits) pay the full fee each fall for the academic year. Part-time matriculated students (carrying ten credits or less per

semester) shall pay one half of the fee.

Organizations must document all bills to be paid by the SGA Vice President-Finance in accordance with proper accounting procedures. Officers and sponsors of student organizations will be held responsible by SGA for incurring debts beyond financial resources, or for misappropriation of funds and clubs and organizations must submit financial reports monthly. The accounting journals are audited semi-annually. See SGA Constitution at the end of this booklet for additional details.

Campus Event Policies

Event Registration

Before any Rosemont College recognized club can hold an event on or off campus, they must submit an Event Proposal to the Office of Student Engagement.

Event Proposals are to be submitted online through the Office of Leadership & Engagement. This form provides the Student Government and administration at the college of the intent of a club/organization to host an event in the name of their group. ALL events sponsored by Student Government Association or Leadership & Engagement should be sponsored by a college sponsored group or department.

Event Proposals will only be reviewed by the Office of Student Engagement the event date is more than two weeks out. Any group intending to hold an event starting after 8pm or expecting 30+ guests must submit an event proposal no less than three (3) weeks out and following the Late Night/Large Event Policy.

Events with Food Policy

Any event that will be hosted with food that is not premade and individually package must adhere to the Food Safety Guidelines set by The Office of Student Engagement. Under these guidelines, students hosting an event with food are required to have attended the Food Safety meeting at the beginning of each semester. Appropriate staffing ratios are required for food events, and any event with food must have the food disclosed in the Event Proposal form. Any student planning an event with food may be subject to meeting with The Office of Student Engagement for further discussion. Please see the table below for Food Event Categories.

Prepared food, not packaged-safe at room temperature	Minimum of 1 Food Safety trained student required
Prepared food, packaged or unpackaged- not safe a room temperature	Minimum of 2 Food Safety trained students/staff required
Food that has been catered, but will be served by students or self-serve	Minimum of 2 Food safety trained students & must meet with The Office of Student Engagement
Unprepared food that must be cooked	Minimum of 3 Food Safety trained students/staff, 1 staff member required. Must meet with The Office of Student Engagement

Late Night/Large Event Policy

Any group event labeled as strictly social that has the potential of being a large event (30+ guests) or taking place after 8pm on the weekend must abide by the Late Night/Large Event Policy. Any event open to off campus guests also fall under this policy.

General Information

All approved Late Night/Large events must fulfill all requirements of selected party level. If you plan to advertise for the event, please complete the Marketing Request Form online and include all mediums of advertising.

- The Club event coordinator and event staff must meet with the Director of Leadership & Engagement to discuss the event plan.
- Public Safety and Residence Life (if applicable) will be made aware of your event to allow for the proper accommodations.

Event Staff

At least one (1) staff/faculty member is required for any Late Night/Large event that requires intake of cash or is not taking place in a residence hall space, and is required to be present at check-in and remain in close proximity to the event.

Pending the event size, the number of event staff may increase or decrease. Club Advisors are the primary event staff, however, Student Life may staff if needed.

- Administrators on Duty (AOD) may also act as a “last resort” event presence; however, it must be approved by the Office of Residence Life at least 1 week in advance.

Event Locations

All Approved Late Night/Large Events must take place in a Student Life or College Relations space. This includes:

- HCC Community Room
- Residence Hall Lounges & Basements
- Commuter Lounge
- Rotwitt Theater
- Lawrence Auditorium
- Connelly Green
- Cardinal Dining Hall

Off Campus Guests

Any event open to off campus guests must be designated in the Event Proposal form when submitted for approval.

Events taking place in a Residence Hall space must adhere to the following:

- All off campus guests MUST be signed in by a resident student of the college at the front desk.
- All off campus guests are expected to abide by the Rosemont College Code of Conduct. In the event of an incident, the Rosemont College Student will be held responsible.
- A separate sign-in sheet must be kept outside of Residence Hall records.
- No guests under the age of 18 are permitted to enter the event.
- The event must abide by the Residence Life section of the Code of Conduct as well as the general Code of Conduct.
- If the off-campus guests are a part of another college, university, institution, or fraternal/sorority, those guest must be pre-approved by their institution, which will need to contact The Office of Student Engagement for attendance approval.

Events taking place in a Non-Residence Hall area must adhere to the following:

- Event staff assigned to the event are required to run event sign-in
- All Off Campus guests MUST be signed in by a Rosemont College Student with proper government-issued identification.
- All Off Campus guests are expected to abide by the Rosemont College Code of Conduct. In the event of an incident, the Rosemont College Student will be held responsible.
- No guests under the age of 18 are permitted to enter the event.

Event Levels

All Late Night/Large Events must identify with 1 of 3 event levels when seeking approval. This provides the necessary offices a general idea of what kind of event and turnout you are expecting.

Level	Guests Expected	Event Staff Needed
1	30 – 60 guests	1 faculty/staff required
2	61 – 80 guests	2 faculty staff required
3	80+ guests	3 faculty/staff required

Guest Sign in Sheets and wristbands are required for all Late Night/Large Events at Rosemont College.

Loitering

ABSOLUTELY no loitering is permitted outside of the building before, during, or after a Rosemont College event. No one who has been asked to leave the event by the Event Staff or security personnel is to be allowed back in under any circumstances.

Smoking, Alcohol, Drugs

Per the College's Code of Conduct, Students and visitors may not smoke indoors, including at any Rosemont College event. All smoking must take place at least 50 feet from the building. Residence Life policy states that smoking must take place at least 50 feet from residence halls.

No one may consume alcohol or drugs before entering an event or bring or consume alcohol or other drugs in the event.

Please see the full club handbook for additional details on student-run events

The use of smoke machines (juuls, e- cigarettes, vapes, etc.) are not permitted because they activate the smoke detectors and fire alarms.

Any events happening outdoors must designate a smoking area during the event planning process.

Alcohol Limits

All club sponsored events are required to remain dry (no alcohol). Departmental events such as Spring Formal, 100 Days party and Senior Week or any other events deemed appropriate may serve alcohol. Students under 21 must not be served alcohol.

Guests at wet events must be served no more than 4 drinks at any party. (One drink, per hour per person of legal drinking age is permitted for a maximum of 4 hours.) Each guest over the age of 21 must receive a drink bracelet through the event staff with 3 "drink tabs." The detachable tabs and bracelet itself are good for 4 drinks. A staff member may lower this limit at any time.

Common source containers (other than kegs) are not permitted.

Event Host Responsibilities

The following are the responsibilities that event hosts must take on at an event. Please be aware that the only people permitted to act as event hosts are those who are listed on the Large Event Approval form as event hosts.

Before the event:

1. Group hosting the event must meet with the Director of Leadership and Engagement at least 21 days prior to the event (3 weeks). They must present details on the event including times, set-up plans, relevant details (approximate number of guests, etc.) and security measures.
2. The Request for Public Safety Officers form (which can be found in the Public Safety Office) should be presented to the Director of Leadership and Engagement once signed. The Director of Public Safety reserves the

right to make any stipulations s/he feels appropriate at that time. This would include, but is not limited to, outside security measures such as off duty police officers.

3. The Office of Leadership & Engagement requires a minimum of one Rosemont College staff or faculty member to serve as the Event Staff at all student sponsored events. The responsibility of obtaining an Event Staff is that of the sponsoring group.

Event Staff are expected to provide supervision, ensuring that student sponsors and event workers understand their responsibilities and tend to their duties. Student sponsors and Event Staff should work closely and communicate regularly throughout the evening.

Event Staff are authorized to intervene in any situation that warrants intervention and may, in consultation with Residence Life or Campus Safety, decide to terminate an event if necessary.

Event Staff are expected to:

1. Be in attendance for the duration of the student sponsored event.
2. Ensure that College policies and event procedures are followed. Advise students, security and other staff as necessary.
3. Assist with any problems or emergencies that might arise.

Event Staff are required for all College-sponsored events (i.e. – club events, conferences, etc.) on and off-campus. All clubs providing demonstrations or doing experiments must have their advisor present. If an event does not have event staff, the event shall not be approved and will be cancelled.

During the event:

Set up for the event must be completed 20 minutes prior to the event. This includes a guest sign in table (required), coat arrangements, ID check (required), general room set-up, etc. Failure to do so may result in suspension of the group's hosting privileges.

ALL guests for a Rosemont event must have a valid form of ID to enter. No exceptions will be made.

The following are accepted forms of ID; driver's license, state-issued ID card, school ID, military ID, and passport. Rosemont College reserves the right to ask for back up identification or refusal of admittance if the ID is deemed not valid. All fake IDs presented will be confiscated and the person presenting the false identification will be held accountable under the Rosemont Code of Conduct and may be subject to punishment by local law enforcement authorities.

Event hosts must make sure that student volunteers understand the role they are to play at the event and should check in with them throughout the event.

Those of age (21 or older) will be given wristbands at the ID check point. Anyone seen consuming alcohol without a wristband will be removed from the event and will be held accountable under the Rosemont Code of Conduct and/or local law enforcement authorities.

Any alcohol served must be in clear plastic cup. All beverages alcoholic or otherwise must be kept inside. No one will be permitted to have cups and or beverages outside of the event location (parking lot, porch areas, etc.).

After the event:

Any damage done to the facilities will be the responsibility of the host group. Rosemont College Facilities will bill the host group for the amount of the damages.

All guests and students must vacate the premises immediately after the event. Only students and volunteers assisting in the clean-up will be permitted to stay. The responsible College representative will determine who is permitted to remain.

Failure to meet any of these guidelines or deadlines will result in immediate cancellation of the event. Rosemont College reserves the right to close any event in violation of these guidelines or that is a security risk, this would include but is not limited to attendance control measures. In addition, we reserve the right to ban any individual from Rosemont College events.

Guest responsibilities

- All guests must be a member or a guest of a member of the college.
- Rosemont students are not permitted to bring no more than 2 guests.
- Guests must abide by the College policies, Late Night/Large Event Guidelines, and Pennsylvania state law.
- Guests must behave responsibly, keeping in mind their own personal safety and the safety of others.
- Guests must cooperate with the requests of event hosts and College personnel to ensure that order and student well-being are maintained.

Substitutions

Should a student scheduled to host an event not be able to work the event, the main host must inform the Director of Leadership and Engagement by 24 hours before the party. It is the responsibility of the main event host to make sure the substitution meets all qualifications and is aware of the responsibilities involved.

Substitutions can be emailed to the Office of Leadership and Engagement.

Student Organizations, Clubs, and Interest Groups

Correspondence and Contracts by Students or Student Organizations

Neither individual students nor student organizations may make commitments on behalf of the College, sponsor contests, or conduct other activities with outside entities without prior approval of the Director of Leadership and Engagement. College letterhead may not be used by individual students or by student organizations. Approved contacts (letters, flyers, etc.) of this kind must be reviewed and approved by the Leadership and Engagement Office. No student is permitted to allow her/his name to be placed on an outside contract nor sign a contract from an outside vendor/agent.

Fundraising by Student Organizations

Any student organization seeking to raise funds on campus must seek approval from the Director of Leadership and Engagement. Approval will not be given for projects which conflict with fundraising by the College. Such funds become a part of the budget for the organization and must be properly accounted for.

Budgeted Clubs

Each Rosemont College student club or organization which has been approved as a budgeted student organization must elect officers each spring, develop a program of activities for the following year, and submit a budget. Clubs and organizations are expected to sponsor activities consistent with their stated purpose for members and the College as a whole throughout the year. Each organization's elected president must attend scheduled meetings of the Program Board and coordinate planning with other organizations and the College Calendar. The treasurer for each organization must keep accurate financial records for the organization and respect the principles of good accounting. Each organization must have an advisor from the faculty, staff, or administration to assist in the planning, to oversee and support the activities, and to provide continuity to officers from year to year.

SGA SPONSORED CLUBS AND ORGANIZATIONS THAT FAIL TO ELECT OFFICERS AND/OR THAT FAIL TO PRESENT A PROGRAM OF ACTIVITIES FOR THE YEAR, INCLUDING A BUDGET PROPOSAL IN EARLY SEPTEMBER WILL BE CONSIDERED INACTIVE AND NOT ELIGIBLE FOR FUNDING

THROUGH SGA UNTIL REACTIVATED BY SGA. SGA GUIDELINES ARE AVAILABLE FROM THE DIRECTOR OF LEADERSHIP AND ENGAGEMENT.

Every organization should undertake fund-raising to support its own activities during the year, with approval from the Director of Leadership and Engagement. The Student Activity Fee is not intended to provide full funding of all student organizations, events, publications, and activities during the year. A modest admission charge by the sponsoring organization may be necessary to help cover costs for some activities. Organizations are encouraged to work with the Director of Leadership and Engagement and SGA's Executive VP of Finance to develop realistic budgets.

Club Meetings and Programs

It may be difficult for clubs and organizations to schedule meetings and programs at a time when all interested students and other members of the College community can attend. Some meetings and programs should take place during the daytime so that commuting students, faculty, and administrators are able to attend. Some organizations and committees arrange to meet during lunch in Cardinal Hall or the Club Rooms, located in the Heffernan Hall, can be used by clubs and organizations through the Leadership and Engagement Office.

Leaders of organizations scheduling activities should clear times and dates with the Director of Leadership and Engagement.

Clubs and organizations present an Involvement Fair early in the fall semester to acquaint new students with student organizations and activities.

Student Organizations, Clubs and Interest Groups Currently Active on Rosemont's Campus

Student Government Association (SGA)

Coordinates the ongoing process of government in student life and represents the students by being responsive to their needs and initiating change.

Raven Peer Leaders

The purpose of the RPLs is to serve as a role model and source of support and information for the incoming student. RPLs play a major role in facilitating the adjustment of new students and their families/supporters to the Rosemont College community.

Rosemont Activities Council (RAC)

Provides social, informational, and educational programs to the Rosemont community. Membership is open to all students with an eligible GPA of 2.5 cumulative.

Association of Latino Professionals for America (ALPFA)

Professional organization created to support and guide Latinx students through professional networking opportunities.

Black Student Union (BSU)

BSU aims to support the African American student in his/her transition to Rosemont College by providing fellowship and establishing educational opportunities for cultural understanding that will contribute to a healthy and unified community.

Book Club

Aims to nurture students with the love of reading during the school year.

Business Networking Society

In conjunction with the Business department, students are given the opportunity to network with alumni and professional connections while building necessary skills and knowledge associated to business management.

College Democrats

The purpose of the College Democrats is to seek and promote democratic values and progressive change both on out campus and in the greater community. The club works to register students to vote, mobilize activists, and engage in their local and state governments.

College Republicans

The purpose of the College Republicans club of Rosemont is to make known and promote the principles of the Republican Party amongst club members; to encourage and assist in the organization and active functioning of the Republican party and local, state, and national levels.

Feminists of Rosemont (F.O.R.)

F.O.R. aims to provide a sense of unity and community on campus, and to give minority students a chance to have their problems and ideas heard. F.O.R. wishes to grow safe, supportive spaces on campus for women and people of all genders, and to challenge sexism and open discussion about other issues such as race, class, religion, ethnicity, gender identity and expression, and sexuality. All members will have a voice.

Graphic Design Club

Student-led organization providing an outlet and ability to develop digital, professional and . creative works.

International Club

The international club is not only an invitation to welcome various cultures but also a place to be active on campus. The club specifically serves the purpose to host popular events and to promote student community on campus. Through events, students will learn about various cultures around the world.

Jest and Gesture

Provides students with the opportunity to perform, direct, write, and serve in backstage positions in improvised and scripted theatrical performances on stage and in film throughout the year.

The Petaltones

An organization of students, faculty, staff, and administration that is dedicated to staging concerts of popular music. The band performs rock and roll, R&B, jazz, standards, folk, gospel, and country music

People Against Unwanted Sexual Experiences (PAUSE)

Student led club to providing advocacy on towards unwanted sexual experiences. The group provides programming to support education on related issues as well as support for those affected by these experiences.

Pre-Health Club

Devoted to providing the resources required to facilitate a successful career in the field of health care.

Pre-Law Society

Offers information and programs of interest to students who plan to become lawyers.

Queer & Allied (Q&A)

(Q&A) aims to provide allies of the LGBTQ+ community a safe space to talk about social issues, do community service and plan campus events.

Rosemont Student Athlete Advisory Council (RSAAC)

The Rosemont Student-Athlete Advisory Committee (RSAAC) is an organization whose main objective is to create a gateway for student-athletes of the college to take part in researching, planning, and executing ways to actively serve the surrounding community. It also stands as a voice for any feedback any student-athlete may have for the institution. Not only does the organization look to serve the internal Rosemont College community, it also focuses heavily on ways to connect with and serve the surrounding "Main Line" area. By being active members in these communities, student-athletes are able to develop a sense of influence, which in turn develops them as leaders.

Thorn: Art & Literary Magazine

Provides a creative outlet for Rosemont students to exhibit their literary and artistic work. Thorn publishes an annual book with student, faculty and staff submissions, available free to all students.

Yoga (Ohm) Club

Provide students with the opportunity to learn how to develop their own healthy lifestyle through the practice of yoga. The yoga club focuses on teaching different yoga techniques and "flows" that can improve both the physical, mental, and emotional well-being of the club members during the stress of academics and sports seasons.

****Students wishing to start a new club/student organization should contact the Office of Leadership and Engagement and follow the procedures listed below.****

The Student Government Association

All matriculated students at Rosemont are automatically members of the student government and eligible to vote in student elections. The Student Government Association (SGA) represents student opinion and shares in the College governance system. The SGA meets bi-weekly to review student opinion and concerns, to plan events, to appoint student representatives, and to suggest changes in policy to appropriate college offices and committees.

The SGA is composed of five officers elected at-large (Executive Board President, Executive Vice President of Engagement, Executive Vice President of Development, Executive Vice President of Finance, and Executive Vice President of Communications & PR, as well as the appointed members of the general Senate. Each member of senate is

selected by the Executive Board after submitting a student petition displaying peer support with a minimum of 10 individual signatures as well as successfully complete a group interview with the Executive Board in September.

The SGA Executive Board, which meets weekly, is responsible for the activities of SGA Committees and selection of various student representatives, the allocation and supervision of the SGA budgets (based on the Student Activity Fee),

and the sponsoring of a number of special events each year. Members of the SGA Executive Board include the five at-large officers, the Vice President of Student Affairs, and the Director of Leadership and Engagement as liaison members. Each First Year class elects 1-2 officers annually to the General Senate to represent the class, which conducts class meetings at least once a month and meets regularly to coordinate activities of their class and support general senate discussions and events. The First Year Class Council are elected in the September.

Anyone can and is encouraged to run for a position on Student Government Association general Senate or First Year Council. Eligible candidates must hold a 3.0 GPA and be in good judicial standing with the college.

Changes in the policies of student government are made by student referenda to recommendations of appropriate bodies. Procedural changes may be made by the elected bodies in consultation with appropriate administrators.

All SGA General Board meetings are open to the campus community and are held every other week. Times and locations vary from semester to semester, so please contact a member of SGA or the Director of Leadership & Engagement for updated meeting information. Any non-elected member of the SGA is not permitted to vote in any elections, however, they are able to provide a point of discussion during the appropriate time in the General Board meeting.

SGA Standing Committees

The following on-going committees have been established by SGA to work in specific areas in cooperation with the officers elected by each class. The SGA Executive Board chairs individual committees containing class officers. The Executive Board will place members on committees by an as needed basis following the fall elections in September.

Program Board Committee

Each Class Board will provide one representative to attend Program Board meetings. These meetings are typically held once a month and provide all clubs and organizations an opportunity to share club news, events and ask questions.

Formal Committee

Each class board will provide one representative to attend formal committee meetings. Formal Committee is chaired by the President of Student Government Association or at the appointment of the Executive Board.

The chair and committee members work closely with the Office of Leadership & Engagement in the planning and implementation of the Annual Spring Formal. This participation includes meeting regularly, coordinating venue selection, ticket sales and decorating.

Food Committee

SGA members of the Food Committee will act as student representatives on a committee blended with Dining Services Staff and other appropriate constituents across campus. Members are expected to actively participate in meetings and engage in discussions on the wants and needs of students in regards to the food options and accessibility at Rosemont College.

The student contact for this committee will be the Vice President of Community Relations of Student Government Association or at the appointment of the Student Government Executive Board.

Guidelines for College Clubs and Organizations

Clubs and organizations at Rosemont reflect student interests. Students with a common interest may form a club by first conferring with the Director of Leadership and Engagement to determine if it qualifies for funding. Clubs eligible for funding then petition the Student Government Association for recognition as an approved club. An initial allocation before full funding is available the following academic year. Your club does not have to be an SGA club to be active.

Criteria: Active Budgeted Clubs and Organizations

If you are a member of an existing club or organization, you must renew each semester to remain an active club or organization on campus. Please submit the following forms to allow continued recognition:

- Club Registration Form – Provided by the Office of L&E at the end of each semester.
- End of Semester Report – Due at the end of each semester.

Paperwork must be returned to the VP of Communications or Director of Leadership & Engagement by the publicized

due date. Clubs that have not completed their paperwork will not be allowed to access their club funds, have a table at the Activities Fair or access to their club room.

It is important to renew at the end of each semester in order to review information regarding policies and procedures, get updated information regarding clubs, discuss plans for the upcoming semester, and answer any questions you may have. All clubs are encouraged to participate in all College events.

Each club must attend the Program Board meeting scheduled for the first Wednesday each month or at the discretion of the SGA Executive Board. Clubs missing Program Board for an unexcused reason will be subject to a fine.

Club Privileges & Expectations

As a recognized student club, you are entitled to the following advantages and privileges:

1. Use of Rosemont College's name and logo to identify institutional affiliation
2. Recruitment of members on campus
3. Use of college meeting rooms and facilities for meetings/events on campus
4. Participation in the Activities Fair at the beginning of the Fall semester
5. Publicizing activities and events on campus through flyers, bulletin boards, social media, sidewalk chalk, etc.
6. Use of Club resources and supplies including: club rooms, copy machine, arts & crafts closet, and sidewalk chalk, event props.
7. Ability to apply for a Student Government Association budget.
8. Hold monthly meetings for both the general membership of the club as well as the executive board.

Any College organization sponsoring an event is responsible for seeing that College policies and procedures are upheld. (Current guidelines are available in the Office of Leadership and Engagement.) Failure to do so may jeopardize status as an approved and budgeted organization.

Creation of New Clubs & Organizations

All student clubs and organizations must be recognized by Student Government Association in order to function as a registered club on campus. In order to be recognized by SGA, potential clubs must:

- Schedule a consultation meeting with the Director of Leadership & Engagement.
- Obtain signatures of 10 Rosemont College students interested in joining the club.
- 4 of those members must commit to being on the Executive Board fulfilling the President, Vice President, Secretary and Treasurer roles.
- Confirm a club Advisor.
- Advisor recognition is required before club is confirmed (through email to the Director of L&E).
- Submit the following documents:
 - New Student Club Registration Form
 - Club Constitution (Sample attached)
- Upon approval, new clubs are asked to submit Agreement forms for Club Rooms and acknowledgement of receipt of the Club handbook.

Bulletin Board Policy

The College reserves the right to regulate the flow of information on its bulletin boards. Certain areas have been designated for use by specific offices, residence halls, organizations or persons, which in turn shall supervise those notices. Bulletin boards that have been designated Activity Boards is on the 1st floor of Lawrence Hall. In all, notices for posting in this area must be approved and stamped by the Office of Student Life. The College does not accept responsibility for information appearing without authorization and reserves the right to remove unapproved postings. Materials are to be posted on general bulletin boards only. Signs in the lower right hand corner of the board indicate

either a “General” or “Reserved” board. Signs should be removed within 48 hours after the event to which it pertains and should not be posted on exterior or interior doors, signs, painted surfaces, wooden door frames, marble walls, windows, leaded glass, or other glass surfaces. Items improperly posted or not approved by the Office of Student Life will be removed. The cost for repairs to damage incurred by improper posting will be assessed to the sponsoring office, organization or individual.

“Chalking” requires specific permission from the Office of Leadership & Engagement, and may only be done in specified areas. It must be cleaned away promptly.

Use of Photography Policy

Federal Law and College Policies

Federal law and College policy, govern Rosemont’s use of photography that includes students. The federal law is the Family Educational Rights and Privacy Act (FERPA) and the College policy is this Use of Photography policy together with the College Photography Release.

FERPA: Family Educational Rights and Privacy Act

The federal law known as FERPA protects the confidentiality of certain information and records pertaining to students that the College maintains. Unless the student consents (or a FERPA exception applies), the College is prohibited from disclosing to third parties information from a student’s education records. FERPA permits the College to define several types of student information as “directory information,” which the College may disclose to third parties without the student’s consent unless the student has requested in writing that the College NOT disclose directory information about that student. Photographs of students are considered directory information so long as they are used only for College purposes.

Therefore, if a student has not requested that the College maintain the confidentiality of the student’s directory information, the College is not prohibited by FERPA from using and publishing photographs of the student solely for College-related purposes.

College Photography Release

This Use of Photography policy includes the College’s Photography Release. The Photography Release is used with subjects, such as staff, faculty, and alumni, who are not covered by FERPA. The Photography Release should also be used with students who are covered by FERPA but who the College will be using or promoting in a significant way in either a print or electronic medium (for example, on the Internet or in slide shows or videos). The Photography Release clarifies the rights and responsibilities of both the student and the College.

General Campus and Event Photography

As a general rule, it is not necessary to obtain a release for any individual or group photographed in a public venue or while attending a public event. This includes all public spaces across campus from exterior walkways, entry ways, atriums, sports fields and classrooms. Individuals have a very limited scope of privacy rights when they are in public spaces. Basically, persons can be photographed without their consent except when they have secluded themselves in places where they have a reasonable expectation of privacy (for example, in dressing rooms, restrooms, medical facilities, homes and residence hall rooms).

Please note that the College’s policy is to restrict the use of any photography to the representation, marketing, or promotion of College activities only. The College also commits to honor, to the extent practicable, any request to cease in the use of a photograph. This policy is intended to address the typical circumstances in which a question arises about the use of photography.

Co-Curricular Awards

A number of awards are presented at either the annual Awards Luncheon on Founders' Week at which time Rosemont students who have provided outstanding leadership and service are honored. Recognition is also given to students who have made significant contributions in sports, co-curricular activities, and special services to the College.

The following special awards are presented, as determined by a committee of students, faculty, and administrators chaired by the Vice President of Student Affairs. Nominations are solicited from the campus community.

Cornelia Connelly Love in Action Award

The Love in Action Award is presented to an undergraduate student in recognition of his or her spiritual gifts and maturity that he or she has shared for the betterment of the Rosemont College Community and the greater community through his or her involvement with Campus Ministry and through his or her dedication to Cornelia Connelly's request to have a "love full of action" in all of their commitments and interactions.

Outstanding Service Award

This award is presented to the student who has performed outstanding service to Rosemont College and fellow students over several years in non-elected and/or elected positions in a variety of co-curricular activities. The recipient is given an award with a gift and her/his name is engraved on a permanent plaque.

Ethel C. Levenson Leadership Award for Juniors

Established in 1994 by the President in honor of Ethel Levenson, who served as Vice President of Student Affairs, to be presented annually to the junior who has demonstrated leadership and service to her/his fellow students and the College over a three year period in appointed, elected or volunteer positions. A gift is presented to the recipient and her/his name is engraved on a permanent plaque.

Patti K. McClatchy Award

Established in 1977 by the family and friends of a Rosemont student who died after a courageous fight against cancer, this annual award is made to a junior or senior student. The recipient is judged to have made an outstanding contribution to classmates and to typify the spirit, courage, and generosity of Patti K. McClatchy. An award and gift are presented to the recipient and her/his name is engraved on a permanent plaque.

Vice President of Student Affairs Award

The Vice President of Student Affairs Award is presented to one student in each class (freshman, sophomore, junior, and senior) who has made significant contributions to the community and who exemplifies the College's mission and spirit as a community of learners dedicated to excellence and joy in the pursuit of knowledge. Nominees should be guided by one or more of the Rosemont College values:

- Trust in and reverence for the dignity of each person
- Diversity in human culture and experience
- Persistence and courage in the promoting justice with compassion
- Care for the Earth as our common home

Class Leadership Award

Established in 1997, the Class Leadership Award is presented annually to a first-year, sophomore, junior, and senior who has played a significant role in student government and/or has fostered class spirit, unity, and community responsibility. The name of the recipient is announced on Founders' Day, and is engraved on a permanent plaque.

Club of the Year Award

Established in 1986 this award is presented to the student club or organization which most exemplifies the Rosemont spirit through educational and social activities for club members and the Rosemont Community. The name of the recipient is announced on Founders' Day and is engraved on a permanent plaque. Club nominees must have been active and a recognized club for the duration of that academic year.

Club Advisor of the Year

Established in 2019, the Club Advisor of the Year award is given to an advisor who exemplifies the mission of the organization they oversee while providing tremendous support and guidance to the student club members.

Resident Assistant of the Year

The RA of the Year award is presented to a Resident Assistant who has demonstrated exceptional leadership and commitment to Residence Life.

Lifetime Achievement

The Lifetime Achievement award is presented to a Resident Assistant who has given 3 years of commitment and service to the Residence Life Staff.

Student Ambassador of the Year Award

The Student Ambassador of the Year Award is presented to a student, who demonstrates outstanding leadership and dedication to the Ambassador Program. The recipient, continuously communicates, takes initiative, and does not hesitate, when needed to go above and beyond basic job responsibilities. Consistently, portraying his/her passion for Rosemont, not only verbally, but through action, the Student Ambassador of the Year embodies the mission and the vision of Rosemont College.

Outstanding Tutor Award

The Outstanding Tutor Award is presented each year to the undergraduate student who works diligently and closely with their fellow classmates to assist in their academic success.

Public Safety

William Applegate, *Director of Public Safety*

Esmeralda Jean Baptiste, *Co-Director of Public Safety*

Introduction

The Department of Public Safety has primary responsibility for safety and security on campus. The office is located on the lower level of Kaul Hall. The Department is composed of employees who patrol the campus, secure buildings, and assist members of the College community as needed. Services are provided 24/7. The department is staffed by a Director, Assistant Director, and uniformed supervisors and officers.

Safety is a shared responsibility and we ask that students join us in making our campus, as well as our local community, a safe and joyful place. Working together we will make the Rosemont community a safe one for living and learning. The Director welcomes your comments, suggestions, and ideas for making Rosemont College an even safer environment. The Director's office is located on the ground floor of the Kaul Hall ; telephone number is 610-527-0200, x2556 or email at William.Applegate@rosemont.edu.

Emergency Telephone Numbers

Reporting Criminal Activity or Emergencies

On Campus

- Dial 911.
- Dial x2555 from any college phone line.
- Dial 610-527-1038 from a cell phone or other phone.
- Phones are located on the front building entrances and hallways in all buildings.

Off Campus

- Dial 911.

When calling, stay calm and carefully explain the problem and location to the officer. Do not hang up until told to do so.

To Report Any Fire: The Fire Dept. (911) and notify Dept. of Public Safety, x2555

The Department of Public Safety may be reached 24 hours a day by dialing x2555 from any College phone or (610)527-1038 from an outside phone.

Medical Emergencies

In case of illness or accident the nearest student or staff person should call 911 immediately, and notify Public Safety, x2555, or (610) 527-1038 (outside line). Students are responsible for any costs incurred for ambulance service. Parents, guardian, and/or emergency contacts will be notified by Vice President of Student Affairs in the event of an emergency transport, life-threatening circumstances, or where the student is prevented from making a rational and informed decision.

Emergency Procedures

Emergency Response Procedures

Rosemont College's Emergency Operations Plan (EOP) is a set of emergency procedures to assist Rosemont College in

managing and responding to any emergency that may arise. Students are expected to take personal responsibility for following the policies and procedures of Rosemont College and in the event of an emergency act in accordance with instructions given them by the College's Public Safety, college officials and Emergency Operations Plan.

There are emergency response flip charts posted throughout the campus listing emergency situations and response procedures.

Important emergency alerts, notifications and updates are sent to all registered devices, including cell phone (via SMS/texting); email account (work, home, college); smartphone/PDA. This opt-in service requires registration at <https://rosemont.omnilert.net/subscriber.php>

Fire drills are conducted at least two (2) times during the school year in residence halls.

Fire Drill Procedure

Fire drills are held by the College in accordance with regulations of the Fire Marshall. Rosemont College is served by the Bryn Mawr Fire Company. In the event that the fire alarms ring, the following procedure should be followed immediately:

1. Students are to leave the building immediately by the nearest exit in an orderly fashion and in silence.
2. The faculty member or residence hall staff person on duty will be the last person to leave the building. Faculty members should close the door to the classroom and the passage. Staff will close doors to offices.
3. No one should take time to close windows or to turn off lights. Time is of the essence.
4. No one is to assemble in parking areas or in driveways since that might impede the fire equipment. Assemble on the nearest grassy area to the building.
5. After the class or group has assembled outside the building in one location, attendance should be taken by the responsible person. All students must be accounted for.
6. The responsible faculty or staff member is to immediately notify Public Safety and/or fire personnel on the premises of the name(s) and most likely location of any person(s) who is not immediately accounted for.
7. Once the area has been cleared by the Fire Department and/or Public Safety, a signal will be given, students will be instructed to file back into the building.
8. Each student, faculty and staff member is responsible to know the proper fire exits for all buildings, the location of fire alarm boxes and fire extinguishers.

Students who fail to immediately exit the building when the fire alarm sounds will be fined.

Security & Safety Procedures

Each residence hall is equipped with a card access system. Students living in the residence halls use their I.D. cards to access their building. This is an access control system, not a security system. Access to individual rooms is controlled by combination locks. Rear entrances are outfitted with door alarms, that when activated, notify the entire building that someone has used an unauthorized entrance/exit. Students should call Public Safety when door alarms are activated. Traffic on campus is restricted in the evening year round. The entrances to campus on Montgomery Avenue and Curwen Road are closed at 8:00 p.m. during the school year. The entrance on Wendover Road remains open at all times. The Lawrence Hall exit gate is locked at 8:00 pm during the school year. All gates are opened between 5:30 - 7:00 a.m. during the school year. The entrances to campus on Montgomery Avenue and Curwen Road are closed during all breaks, and holidays.

The Lower Merion police can be contacted via 911, or if it is not an emergency, in person at 71 E. Lancaster Ave., Ardmore, PA at (610) 642-4200.

Community Resources

Victim Services Center of Montgomery County

(Comprehensive Victim Service Agency, Sexual Assault Program)

18 West Airy Street

Norristown, PA 19401
Office: (610) 277-0932
Hotline: 1 (888) 521-0983
Website: www.vscmontcopa.org

The Women's Center of Montgomery County

24 hour Hot Line- 1-800-773-2424 Bryn Mawr Office- 610-525-1427

Women Organized Against Rape (WOAR)

One Penn Center
1617 John F Kennedy Blvd.
Suite 1100
Philadelphia, PA 19103
24 hour Hot Line- 215-985-3333

Laurel House

24-hour Hotline: 1-800-642-3150 OR Text "HOPE" to 85511
P.O. Box 764
Norristown, PA 19404
Office: 610-277-1860
Fax: 610-879-2070
info@laurel-house.org

Annual Security Report – Notice of Availability

Rosemont's Annual Security and Fire Safety Report is published and distributed by the Department of Public Safety. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Rosemont College and on public property within or immediately adjacent to and accessible from, the campus. The report also includes a Fire Safety Report and institutional policies concerning campus security, such as sexual assault and other matters.

You can obtain a paper copy of this report by contacting the Director of Public Safety, 1400 Montgomery Ave, Rosemont, PA 19010 or by accessing the Public Safety web site www.rosemont.edu/publicsafety

Snow Closing Procedure

When hazardous snow conditions prevail, cancellation of Rosemont classes will be announced through local radio/TV communication and/or through the College's main number (610) 527-0200 as well as the E2Campus alert system, and email. Do not call the Public Safety Office. When morning classes are affected, such an announcement will be made as soon as a decision is reached.

The College code number used by the radio stations in making their announcement is MONTGOMERY COUNTY 342. After 4:00 p.m. the code number is 2342. School of Professional Studies and Graduate students should call (610) 527-0200 for instructions. Stations carrying the announcements of school closings due to snow include KYW, WCAU, WIP, and WPEN. The Villanova snow emergency closing number is 528.

These announcements will be posted on the College website.

Identification Cards (ID's)

All Rosemont students are required to have a valid identification card to enable them to use the College library, for admission to campus buildings and events, and for presentation on request to College staff or Public Safety at any time. An ID card must be carried at all times and be presented by residents on entry to the Dining Hall.

An identification card is made for every new student by the Department of Public Safety. The card serves for the entire time the student is officially enrolled at the College. There is a \$25.00 charge for the initial card and a \$20.00 replacement fee will be charged if the card is lost or stolen.

Rosemont College identification cards are the exclusive property of Rosemont College. Rosemont College assigns student(s) an identification card to be used for College related activities, such as purchasing food and entering the library and gym, and for safety related matters such as accessing residence halls. A Rosemont student may not give or allow another student and/or person to use their identification card. The misuse of Rosemont College identification card is a serious matter and a student will be subject to disciplinary procedures and/or possible legal action if warranted. Students should report the loss or theft of identification cards immediately to the Public Safety Office located on the ground floor of Kaul Hall. Students must return the ID card to the Office of Student Life upon permanent withdrawal from the College before appropriate refunds will be made or deposits returned.

Lost & Found

Personal items which are found in campus buildings will be taken to the Public Safety Office to be held. Items not claimed after thirty days will be considered abandoned and become the property of the College. The College is not responsible for stolen personal items. Students are advised to have their own insurance coverage. The local police may be called to investigate suspected thefts.

Parking

All students who intend to keep a car or park one regularly on campus must register their car with the Public Safety Office. Permits are issued between the hours of 9:00 a.m. and 5:00 p.m. on weekdays. Please call the Public Safety office at (610) 527 - 1038 before coming down. Students are required to present a valid Driver's license, automobile registration, and insurance documentation in order to receive this permit. Permits must be displayed at all times by adhering the decal to the driver's side, rear side window.

There is a \$25 charge every for parking registration. Parking on campus is limited and permits will be issued on a first come-first served basis. Parking Regulations are issued at the time of vehicle registration, posted on the Rosemont College website under Public Safety, and sent to the campus community via email twice a year. Students and their guests with cars are expected to know and abide by the regulations. The College is not responsible for thefts from vehicles or damage done while parked or driving on campus.

Parking citations must be paid within one week of the date issued or a \$2.00 penalty will be added for each week it remains unpaid. If a student believes a parking or traffic citation was issued deemed improperly, there is an appeal process to be followed which is found on the Rosemont College website under Public Safety. Students who wish to appeal their citation must do so within one week of receiving the citation and the appeal form can be found online on the College website under Public Safety. Email Parking@Rosemont.edu to begin the appeals process. The Parking Appeals Committee Department of Public Safety will render a decision to the Vice President of Student Affairs. All questions related to parking should be emailed to Parking@Rosemont.edu or taken to the Public Safety Office in Kaul Hall. If fines are not paid, grades and/or transcripts will be withheld by the College at the end of each semester.

Missing Students Policy

The Higher Education Act requires that all institutions that provide on campus student housing must establish a missing student notification policy and procedure. Rosemont College takes student safety very seriously. The following policy

and procedure have been established to assist in locating Rosemont College students who live in on-campus housing, who, based on the facts and circumstances known to Rosemont College have been determined to be missing. This policy is published in the Student Handbook to inform all students as to the process for notification of how Rosemont College notifies individuals of an alleged missing person.

If the Department of Public Safety and/or the local law enforcement agency has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the Vice President of Student Affairs will contact the parent or guardian and may need to contact another emergency contact person that is also listed on the emergency form, if deemed necessary.

The Department of Public Safety upon notification of a missing student will conduct a thorough investigation and obtain all necessary information. The person's description, clothes, who they may be with or where they may be, vehicle description, and the physical and mental well-being of the individual will be obtained.

The Department of Public Safety will conduct a quick, but thorough search of the campus buildings and parking lots using the student's class schedule. They will also check access card logs to determine the last time the ID card was used.

The Department of Public Safety may also request assistance from the Residence Life Staff or others to assist in a search on campus. Other communication sources and social networks may be utilized to attempt to locate the alleged missing person. They may issue an ID card photograph to assist in the identification of the missing student. After a search has been conducted with negative results or within 24 hours of being made aware that a student is missing, the Department of Public Safety will notify the local law enforcement agency.

The Vice President of Student Affairs and/or Director of Public Safety will notify the President of the College of any missing student.

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Residence Life Information and Policies

TBD, *Director of Residence Life*

TBD, *Assistant Director of Residence Life*

Rosemont College is committed to the philosophy that the residential experience is beneficial to the formal instructional program, as well as student development. Currently adequate housing is available for all full-time matriculated Rosemont students who wish to live on campus. Should this not be the case in any given semester, some students whose homes are within a reasonable distance may be required to commute. Under certain conditions, after signing their housing agreement for an academic year, requests for special permission to live off campus may be granted by the Director of Residence Life. Students who move off campus without receiving permission from the Director of Residence Life will still be obligated to pay for room and board.

Staff

Director of Residence Life

The Director of Residence Life is the College's senior housing officer and is responsible for all aspects of residence life and residential community standards/ judicial affairs. The Director additionally oversees all housing operations and supervises a residence life staff of one Assistant Director, two Residence Directors, two Graduate Resident Assistants, and 12-16 paraprofessional Resident Assistants. The Director works closely with the residence life staff, maintenance and housekeeping departments, Public Safety and the Vice President of Student Affairs in creating a comprehensive living and learning environment. The Director is also responsible for the selection and training of Residence Life Professional Staff and Resident Assistants. In consultation with the Vice President of Student Affairs and the Assistant Dean, the director serves as one of the senior judicial officer for the College.

Assistant Director of Residence Life

Reporting to the Director of Residence Life, the Assistant Director of Residence Life is responsible for assisting the Director in implementing a theory-based student development program utilizing the College and Department's strategic plan and initiatives. As a key member of the central office administration the Assistant Director will directly manage all aspects of the Resident Assistant program including staff development, training, and student programs. This person will help provide leadership to a growing residential population of students through the above mentioned supervision.

Residence Director (RD)

The Residence Directors are live-in residence life professionals and administrators at the College. The RDs are responsible for supervising the student staff members, monitoring the facilities of each residence hall, and providing support and guidance for the resident students. There is a professional Residence Life staff member on duty 24 hours a day, 7 days a week. The Residence Life staff members have offices in Kaul and Heffernan Halls. The office hours are posted.

Graduate Resident Assistants (GRA)

The Graduate Resident Assistants function as a hybrid of an undergraduate RA (see description below) and a professional staff member. The GRA is a live in professional that aids in the 24-hour duty rotation but is also responsible for the residents on their floor and in their building. Only students accepted into a Rosemont graduate program are eligible for this position.

Resident Assistants (RA)

The Resident Assistants are student leaders who coordinate educational programs and fun activities. There are four

Resident Assistants on duty every night to assist in monitoring the safety and security of the buildings.

There is an RA located on most floors of each residence hall. It is the responsibility of the RA to plan activities/programs that foster an atmosphere of community within the hall that will in turn enhance the lives of the residents. The RA is expected to be available to students and to encourage them to become an active member of the residence hall community.

In addition, the RA facilitates the development of a positive and safe living environment. The RA assists the Assistant Director and the RDs in providing for the safety of each individual resident through specific procedures such as fire drills, incident reports, assigned duty days/weekends, and hall openings and closings.

Living on Campus

Eligibility

Rosemont College provides students with on campus housing on a space available basis and does not guarantee that housing will be available for all class years. Students eligible to receive on campus housing must be enrolled on a full-time basis (12 credits for undergraduates or 9 credits for graduate students). Requests for exceptions will be considered on a case-by-case basis.

Room Assignments

Room assignments are the exclusive responsibility of the Office of Residence Life. Students may not change assignments without authorization. Those wishing to make a room change should contact Residence Life to obtain information about appropriate procedures for doing so. Students who make unauthorized room changes are subject to fines and disciplinary action, and must resume their original assignments pending adjudication of their offense.

No room may be reserved as a single room unless designated as such by the Office of Residence Life. Residents pay an additional fee for a designated single room. Should vacancies occur in halls during the semester, residents may be required to consolidate to those vacancies by moving together. **The Office of Residence Life reserves the right to change or modify a student's housing assignment as necessary.**

Returning Students

Each spring, students who desire to live on campus the following year must participate in the housing selection process. Detailed information is distributed to students via email early in the spring semester.

All returning resident students are required to complete an application and to secure housing for the following year. A student who cancels housing after securing a space will be charged a broken contract fee.

New Students

Accepted and deposit paid new students can apply for housing by completing a Housing Application and Preference Form. Once received by the Office of Residence Life, a housing assignment will be made. All enrolled and deposited students by June 15 will be equally considered for housing assignments.

Housing Agreement

All students must sign a Housing Agreement before occupying an on-campus room assignment. In signing the agreement, students commit to occupying the space they have been assigned on or after the date specified by Residence Life and to vacate their assignment within 24 hours after their last examination, graduation, suspension, withdrawal or other termination. Failure to comply with the terms of the contract may result in a fine and disciplinary action.

Cancellation

Students who wish to move off campus must contact the Director. The Director of Residence Life will meet with the student to decide on approval of such a request. A student who cancels housing after July 1 (for the Fall semester) or November 1 (for the Spring semester), but before the first day of classes will incur a \$75 cancellation fee (subject to change).

A student who cancels housing after the first day of classes of either semester will be refunded according to the following schedule:

Prior to 1st day 100%
Week 1 and 2 – 80%
Week 3 - 50%
Week 4 - 20%
Week 5 on – no refund

Guidelines for Residence Hall Living

Check-In and Check-Out

Residents will be issued their room combinations or key by a Residence Life staff member when they check-in. Prior to moving into a room, the Residence Life staff will inspect the room and then sign and date the Room Condition Report (RCR). The RCR will be provided to the student to sign and date as well.

When vacating the residence halls, the resident must follow all closing procedures established by the Residence Life Office:

Residents will have the option of completing a supervised checkout or an express checkout.

- Supervised Checkout – The resident along with their AD/RD will inspect the room and note any damage. The resident may offer explanations for any damage and contest charges for damage. This inspection must be scheduled by the resident based on the schedule of the responsible AD/RD. At the conclusion of the inspection, the AD/RD and the student will sign the check-out form posted on the student's door.
- Express Checkout – The student may opt for an express checkout by signing the appropriate section of the checkout form posted on their door. An express checkout does not require a room inspection and the student waives the right to contest any damage found in their room.

The Director and the Assistant Director will make a final inspection of all rooms and assess charges as necessary. RA's do not assess charges. The RCR will again be signed and dated by the Director or the Assistant Director.

Failure to check out at the end of the academic year (including failure to complete the checkout form) will result in a \$50.00 fine.

During break periods, all residents will be expected to check out of the halls. All residents must follow the instructions distributed by the Office of Residence Life. Failure to follow the instructions will result in a fine up to \$100.

Housing for Breaks

Residents are expected to vacate the halls at the designated times for hall closing and may return to the halls at the designated time for opening. At the close of each semester, residents are required to vacate the halls within 24 hours of their last exam. Students who need to stay longer must request an extension via an online form sent to residents by the Director.

The residence halls will be closed for Fall Break, Thanksgiving Break, Christmas Break, Spring Break, and Easter Break. Only those students who have obtained authorization from the Director of Residence Life may be permitted to remain on campus during college breaks.

Students are typically only granted housing over breaks for College athletics (per a request from the Athletics Director), as RAs working for the College over break, international students, and students whose permanent address is 250 miles or more away from campus. Other requests are rarely granted.

All students will receive a link to a form prior to break; students wishing to have permission to remain during a particular break must complete and submit form by the designated deadline.

Students will receive approval to stay from the Director of Residence Life. **The College reserves the right to temporarily assign students staying for a break to a different building and room for the duration of the break.**

The College reserves the right to assess a per night charge to those students who receive permission to stay in the residence halls during a break.

There is no visitation permitted for those residents authorized to remain on campus over breaks. Food service during breaks is very limited, if offered at all.

Failure to comply with any of the policies regarding break housing (above) or violating the Code of Conduct while on campus during a break will result in immediate loss of break housing for the remainder of the break. Such violations may also impact the ability of the student to receive approval for break housing in the future.

Room Changes

No room changes may be made during the first fourteen days of the semester. There is a formal mediation process to assist roommates in resolving conflicts. Students should contact their Resident Assistant or AD/RD for assistance. All requests for changes must be submitted in writing via email to the AD/RD of the building. Students relocating rooms must follow proper check-in and check-out procedures. Students found occupying a room that has not been assigned to them by the Office of Residence Life must immediately move back to their originally assigned room and may be subjected to disciplinary action.

Open Room Change

Open room change is the period of time in which students may switch rooms without a formal mediation process. The Room Change Form is available online and the link will be sent out during the open room change period. The Office of Residence Life maintains a list of current vacancies. It is the responsibility of the student to contact the people in these rooms, visit with them and decide whether or not to live there. When the request is approved, the student will receive notification from the Office of Residence Life granting permission for the move. Students must wait until they have received proper notification from the Office of Residence Life so that proper paperwork and notification can occur.

No one may force someone to move out of his or her room and it is unacceptable to ask someone to move more than once.

Room Entry

Rosemont College reserves the right to enter and inspect residence hall rooms without prior permission from residents, to conduct repairs, for health and safety inspections, to protect and maintain the College property, for the health and safety of students, and/or when necessary to aid the College in its responsibility of maintaining discipline and an appropriate educational environment.

Health and Safety Inspections

Resident Assistants and other College personnel are authorized to enter student rooms during fire drills to determine

that appropriate evacuation procedures have been followed, and periodically throughout the academic year to ensure compliance with fire safety policies and minimum standards of sanitation and hygiene.

Maintenance

Room entry for purposes of maintenance will occur at the request of resident(s) of the room or at the request of Residence Life, or if a condition has been determined to exist that could either a) result in damage to the room or its content or b) negatively impact health, safety and/or quality of life of other residents. Students can submit work orders on the website.

Emergencies

An emergency situation is one in which immediate entry into a residence hall room is necessary to a) ensure the health and safety of the residents of that room or other rooms and, b) to address a condition that may result in significant damage to the College property or the property of other residents.

Violation of Policies

Entry can be made to a student's room if a staff member or other College official has reason to believe that a violation of College policy or civil law is occurring, to locate persons or missing property, and/or to determine whether uninvited or unauthorized individuals are present in the room. (For more information see the Visitation and Guest Policy)

Room Searches

In the event of a possible violation, members of Residence Life and Public Safety are permitted to conduct a search with verbal approval from the Administrator on Duty (a Residence Life professional staff member). Any resident who is not present at the time a search is conducted will receive a follow-up email from the Administrator on Duty detailing when and why a search was conducted and, if applicable, any items that were confiscated.

College officials, including residence life staff are permitted to confiscate items that violate the student code of conduct, state, local and/or federal law. Such items include:

- Water beds and tanning beds
- Personal electric heaters/space heaters
- Cooking appliances, including but not limited to hotplates, toaster or toaster ovens, indoor grills (e.g. George Forman grills)
- Air conditioners, unless approved by the Deans of Students. See Air Conditioner Policy
- Electric blankets
- High-intensity lamps, such as halogen lamps
- "Lava lamps"
- Spider and octopus lamps
- Non-UL standard approved extension cords
- Burning or burnt candles or incense
- Alcohol bottles (empty or full) if the resident student is under 21 years of age
- Empty alcohol bottles regardless of the age of the resident(s)
- Illegal drugs or drug paraphernalia
- Pets (that are not registered to be on Campus).
- Weapons

Care of Rooms

Reasonable care of College property and furniture is expected of all students. Property provided by the College is to remain in student rooms; no furniture may be moved into the hallways. Mattresses may not be removed or placed on the floor. In the interest of safety, neither the use of cinder blocks nor beds to be lofted unless done by the college staff with approved college materials are permitted.

Animals and Pets

Due to the nature of living in community with other people with varying needs, preferences, and desires, students are not permitted to keep animals of any kind in their residence hall rooms. Students seeking to bring a service animal to campus, pursuant to the Americans with Disabilities Act (ADA), or a comfort animal, pursuant to the Fair Housing Act (FHA), should contact the Director of Residence Life BEFORE bringing the animal to campus.

Room Decorations

Students are encouraged to decorate their rooms in a way that makes them feel comfortable. In addition to the list of prohibited items under the fire safety section, there are other rules that govern the decoration of Residence Hall Rules. Students may not display racist, sexist, homophobic, violent, or other threatening items including flags in their rooms, windows, or anywhere else on Rosemont College property.

Nothing may be placed on or hung from ceilings. Violators will have these possessions confiscated and will be subject to disciplinary action.

Bunk Beds

A limited number of bunk beds are available in the residence halls. Bunk beds may not be reserved; if a resident desires to unbunk a set of bunk beds, s/he may file a work order with their RA. Facility Services will switch beds in rooms if both sets of room occupants agree and both live on the same floor.

Room Damage

For the residents' protection, Room Condition Reports (RCR) are completed before check-in. Residents are responsible for anything done in the room which alters pre-existing room conditions. No resident may paint, wallpaper, or affix a border or nail to any part of her/his room. No objects may be pasted, nailed, or otherwise affixed to the walls. Residents are expected to clean their own rooms and maintain appropriate standards of cleanliness.

Consistent failure to do so will result in disciplinary action. Mandatory health inspections may be scheduled in such instances.

Each student who resides on campus must pay a damage deposit. The amount is currently \$150.00, however, as with all fees, the amount is subject to change. This deposit is held until the student withdraws or graduates from the College. Students are held responsible for any damages to their room that occurred during their occupancy. Damages to a specific living area or its furnishings, such as a room and/or suite, is assessed and charged equally to all residents assigned to that room and/or suite.

Students who commit accidental damage should notify their RA immediately and expect to pay restitution for the costs that the College incurs in completing the repair. Students who commit acts of vandalism will incur the costs for repair and replacement for the damaged items, and will be referred for disciplinary action.

Residents found to have excessive room damage during regularly scheduled health and safety inspections, or those whose end of occupancy damage assessment is deemed to be excessive will be referred for disciplinary action.

Care of Common Areas

The residence halls have lounges and study areas available for the general use of the residents. Lounge and public area furniture may not be moved into rooms or suites for personal use, or taken outside. Students found with common area furniture will be assessed a fine of no less than \$50 and referred for disciplinary action. Furniture may not be permanently altered or renovated.

Common Area Damage and Vandalism

Damages that occur in common areas will be billed to all students of the area if no one person(s) is found responsible. Common Area Damage Alerts will be posted to notify students when such damages occur.

The Office of Residence Life reserves the right to charge students a minimum fee per person for common area damage regardless of the actual cost of repair or replacement. **In the event that the damage cannot be assigned to specific individuals, all residents of the respective floor, wing, or building will be fined.**

Personal Property

All residents of Rosemont College are responsible for their belongings. The College cannot accept responsibility for articles that are lost, stolen, or damaged at any time. As a result, any item belonging to a student found anywhere within a residence hall (other than that student's individual room) will be confiscated. **Students are encouraged to secure renter's insurance prior to moving on-campus.**

Air Conditioner Policy

A request for air conditioning with appropriate medical documentation must be submitted to the Vice President of Student Affairs. Documentation from the physician providing care is required indicating a need for air conditioning and must include the diagnosis, treatment plan, and any additional information that would support the need for this intervention. All requests will be reviewed on a case-by-case basis for approval. The student will be responsible for the purchase of the window unit. For further questions contact the Office of Residence Life.

Charges and Fines

The following list is a general billing charges for resident students. Some charges may also be accompanied by a judicial hearing (See the Code of Conduct). Due to the varied nature of our buildings, charges may vary, so some of these amounts are estimates. Appeals must be submitted in writing to the Director of Residence Life, within 5 business days of the charges being levied on the account. Appeals will be heard only if the student has complied with all procedures. Once a student submits a written appeal, the student will be notified of the decision between 7-10 business days. Some of the more common fines and charges include:

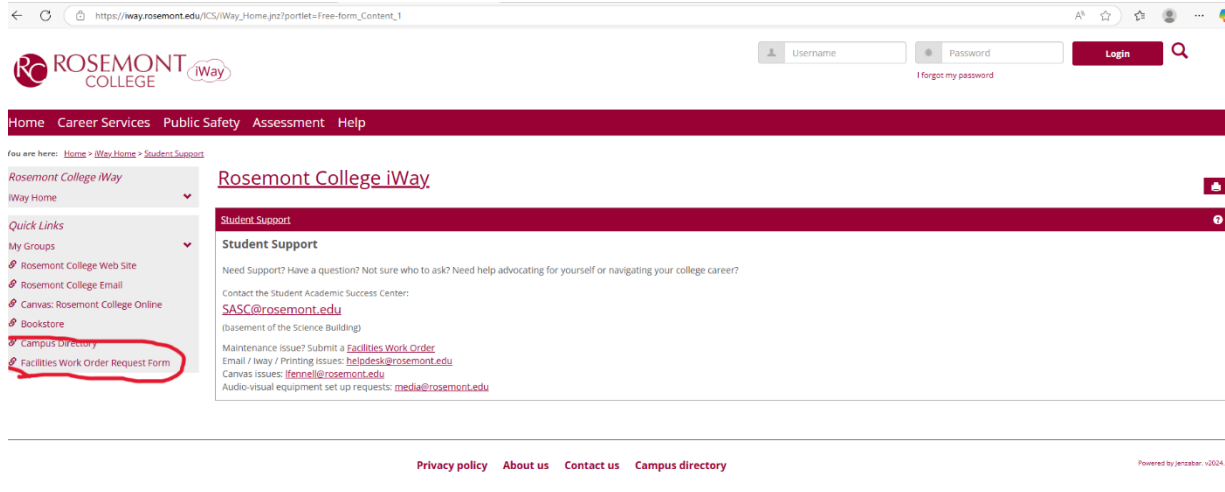
Improper/Unauthorized Check-In	\$50.00
Improper/Failure to Check-Out	\$50.00
Removal/exchange of furniture (minimum)	\$25.00
Combination lock change	\$25.00 (after 2nd warning)
Unauthorized room change/switch	\$100.00
Improper trash disposal	\$25.00
Failure to correct improper trash disposal situation	\$25.00/day
Room/Common Area cleaning (minimum)	\$25.00
Unauthorized animals on campus	\$100.00/day
Unauthorized presence on campus during breaks	\$100.00/day
Failure to evacuate during a fire alarm	\$500

Work Orders

All members of the Rosemont community can submit non-emergency work orders via the Rosemont website. Emergency facilities issues should be called into Public Safety (x2555 or 610-527-1038). Emergencies include:

- Lack of water
- Lack of hot/cold water
- Flooding
- Lack of heat in the winter
- Any circumstance which impacts health or safety

The following steps outline the process of submitting a work order from start to finish: Step 1: Go to [Student Support - Main View | iWay Home | Rosemont College iWay](#)



Step 2: Go to “About” and click “Facilities”

A screenshot of the "Service Request Form" on the aramark website. The form is titled "Service Request Form" and features the aramark logo. The fields are: Requestor Name* (text input), Requestor Ext or Phone#* (text input), Institution* (dropdown menu with "Rosemont College" selected), Building/Other (dropdown menu), Room # (dropdown menu), Requestor Email* (text input), Request Date* (calendar icon, date "7/7/2025", time "09:52 AM"), Request Type* (dropdown menu with "Web Request" selected), Requestor Department (dropdown menu), Service Requested* (large text area), Notify Me (checkbox checked), and Link images or documents (dropdown menu with "Select Category"). There are "Clear Form" and "Submit" buttons at the bottom right. A red note at the bottom states: "If you are seeing this new request format for the first time, you may want to bookmark this new page for future requests."

Step 3: Enter your name and phone number

Step 4: In the email box enter: reslife@rosemont.edu (this way our office will see and can follow-up on your work order)

Step 5: Enter your Building and Room (you do not need to list a department)

Step 6: Enter the work that needs to be done or the problem in the box. Always list your building and room again in this box.

Step 7: Make sure the “Notify Me” box is checked and then click “Submit.”

Campus Guest Policy for Academic Year 2025-2026

In an effort to safeguard the health and well-being of the Rosemont College campus community, the following policies will apply for the 2025-2026 academic year:

Campus Access

The Wendover Road entrance will serve as the single point of entry to campus. All students and employees entering campus should be prepared to show their Rosemont College ID at entry. All guests, as registered by the procedures outlined below, should be prepared to show photo ID at entry.

Guest of Faculty and Staff Members

Staff and faculty members are permitted to invite and interact with guests on campus. While on campus, guests must comply with the College’s policies and guidelines. All College vendors are considered guests, under this policy.

Guests of Students

Students are permitted to have guests on campus. Guests are the responsibility of the student and must follow all Rosemont policies and guidelines. Overnight guests must be registered with the office of residential life.

Except under emergency circumstances, as determined by the Offices of Public Safety, Human Resources, or Student Life, no exceptions to this policy will be permitted.

Rosemont College Code of Conduct

Section 1: Introduction

Rosemont College is a community in the Catholic intellectual tradition founded on the principles and values of the Society of the Holy Child Jesus and its founder Cornelia Connelly. As a community, Rosemont is committed to ensuring the health, safety, acceptance, and success of each of its students, faculty, staff, and administrators. This document outlines one of the ways that Rosemont goes about creating and maintaining that community. These standards are not simply rules which are followed or broken; they are the means by which the people (members)? of Rosemont College hold each other accountable. As such each student is accountable not only to these standards, but also to their maintenance.

Once a student is accepted as a member of the College community, they are responsible to uphold the standards outlined in this document. As such, students should be familiar with this document. These specific regulations should not be viewed as a comprehensive code of desirable conduct; rather they describe the minimum standards.

Section 2: Prohibited Conduct

The behaviors listed in this section violate the Rosemont Code of Conduct. This list is not exhaustive but is intended to describe general types of behavior that may result in disciplinary action. These codes apply both to student behavior which occurs on campus or at College sponsored events as well as those occurring off-campus.

Prohibited behavior includes not only completed actions, but also attempted violations of the Code. The College reserves the right to update and/or revise this document as the needed and appropriate. Students will be advised of any changes and expected to comply with those changes as soon as they receive notification.

A student who withdraws from the College shall not be exempted from disciplinary proceedings for behavioral infractions which took place prior to withdrawal. Campus disciplinary procedures shall be followed with the accused student receiving due notice of hearing. Any resulting sanction of suspension or dismissal will be noted on the undergraduate or graduate academic transcript, as well as the student's conduct record.

Good Samaritan/Medical Amnesty concerning Alcohol and Drugs

Rosemont College wishes to ensure that students at medical risk as a result of alcohol or substance abuse will receive prompt and appropriate medical attention. Rosemont College strongly encourages students to call Public Safety for medical assistance for themselves or for other individuals who are dangerously under the influence of alcohol and drugs. If it is a medical emergency students must call 911. If it is not a medical emergency, sources of help might include: Residential Life, Counseling services and Public Safety. For this reason, no student seeking medical attention for themselves (or another) for intoxication or overdose shall be formally sanctioned for the illegal use or possession of alcohol or other drugs when other college policies have not been violated in conjunction with the intoxication or overdose. This medical amnesty policy will be granted to both the intoxicated student and to the student seeking medical assistance for the intoxicated student. However, the intoxicated student may be required to participate in an educational intervention, including but not limited to: screenings with members of the Counseling Center, parental notification, certified agency or treatment center, etc. The appropriate intervention is at the discretion of the Director of Residence Life in consultation with the Vice President of Student Affairs and the Director of the Counseling Center.

Section 2: The Code of Conduct

1. Abuse of the Student Conduct System

- 1.1. Knowingly instituting a conduct proceeding without cause (filing a false report)
- 1.2. Attempting to discourage an individual's proper participation in or use of the conduct process
- 1.3. Attempting to influence the impartiality of a member of the College's conduct system prior to or during conduct

2. Alcohol Policy

Consistent with the law of the Commonwealth of Pennsylvania, individuals under the age of 21 years are prohibited from using, possessing, or distributing alcoholic beverages. Individuals over the age of 21 may use and possess alcohol as permitted by the law and College regulations. Open containers and public intoxication are prohibited. Students who are irresponsible in their use of alcohol or who provide alcohol to minors will be subject to this code regardless of the student's age. This applies to both on campus and off-campus behavior.

Rosemont College adheres to and enforces all federal, state, and local legislation concerning alcohol. For additional information regarding Alcohol Beverage Control Laws see <http://www.lcb.state.pa.us/plcb/>.

Violations of the Alcohol Policy will be addressed as prescribed by federal, state and local laws, by College policies, and by regulations described in the Community Code of Conduct.

No alcohol may be consumed in academic buildings, Athletics facilities and Dining facilities, or on College grounds, except at "alcohol approved" social functions. An alcohol approved social function is one where the Alcohol Use Registration Form is filled out and approved by the Vice President of Student Affairs Office.

All Rosemont College students who live in residence and their guests are subject to the law of the Commonwealth of Pennsylvania and Rosemont College's policy regarding possession and consumption of alcohol, as well as specific policies governing the Residence Halls.

Residence Halls are defined as: Mayfield, Connelly, and Heffernan including the outdoors areas.

- 2.1. A person under 21 years of age may not possess or consume alcoholic beverages at any time on Rosemont College's campus
- 2.2. Possession or consumption of alcohol is prohibited in all rooms where a student is under the age of 21
- 2.3. Being in the presence of alcohol while under the age of 21 is prohibited
- 2.4. Empty alcohol containers, including empty liquor bottles, wine bottles and/or beer cans/bottles are prohibited in rooms where any student is under the age of 21
- 2.5. No room may possess more than 6, 12oz cans/bottles of beer per resident (including empty cans)
- 2.6. No room may possess more than one, 750mL bottle of wine or one, 750mL bottle of liquor per resident (including empty bottles)
- 2.7. Drinking games (e.g. beer pong) and other activities that promote the irresponsible use of alcohol are prohibited
- 2.8. Kegs and beer balls, whether empty or full, tapped or untapped, are prohibited.
- 2.9. Carrying open containers of alcoholic beverages or consuming them in any public area of the campus is prohibited. This includes movement between residence hall rooms with an alcoholic beverage.
- 2.10. Alcoholic beverages are never permitted in freshmen-designated areas (regardless of the age of the individual or their status as a student or guest of a student)
- 2.11. Altering a driver's license or other government ID to purchase alcohol is prohibited
- 2.12. It is prohibited for any person to purchase, procure, or give alcohol to anyone under 21 years of age
- 2.13. Driving under the influence of alcohol on College property is prohibited

3. Drugs

Rosemont College is concerned with illegal and unauthorized drug use and views it as detrimental to the achievement of institutional and individual goals and inconsistent with the proper functioning of an academic community. Persons involved in this type of activity, either on or off Rosemont campus, are subject to disciplinary action. Drugs, paraphernalia, and the names of those involved may be turned over to the proper authorities. The College will not shield students from possible legal consequences of drug possession and use.

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), possessing, using, or distributing a controlled substance or dangerous drug, or any drug unlawful to possess (e.g. marijuana), except as expressly permitted by law, is illegal and a violation of Rosemont Code of Conduct. Drug paraphernalia including, but not limited to: bong, water pipes, or hypodermic needles that are not specifically required for the administration of prescribed medications are not allowed on campus. Use of legal medication outside the parameters of medical authorization is prohibited and prescription drugs on campus must have an authentic medical prescription.

The following behaviors are prohibited:

- 3.1. Possession or use of marijuana
- 3.2. Possession or use of illegal drugs other than marijuana
- 3.3. Possession with the intent of distributing or selling drugs (including marijuana and prescription drugs)
- 3.4. Selling or distributing drugs (including marijuana and prescription drugs)
- 3.5. Being in the presence of illegal drugs
- 3.6. Possession of prescription drugs without a prescription
- 3.7. Possession of drug paraphernalia
- 3.8. Driving while under the influence of illegal drugs (including marijuana)
- 3.9. Misuse of any substance (aerosols, glue, etc.) for the purpose of getting high

4. Tobacco, Nicotine, and Smoking

Effective July 1, 2020, Pennsylvania law restricts the purchase and possession of all tobacco and nicotine products to adults 21 years of age and older. This law includes the use of any device for the purpose of smoking, which, under this policy “smoking” includes cigarettes, cigars, pipes, hookah, e-cigarettes, vape, and other similar smoking devices.

- 4.1. A person under 21 years of age may not possess, consume, or smoke substances containing tobacco or nicotine at any time on Rosemont College’s campus
- 4.2. Possession or consumption of any substance containing tobacco or nicotine is prohibited in all rooms where a student is under the age of 21
- 4.3. Being in the presence of any substance containing tobacco or nicotine while under the age of 21 is prohibited
- 4.4. Using any device for the purpose of smoking a substance containing tobacco or nicotine while under the age of 21 is prohibited
- 4.5. Smoking is prohibited in all College buildings, including campus residence halls
- 4.6. Smoking is prohibited outdoors within 30 feet of exterior ventilation intakes
- 4.7. Smoking is prohibited outdoors within 10 feet of building entrances and open windows

5. Discrimination and Bias-Related Behavior

- 5.1. Violations of College policy are considered to be of a unique nature when characterized by a bias towards the personal characteristics of other individuals. When violations of College policy are committed and it can be shown that these violations had the purpose of substantially interfering with an individual’s academic or work performance or created an intimidating, hostile, or demeaning educational or employment environment.
- 5.2. Rosemont College is dedicated to educating students of diverse racial and ethnic origins and to fostering broad appreciation for cultural and ancestral diversity. Discrimination against a person on the basis of race, disability, age, sex, color, creed, religion, sexual orientation, or national origin is against the law and the College’s Code of Conduct.

Rosemont College finds such conduct offensive and encourages students who feel that their rights as members of the community might have been restricted to seek the assistance of the Vice President of Student Affairs, the Director of Residence Life, and/or the Director of Public Safety. Students who engage in acts of discrimination are subject to the full range of sanctions outlined in the Rosemont Code of Conduct.

6. Mature Civility

- 6.1. Failure to maintain a mature level of civility

- 6.2. Engaging in food fights
- 6.3. Disruptive or disrespectful behavior

7. Visitation in the Residence Halls and Guests

- 7.1. Residential students are responsible for their guests and their guests' actions at all times. Rosemont students whose guests violate the Code of Conduct will be held accountable in place of their guests.
- 7.2. Guests must have photo ID and guest pass with them at all times when on campus and produce their ID when requested by College officials.
- 7.3. Overnight guests must be 16 years of age or older. Hosts must submit a guest form no less than 24 hours prior to the guest's arrival. Exceptions will be considered at the discretion of the Office of Residential Life.
- 7.4. Rosemont students hosting overnight guests under the age of 18 will be required to submit a permission form to the Office of Residence Life no less than 24 hours before the guest arrives. The form must be signed by the guest's legal guardian. Exceptions will not be given to this policy and underage guests will be required to leave campus if their stay is not properly documented.

8. Dangerous Practices

- 8.1. No student shall engage in any activity which shall endanger the health, safety, well-being, or property of another member of the College community or themselves.
- 8.2. Dangerous or negligent use of a motor vehicle (including speeding) is prohibited
- 8.3. The sale, possession, production, purchase, or use of any explosives, or a reasonable facsimile thereof on College property is prohibited as are related conspiracies or attempts
- 8.4. The sale, possession, production, purchase, or use of any fireworks or a reasonable facsimile thereof on College property is prohibited as are related conspiracies or attempts
- 8.5. The sale, possession, production, purchase, or use of any incendiary devices or a reasonable facsimile thereof on College property is prohibited as are related conspiracies or attempts
- 8.6. The sale, possession, production, purchase, or use of any weapons or a reasonable facsimile thereof on College property is prohibited as are related conspiracies or attempts

9. Destruction of Property

- 9.1. Intentionally, recklessly, or negligently destroying, defacing or tampering with College property or the property of another is prohibited. The nature and/or value of the damaged property is irrelevant to the consideration and/or violation of this standard.
- 9.2. Attempting or conspiring to destroy, deface, or tamper with College property or the property of another is prohibited.

10. Dishonesty

- 10.1. Furnishing or conspiring to furnish false information to the College by forgery, alteration, or misuse of, among other things, College documents or records
- 10.2. Furnishing or conspiring to furnish to the College or its representatives, including but not limited to College Administrators, a written or oral false statement

11. Disorderly Conduct and Noise

- 11.1 Behaviors which are disruptive to the life of the College community or which disregard the rights of members of the community are prohibited

- 11.2. Unruly gatherings are prohibited
- 11.3. Excessive noise at any time or noise which violates residential quiet hours (10pm to 8am) is prohibited

12. Electronic Communication

- 12.1. Sending abusive, harassing, obscene or threatening messages through email, cell phone, social media, posting on the internet, or any other medium is prohibited
- 12.2. The use of any recording device to monitor behavior within a residence hall, room, or suite is prohibited without written consent from all residents of the room or suite.
- 12.3. Students who engage in behavior that violates this Code of Conduct and place evidence of that behavior on a public website or other public medium may be held accountable by the College for their actions.
- 12.4. The Office of Information Technology and Resources maintains a variety of policies governing the use of College computing and communication resources that are fully outlined in the Student Handbook. Every member of the College community is bound by them and is expected to be familiar with them.

13. Failure to Comply and Interference with College Operations

- 13.1. Failure to identify oneself
- 13.2. Failure to comply with the written or verbal directions of duly authorized College personnel in performance of their official duties
- 13.3. Failure to comply with written or verbal directions of College faculty members (including teaching assistants, lab assistants, visiting lecturers, and others authorized to teach by the College and/or the instructor of record)
- 13.4. Failure to comply with classroom policies laid out in the syllabus for each course
- 13.5. Failure to comply with written or verbal directions of duly authorized peace officers and other community-based safety personnel (Lower Merion Police Department, fire, EMS, etc.) in performance of their official duties
- 13.6. Failure to comply with College policies in the Student Handbook and other College publication, including but not limited to the Dining Service Policy, Catalog, Public Safety Policies and Procedures, and Residence Hall Agreement
- 13.7. Failure to comply with or complete sanctions from a conduct hearing or Title IX proceeding
- 13.8. Intentional obstruction of teaching and/or research which occurs on College premises or at College sponsored or supervised events is prohibited
- 13.9. Intentional obstruction of the administration or operations of the College
- 13.10. Failure to comply with isolation and/or quarantine restrictions
- 13.11. Failure to comply with public health guidelines

14. Residence Hall Safety: Prohibited Conduct

- 14.1. Providing a combination or key to any residence hall room or suite to a guest or to a student not assigned to that room/suite .
- 14.2. Making copies of a residence hall or other College key without authorization
- 14.3. Entering a residence hall during a College break without express permission from Residence Life.
- 14.4. Staying overnight during a college break without express permission from Residence Life.
- 14.5. Failure to comply with an administrative directive or condition, including, but not limited to, a no contact order, building restriction, or time/place ban

15. Fire Safety

- 15.1. The intentional misuse of any fire alarm system; tampering with, misuse of, attempt to or conspiracy to misuse fire safety equipment (extinguishers, smoke detectors, alarms, or exit signs)
- 15.2. Propping or otherwise tampering with the proper operation of doors to any campus building, or exiting through

“emergency exit only” doors in non-emergencies

- 15.3. Refusing to vacate buildings and other areas of College property when a fire alarm sounds and/or when directions to evacuate are issued by a College official or other lawful authority

16. Gambling

Students are expected to abide by the federal laws and the laws of the Commonwealth of Pennsylvania prohibiting illegal gambling.

- 16.1. Engaging in games of skill or chance without the approval of the Vice President of Student Affairs and the Office of Leadership and Engagement is prohibited
- 16.2. Gambling for money or items of value is prohibited on the Rosemont College campus including blackjack, poker, craps, roulette, as well as any other card game, and other comparable games when they are played for money or any other thing of value, including prizes

17. Hazing

- 17.1. Hazing, in all its forms, is prohibited at Rosemont College

Hazing is both a violation of the Rosemont policy and the law of the Commonwealth of Pennsylvania. The term “hazing” refers to any action or situation which recklessly or intentionally endangers the mental or physical health or safety of an individual or that willfully destroys or removes public or private 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 the College. 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 that could adversely affect the physical health and safety of the individual, and shall include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health and safety of the individual, or a willful destruction or removal of public or private property. Any activity as described in this definition 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.

18. Indecent Conduct

- 18.1. Conduct which is lewd or indecent is prohibited
- 18.2. Public urination and/or defecation is prohibited

19. Identification

- 19.1. Students must carry an identification card issued by the College and present it when requested by a College official.
- 19.2. Tampering with or falsifying Rosemont College ID
- 19.3. Students may not lend their ID to other students for purposes of meal exchange, library usage, or residence hall access.
- 19.4. Possession of an identification card that falsely identifies a student by name, age, date of birth, or photograph as being 21 years of age or over (Fake ID)

20. Physical and Psychological Harm

- 20.1. Intentionally inflicting, attempting to inflict, or conspiring to inflict bodily harm upon any person or threatening to do the same
- 20.2. Taking any action for the purpose of inflicting bodily harm
- 20.3. Taking any reckless, but not accidental, action that results in bodily harm or could result in bodily harm to any person
- 20.4. Any act that demeans, degrades, or disgraces any person

21. Sexual Misconduct and Intimate Partner Abuse

All forms of offenses, which are of a sexual nature, will be handled per Rosemont College's Sexual Misconduct Policy. Any allegations of abuse or other violence occurring between two people who are intimately engaged, were in the past intimately engaged, or are thought to be intimately engaged will be handled in a similar manner. Due to federal and commonwealth regulations, these incidences are handled directly by the College's Title IX Coordinator and Deputy Coordinators and are handled separate from the Student Conduct Process. Please refer to the Sexual Misconduct Policy beginning on page 87 of this publication for more information.

22. Stalking

- 22.1. A course of conduct by a stranger or acquaintance directed at a specific person that directly or indirectly distresses, intimidates, or threatens and places a reasonable person in fear
- 22.2. Using electronic media such as the internet, social media, blogs, websites, cell phones, or other similar platforms are used to pursue, intimidate, or threaten and place a reasonable person in fear.

23. Student Group Violations

- 23.1. Prohibited conduct by an officer of a group, club, or team done on behalf of that group, club, or team
- 23.2. Prohibited conduct by a group, club, or team

24. Theft

- 24.1. Theft of property, attempted theft of property, possession of stolen property, or conspiracy to steal
- 24.2. The appropriation of, attempt to appropriate, or conspiracy to appropriate College property for private use, including but not limited to such items as laboratory equipment, furniture, and/or library books
- 24.3. The unauthorized use of or attempted use of student identification, credit card, debit card, check, authorization codes, or the like to purchase goods or services or to obtain property

Section 3: Student Conduct Procedures

Introduction

The Student Conduct system addresses charges that are brought against a student that allegedly violates the student code of conduct. The student conduct system utilizes a "preponderance of evidence" standard proof. A preponderance of evidence standard evaluates whether it is more likely than not that a violation has occurred.

Referrals

When an incident occurs and there are allegations that a student violated the code of conduct, a Student Conduct Referral may be filed by any College faculty, staff, and/or student. In most cases the referral is filed by a member of the Residence Life or Public Safety staffs in the form of an official incident report.

Individuals who wish to initiate a Student Conduct Referral must meet with the Director of Residence Life who will determine if the case has merit to move forward to a referral. Alternatively, students may submit a Student Incident Documentation form at: [25-26 Student Incident Documentation](#).

If the case is deemed to have merit, then the Referring Party will be asked to put the allegations of misconduct in writing with sufficient detail to support a referral. Any charge should be submitted as soon as possible after the event takes place, preferably within the academic year in which the alleged infraction took place. While timeliness is preferable, there is no deadline by which a complaint must be filed as long as the referred party is a current student at Rosemont.

Notification

If there is an allegation of misconduct that the Director has determined has merit, the Referred Party will:

- Be notified that a complaint has been filed against them via Rosemont College email;
- Have an opportunity to meet with a Student Conduct Administrator to review the Student Conduct Referral which includes the code violations
- Learn about the student conduct process and have questions answered;
- Give their perspective about the incident;
- Provide witness information, if applicable;

Following the hearing the Student Conduct Administrator will have up to seven (7) business days to issue a decision and assign applicable sanctions. Students will receive a conduct decision letter via their Rosemont College email.

Conduct Meetings with a Student Conduct Administrator (SCA)

Conduct Meetings are fundamentally, the opportunity for any student who is alleged to have violated the Code of Conduct to respond to the allegation and present evidence in their defense. The Student Conduct System encourages student involvement in the conduct proceedings and relies on full and open discussion of cases with all parties concerned in order to render a fair judgment. The Student Conduct System is administrative in nature and, as such, is not considered a court of law where formal rules of process, procedure or technical rules of evidence apply. Referrals involving multiple students for the same incident will be resolved in a manner dictated by the SCA.

No student is required to attend a conduct meeting and lack of attendance will not be interpreted as an admission of responsibility. However, a student who does not attend their conduct meeting forfeits their right to provide a defense of their actions. The assigned SCA will reach out to a student twice to schedule a hearing. If the student does not respond the SCA will rule on the case as if the student did not attend a hearing.

A Rosemont College administrator will serve as the student conduct administrator (SCA) and hear the case privately. Though any Rosemont College administrator or faculty member may be assigned to serve as an SCA, the primary SCAs are as follows:

Vice President of Student Affairs (as an appeals officer only)

Assistant Dean (both an appeals officer and SCA)

Director of Residence Life (both an appeals officer and SCA)

Assistant Director of Residence Life (both an appeals officer and SCA) Residence Directors (2)

Advisors

The student has the right to bring an advisor and witnesses to the hearing. Advisors are available only for the moral support of the student. An advisor may only speak or add to the hearing with the explicit permission of the SCA. Any Rosemont College student, faculty, staff, or administrator may serve as an advisor. It is the protocol of the Office of Residence Life to not conduct hearings with lawyers present. Students and/or their hired counsel who insist on having counsel present will be referred to the Vice President of Student Affairs.

Hearings (Meetings) are regarded as confidential and closed to all but the principals of the case, their witnesses, and their advisor. Within seven (7) business days of the hearing the student will be notified, in writing, of the final decision of the SCA and of the right to appeal in a conduct decision letter sent to the student's Rosemont College email.

Appeals

A student wishing to appeal a ruling must submit a formal, written appeal via the appeals form to either the Vice President of Student Affairs, as noted in their decision letter, within seventy-two (72) hours of receiving the conduct decision letter.

Students may appeal on three grounds:

- New Information – New information is available now that was not available to the SCA when the SCA rendered a decision.
- Severity of Sanctions – In the opinion of the student the sanctions are too severe given the violation(s)
- Procedural Error – An error occurred at any point in the conduct process from the incident report or referral to the SCA's decision. The alleged error must have had a material effect on the outcome of the case.

The student's status at the College is not altered until the appeal decision is final. In certain cases, however, the VP of Student Affairs may determine that the student's presence is a threat to the College's community and uphold the sanction imposed by the SCA until the appeal is final.

Sanctions and Interim Measures

A sanction is a requirement or status that is imposed as a result of being found responsible for violating the Code of Conduct. The purpose of conduct sanctions is two-fold:

- First, they serve to hold students accountable for breaches of the Code of Conduct.
- Second, they are an opportunity for the student to reflect on their behavior and their place in the Rosemont community.

The goal of all sanctions—with the exception of dismissal—is to bring the student back into full community. The College has a responsibility to ensure that the community is both healthy and safe and to that end, in some cases, suspension or dismissal of a student is necessary.

Disciplinary sanctions shall be communicated to students in writing via Rosemont College email, which is the official means of communication between the College and students.

Sanctions are determined by the seriousness of the code violation and are not necessarily progressive. For example, a student with no prior disciplinary record may be assigned a sanction commensurate with the offense up to and including removal from residence, suspension, or dismissal.

In some situations, the continued presence of one or more students on campus or in close proximity to each other presents a concern for their safety or the safety of the community, the Vice President of Student Affairs or their designee may put in place interim measures until such a time that a conduct hearing may be held and a formal decision reached. Students are required to comply with interim measures immediately. Typical interim measures include relocating one or more students to a different floor or building, banning a student from one or more residence halls, or otherwise limiting

the actions and movement of a student.

Sanctions

(this list is neither exhaustive nor all inclusive)

Letter of Warning – Lowest level sanction mostly used for very minor policy violations. Most students will only receive this sanction once and will subsequently receive probation.

Probation – A higher level sanction with consequences for student leadership and participation in intercollegiate athletics, probation is put in place from the date of the conduct decision letter until a date at least one month away. In most cases students who violate policy while on probation will either receive additional time on probation or receive a more stringent sanction.

BASICS – The Basic Alcohol Screening and Intervention for College Students (BASICS) program is an alcohol education program sponsored by the Rosemont Counseling Center for students who have been found responsible for violating the alcohol policy. The program consists of two meetings with a trained instructor and homework in between the meetings which are scheduled with the student.

BASICS Follow-Up – Students who have completed the BASICS program and are subsequently found responsible for additional alcohol violations are sanctioned to a follow-up version of BASICS. Following the same model of two classes, the program is tailored to a repeat violation.

Marijuana Education – Based on the BASICS model, the Rosemont Counseling Center has developed a separate marijuana education module for students found responsible for marijuana violations.

Recommended Counseling – In general, Rosemont College does not require students to seek counseling. However, certain cases may warrant a strong recommendation that the student seek counseling.

Parent/Guardian Notification – When students who are under the age of 21 are found responsible of an alcohol or drug violation, a letter is sent to their parent(s) or guardian(s). The letter, though general, is meant to alert the family of the violation and involve them as active partners in their student's holistic education.

Essay – A common educational sanction, the student will be directed to compose an essay on a set topic. While the response and composition is the student's choice, the essay cannot be used to rationalize or defend a student's violation of policy. Typically, essays are required to be between 250 and 750 words.

Statement of Purpose and Action – A more involved essay, the Statement of Purpose and Action involves active reflection of a student's values and two interviews with role models in the student's life. The statement is typically 750 to 1,200 words in length.

Formal Mentoring – In some circumstances the SCA will offer mentoring to a student as an educational sanction. Many formal mentoring situations begun in conduct cases have extended far beyond the case itself.

Deferred Suspension from Housing – Conduct that rises to a certain level or a pattern of behavior may result in the student being warned that similar behavior will more than likely result in the student being removed from on campus housing.

Suspension from Housing – Based on the severity of one incident or a pattern of behavior, a student may be suspended from housing for a certain length of time. Students suspended from housing are not issued refunds for their housing.

Directed Experience – In collaboration with the SCA, the student will be directed to complete some type of particular

experience (community service, research, meeting, shadowing, etc.) related to the case. In most cases the student will also be required to write an essay regarding this experience.

Follow-Up Meeting with the Director of Public Safety – In situations where a student’s conduct has directly impacted or was directed towards a member of the Public Safety staff, the student will be required to meet with the Director of Public Safety. In most cases the student will also be required to write an essay regarding this meeting.

Place Restriction – Students may be restricted from a particular building, floor, or room on campus as the situation warrants. Other arrangements will need to be made if the student has a reason to access that space during their restriction.

Health and Safety Fine – When a student’s room is found in violation of health and safety standards the student will likely receive a fine of \$100 or less. (the fine for tampering with, or disabling any part of the Fire Alarm system(s) is \$500.

Disciplinary Fine – In some cases a student will receive a monetary fine in addition to other sanctions (these fines range from \$10 to \$500).

Restitution – When a student causes damage to College property they will be required to pay for the damages to be repaired or the item replaced. The specific charge is confirmed by the Director of Facilities and will be divided among the students involved. In the event that damage is found to a Residential Housing building, and if no one student is found to have been responsible for damage to College property, the College reserves the right to impose the charges for said damage to all students residing in said building.

Suspension from the College – In cases of severe violations of the Code of Conduct or in situations where the totality of a student’s conduct indicate a lack of improvement and a habitual disrespect for other community members, the student may be suspended from the College for a set period of time. A student suspended from the College will also be banned from campus during their suspension.

Other sanctions may be created and applied as the case may warrant and as may be best judged to assist the student in their growth and development.

Rosemont College – Sexual Misconduct Policy

Title IX - Sexual Discrimination and Sexual Harassment Notice of Non-Discrimination

Rosemont College is committed to providing a respectful and safe environment for all members of the College community, free from sexual discrimination and sexual harassment for anyone participating or seeking to participate in Rosemont's educational programs or activities. In compliance with Title IX of the Education Amendments Act of 1972, Rosemont College does not discriminate based on race, color, ethnicity, religious beliefs, sex, gender, sexual orientation, pregnancy, age, disability, veteran status, or any other protected category under federal law. The College encourages prompt reporting and fair, equitable treatment in response to concerns of sexual harassment or discrimination.

All employees, staff, and students must complete mandatory training to prevent discrimination, harassment, and sexual misconduct.

Applicable Regulations

Please note that all Title IX complaints and grievance procedures follow the Title IX regulations issued in 2020. The Department of Education's 2024 regulations, which had temporarily gone into effect on August 1, 2024, have since been vacated and are no longer in effect. All proceedings are governed by the 2020 Title IX regulations as reinstated by federal guidance in January 2025.

Key Provisions under the 2020 Title IX Regulations:

- Definition of Sexual Harassment: Unwelcome conduct that is severe, pervasive, and objectively offensive; quid pro quo harassment; or sexual assault, dating violence, domestic violence, or stalking.
- Formal Complaints Required: Institutions must receive a formal complaint before beginning a grievance process.
- Presumption of Innocence: Respondents are presumed not responsible until the grievance process concludes.
- Live Hearings and Cross-Examination: Required for postsecondary institutions. Advisors conduct cross-examinations during hearings.
- Jurisdiction: Only applies to conduct within the U.S. that occurred in an educational program or activity.
- Dismissal of Complaints: Required if allegations do not meet the Title IX criteria.
- Supportive Measures: Non-disciplinary, non-punitive services offered to both complainant and respondent.
- Single-Investigator Model Prohibited: Decision-makers cannot be the same as investigators.

Any incident occurring prior to August 14, 2020, will be handled under the previous Title IX standards in place at that time.

Role of the Title IX Coordinator(s)

Title IX Coordinators work to ensure that the College is compliant with the requirements of Title IX. The responsibilities of the Title IX Coordinator include, but are not limited to:

- Taking effective measures such that Sexual Discrimination does not continue to occur on the College's campus
- Providing education and training for all students, staff and faculty of the College to reduce the incidence of conduct that constitutes Sexual Discrimination/Harassment and that proper reporting of this is done without barriers to reporting
- Provide oversight to the investigation of and resolution of all reports of sexual misconduct.
- To provide a non-discriminatory environment for all members of the community and providing equal access to those members experiencing Pregnancy or Related Conditions.
- Offering Supportive measures for the Complainant and Respondent and making sure they are aware of the Grievance procedures and the Alternative Resolution Process that is available,

Questions concerning sexual discrimination or harassment based on sex or gender should be referred to the College's Title IX coordinators, as listed below. The Title IX Coordinators can discuss complaints with or without the filing of a formal complaint; can explain the process of filing a formal complaint and what that entails; and can also provide information as to available supportive measures and resources available to both parties. Title IX Coordinators will also monitor the College's educational programming to ensure that all members of the community are made aware of their rights and responsibilities. Individuals may also submit inquiries to the U.S. Department of Education Office for Civil Rights.

Contact information for the Office of Civil Rights:

Office for Civil Rights ("OCR")
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-1100
Phone#: 800-421-3481
Email address: OCR@ed.gov
Web information: <http://www.ed.gov/ocr>

Title IX Coordinators

April Higgins
ahiggins@rosemont.edu
Phone ext.# 2958

Paulette Hutchinson
phutchinson@rosemont.edu
Phone ext.#2381

Main Building, Suite# 204

Main Building, Suite # 205

In the event of an emergency and matters involving the need for law enforcement assistance, please call 911.

Any person can make a report (whether or not the person reporting is the alleged victim) in person, by mail or email, or by telephone, using the contact information listed above for the Title IX Coordinators. These reports may be made at any time (including non-business hours). However, responses made outside of business hours, including weekends and holidays, may be delayed. An individual may also make an anonymous report to the Title IX Coordinator(s). An online form is available on the Raven Safe app and on the College website.

The College does not have a time limit for reporting sexual discrimination. However, the College's ability to take any action may be negatively affected by the length of time between the alleged incident and the time of the report. All reports must be handled by the provisions of Title IX in place at the time the reported event took place.

A victim, who believes they have experienced any of the following actions, listed under sexual misconduct below, in addition to filing a complaint with the Title IX coordinators, may also file a report with local law enforcement. The Office of Public Safety and/or the Title IX Coordinators can assist the victim in reporting the alleged offense to the local law enforcement authorities if the victim requests such assistance. In addition, the importance of preserving evidence for proof of a criminal offense is conveyed to the victim at the time of first reporting. You may choose to pursue the complaint through the College's Title IX Grievance process, you may choose to prosecute through the police, or you may choose to do both options. Once the College has become aware of a situation they may need to proceed, even if you choose not to cooperate with their efforts to do so.

Complainants, respondents, and witnesses should consider whether there is information to gather that might be helpful to investigators and should preserve relevant items. For example, receipts, text messages, pictures, videos, emails, Facebook or other social media postings may be helpful during an investigation or hearing. This information should be preserved and given to the investigator(s). Complainants, respondents, and witnesses are encouraged to write down a list of possible witnesses to submit to the investigator(s).

Sexual Misconduct, as defined by Title IX is a type of sexual discrimination/harassment that includes the following:

- Sexual Discrimination
- Sexual Assault
- Sexual Exploitation
- Dating Violence
- Domestic Violence
- Stalking
- Bullying or Intimidation
- Other sexual misconduct

If you have been subjected to an act of sexual misconduct, you are urged to report the incident immediately. You may also wish to have a person whom you trust to support you during the reporting of the event(s) and subsequent meetings and investigation. If you have been the victim of sexual violence, you are urged to report the incident to law enforcement immediately. Each party to a complaint is allowed to have an advisor of their choosing to attend any meeting, interview or hearing related to a Title IX complaint. The role of the advisor is to support the person. They are not to answer for the complainant or respondent but are present for support and advice. If either party does not have someone they wish to act as an advisor, the College will provide one for them.

Title IX also prohibits retaliation against a person who brings forth a complaint under Title IX. Retaliation also includes Peer Retaliation, retaliation by a student against an employee or by an employee against a student. This includes written threats, electronic communications, such as social media and taunts directed against the person who filed the complaint.

Rosemont College makes the presumption that any individual who files a formal complaint does so in good faith. If an individual knowingly files a false formal complaint or tries to interfere in the grievance process, they may be subject to disciplinary action by the College. Interference may include but is not limited to, trying to prevent an individual from giving information related to the alleged offense.

It is important that there be no bias in the handling of any reported Title IX offenses. A respondent is presumed to be innocent unless and until the Respondent is determined to be responsible for the violation of the policy at the conclusion of the Grievance process. Supportive measures will be provided as necessary to both the Complainant and Respondent and are non-punitive, non-disciplinary and not unreasonably burdensome to either party. These supportive measures are designed to ensure equal educational access and access to activities, protect safety or deter prohibited contact. The Supportive measures needed by either the Complainant or Respondent may change over time and the Title IX Coordinators will communicate any changes to both parties.

Off Campus Resources:

Lower Merion Police Department

71 Lancaster Avenue, Ardmore, PA 19003 610-649-1000

Bryn Mawr Hospital

130 S. Bryn Mawr Avenue, Bryn Mawr, PA 19010 484-337-3000

(SANE exams available)

Rosemont College has entered into Memorandums of Understanding (MOUs) with the following rape crisis and domestic violence centers:

Laurel House

P.O. Box 764, Norristown, PA 19404. 24-hour hotline: 1-800-642-3150 Or text “HOPE” to 85511

Women’s Center of Montgomery County

Campus Reports – Types of Confidentiality

The College encourages complainants to file a Formal Complaint so that supportive measures and a full investigation can take place. Confidentiality depends on the person to whom notice of Sexual Misconduct has been given.

- Privileged Communication – these people are required to maintain complete confidentiality and may not share this information with anyone in carrying out their duties. This includes licensed counselors and pastoral counselors who provide mental health counseling to members of the school community. This also includes any medical personnel working in a College Health Center. Permission must be given by the complainant for any “Privileged Communication” to be reported to the Title IX Coordinator(s). These individuals should file a brief report that does not directly or indirectly identify the complainant. This will enable the Title IX coordinator(s) to determine the extent of these types of problems and prepare a campus response. Even if no formal complaint is filed, this information should be reported to the Director of Public Safety to be included in the Daily Crime Log and ASR, as required under the Clery Act.
- An employee may report a complaint that was given to them and must report the action without revealing any identifying information about the complainant. This will not cause a Title IX investigation without the complainant’s consent.
- Responsible employees must report all known information to the Title IX coordinator(s). This would oblige the College to begin the investigative process. Responsible employees have authority to address sexual violence. When a complainant gives information to a responsible employee about an alleged incident of sexual violence, they expect that appropriate actions will be taken. This includes, Presidents, Vice Presidents, Deans, Assistant Deans, Athletic Directors, Training staff, Coaches, Directors of Student Engagement, Human Resource Directors, Residence Life personnel and Resident Advisors, and Public Safety officers. If at any time the complainant asks for total confidentiality, they should be told that the College will consider this but cannot guarantee they will be able to keep complete confidentiality. The College must balance the request for confidentiality against the College’s responsibility to provide a safe, non-discriminatory campus for all individuals. If the request for confidentiality is honored, the College may not be able to investigate the alleged incident. The College may determine that they are unable to honor the requested confidentiality if they believe that the respondent will commit other acts of sexual violence; that the respondent has a history of arrests from a prior institution; has further violence been threatened against the complainant; was a weapon involved in the incident; is the complainant a minor; there is direct evidence that the sexual violence took place. The presence of any of these factors may require the College to investigate the alleged act.

Emergency Removal

If the Title IX Coordinator(s) determine that an alleged offense poses a substantial and immediate threat of harm to the safety or well-being of an individual or members of the campus community, the College may suspend a student or impose leave for an employee. While the investigation takes place, the individual may be denied access to the campus and College educational or other activities the College deems appropriate. If the College undertakes an Emergency Removal of the Respondent, the Respondent will be notified immediately and will be given the opportunity to challenge that decision, immediately following that removal. The College will make reasonable efforts to complete the investigation and reach a resolution as quickly as possible.

If the Respondent is an employee, administrative leave from the College is permitted during the investigative process, pending the outcome of the Grievance procedures. This leave may be complete removal from the workplace or limitations on access to the workplace and may be imposed with or without pay. The Respondent will be given the opportunity to seek modification or reversal of the emergency removal.

Grievances Procedures for Title IX Sexual Harassment Complaints

Filing a Formal Complaint

A Formal Complaint is a document filed by the complainant with a signature that indicates that the complainant is filing a formal complaint, that alleges that the respondent has sexually harassed the complainant within the College's education program or activity and the complainant is requesting a formal investigation. This complaint describes the alleged actions, with details as to when, where and if witnesses were present. If the complainant does not wish to

file a formal complaint, the Title IX Coordinator may determine that a formal complaint is necessary due to the nature of the alleged offense. Once the formal complaint has been filed, the College will proceed with the investigation and follow all of the procedures required, including the investigation of facts and witnesses, the hearing notification, deliberations, notifications of the outcome of the hearing and the appeal process. This process should be completed within 90 business days, but circumstances may occur that require an extension of time beyond 90 days. Circumstances that may require an extension of time include the complex nature of the alleged offense(s), number of witnesses who need to be interviewed, and the availability of those persons; intervening school break or vacation, a simultaneous criminal investigation of the alleged offense(s), or other unforeseen circumstances. The College will apprise all parties of any delays and the reasons for the delay and an expected date of resolution.

Summary of Events once a Formal Complaint has been filed:

1. A Notice of Allegation will be sent to the respondent. The notice of Allegations will identify the complainant, the alleged conduct, and the date the alleged violation(s) occurred. The respondent is presumed to not be responsible, and both parties should be advised that they may have an advisor of choice. The advisor may be but does not have to be an attorney. This advisor should be present for all meetings, interviews, and hearings.
2. The College investigates and collects evidence. All evidence must be shared with both the respondent and the complainant.
3. The respondent will be given an opportunity to provide the investigator with a version of the incident. This can be either verbal or written. The respondent has the option of not providing their version of the event.
4. Each party may provide a listing of witnesses they wish to have interviewed who are relevant to the case at hand.
5. At the conclusion of the investigation, both parties will be given all evidence collected.
6. Each party has ten (10) business days to review the evidence and submit a written response to the investigator. The investigator will consider the written responses before completing their report. The information shared with each party may not be copied or shared in any way and both the claimant and respondent must sign an affidavit to the effect that the information will not be used for any purpose unrelated to the College's investigative process of the complaint.
7. The investigators will submit their final report to the Title IX Coordinator, and if involved, a hearing panel will be convened.
8. A live hearing will be held – either in person or via the use of Zoom or other video conferencing platform.
9. No person can be compelled to participate in the hearing. If a person declines to participate, none of their statements may be used in the hearing. Both parties to the complaint are subject to cross examination by the advisor of the other party. Questions regarding a person's previous sexual history will usually not be permitted at the hearing. If one of the parties refuses to answer or participate in the cross examination, any statements made by that person cannot be used.
10. All hearings must be recorded and transcribed.
11. A College decision maker will issue a written decision within 10 days following the hearing. A summary of the allegations, steps taken, findings of fact, and conclusions drawn, a rationale for each charge and the appeal procedures will be issued. Each party will be notified in writing of the outcome. If the respondent is no longer an employee or student, the process will terminate. If the respondent is a student or employee, and the conclusions indicate that the respondent is responsible for the violations, sanctions will be imposed.

Alternative Resolution

Parties who do not wish to proceed with a formal investigation and live hearing may request to enter the Alternative Resolution process. The Title IX Coordinator(s) will determine if this process is appropriate if requested by either the complainant or respondent, based on such factors as the gravity of the alleged offense(s), whether there is an ongoing threat of harm or danger to the campus community, is the respondent a repeat offender and if the Alternative Resolution process is acceptable to both parties. This resolution process is less time intensive, but still gives students the opportunity to actively participate in the process. Both parties must agree in writing to participate in this process by giving informed consent. The informed consent will include all terms of this process, including the fact that any agreement reached through the process is binding on both parties and cannot be appealed. At any point in time, up until the process is concluded, either party may stop the process and move forward with the formal grievance process described above.

The Alternative Resolution process is only permitted to address allegations of student-to-student claims of sexual harassment. It is not allowed as an option to resolve allegations that an employee sexually harassed a student. This process takes the form of either resolution or mediation. If resolution is chosen, the respondent agrees to accept responsibility for the alleged actions and to accept sanctions as determined by a hearing panel. At a hearing panel, there is no cross examination, and the facts are accepted as spelled out in the Notice of Allegation, given to the respondent. Both the claimant and respondent may choose to give an impact statement. The hearing panel will issue a written determination that spells out the sanctions and any appeal procedures.

If the option of mediation is taken, the investigative aspect of the process is suspended. Both parties must agree to the mediation process. The primary purpose of the mediation is to identify points of agreement and the possible remedies to address them, working with a trained facilitator, who will guide discussions with the parties. Both parties will be instructed that they should not contact one another during the mediation process. They may choose not to have face-to-face conduct during this process. If the mediation process results in a resolution, the disciplinary aspect of the process is finished, and the matter is closed. The agreement that is reached is then signed by both parties. If no resolution is reached, the matter is sent back to the Title IX Coordinator(s) to determine the next course of action.