

The University of the Arts

STUDENT HANDBOOK



320 South Broad Street
Philadelphia, PA 19102
www.uarts.edu

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SECTION 1

THE UNIVERSITY OF THE ARTS

MISSION STATEMENT

The arts have the power to transform society. They play an essential role in ensuring and enhancing the quality of life. The University of the Arts is committed to inspiring, educating and preparing innovative artists and creative leaders for the arts of the 21st century.

PURPOSE

The University of the Arts is devoted exclusively to education and training in the arts. Within this community of artists the process of learning engages, refines, and articulates all of our creative capabilities. Our institution was among the first to contribute to the formation of an American tradition in arts education. We continue to develop interpreters and innovators who influence our dynamic culture.

The University:

- Educates and professionally trains artists in the visual and performing arts, in design, in media, and in writing;
- Grants graduate and undergraduate degrees, diplomas, and certificates in the arts;
- Provides educational programs centered in the arts to multiple populations;
- Encourages relationships among the arts;
- Promotes high standards in creativity and scholarship;
- Prepares artists who will contribute responsibly to our culture;
- Challenges students to think critically, joining knowledge and skill to their individual creative vision;
- Anticipates and cultivates new art forms as they emerge.

We serve the community in which we reside, the professions for which we prepare new members and, ultimately, the society whose culture we both sustain and advance. The University's goal is to direct each student's quest for creative self-expression toward a productive role in society. Our programs develop the student's talent, aesthetic sensibility, conceptual and perceptual acumen, cultural awareness, and professional expertise. The curricula integrate specific knowledge and skills needed for technical mastery of the various arts disciplines with a significant examination of conceptual and humanistic studies.

To this end, the University must gather and retain a distinguished teaching faculty offering a breadth of professional expertise. Their scholarly work and artistic exploration have national and international consequences for the institution. Our educational programs seek to stimulate and influence not only our students but the very disciplines that we teach.

NON-DISCRIMINATION POLICY

The University of the Arts is committed to maintaining an environment in which students, faculty, and staff may pursue academic, artistic, and professional excellence. This environment can be secured only through mutual respect and unconstrained academic and professional interchange among faculty, staff, and students. Under the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, other state and federal laws, and The University of the Arts policy, the faculty, staff, and students of the University are entitled to participate in and obtain the benefits of University programs, activities, and employment without being discriminated against on the basis of their race, creed, color, ethnic background, national origin, gender, age, religion, disability, or sexual orientation.

The University also strictly prohibits any form of retaliation or reprisal against anyone reporting allegations of harassment or discrimination, or cooperating in an investigation of such a report. Such retaliation shall be considered a serious violation of the University's nondiscrimination policy and shall be punishable by discipline up to and including termination, regardless of whether the charge of discrimination is substantiated. However, if an employee, student, or faculty member is found to have intentionally lied about a claim of discrimination, or brought a claim in bad faith, knowing that the allegation of discrimination is false, then that employee, student, or faculty member may be subject to discipline or expulsion.

Examples of prohibited retaliation include: threatening reprisals against the person who complained or cooperated in an investigation; unfairly changing a person's evaluations, assignments, grades, or working conditions; or otherwise continuing any harassment or discrimination against such person.

The University of the Arts gives equal consideration to all applicants for admission and financial aid, and conducts all educational programs, activities, and employment practices without regard to race, color, gender, religion, national origin, sexual orientation, ethnic background, or disability. Direct inquiries to the Office of Student Affairs and Dean of Students, The University of the Arts, 320 S. Broad Street, Philadelphia, PA 19102; 215-717-6618.

SECTION 2

STUDENT AFFAIRS AND SERVICES

Vice President of Enrollment, Retention & Student Affairs

Dr. R. Alan Leffers

Telephone: 215-717-6618

aleffers@uarts.edu

Hamilton Hall

320 S. Broad St, Room 280

OFFICE OF STUDENT AFFAIRS & THE DEAN OF STUDENTS

Assistant Vice President for Student Affairs

Dr. Maria de Santis

Telephone: 215-717-6607

mdeasantis@uarts.edu

Gershman Hall

401 South Broad Street, Suite 311

Assistant Vice President for Student Affairs & Dean of Students

Dr. Gregory J. Naylor

Telephone: 215-717-6606

gnaylor@uarts.edu

Gershman Hall

401 South Broad Street, Suite 311

The Division of Student Affairs values and supports the unique, transformative educational experience of the University of the Arts. We advocate for and provide a holistic approach to every student with programs and services that foster their intellectual, physical, social, and emotional well-being.

We are committed to the values of integrity, diversity, community, collaboration, and inclusiveness. We support students' total educational experience: their transitions into and out of the university, their creative process, and their professional lives.

With an ethic of care throughout all student affairs departments, we endeavor to help students...

1. Develop realistic expectations of the unique UArts experience, college-level learning and art-making in an urban environment;
2. Foster connections with one another and with others within the campus community;
3. Become fully aware of campus resources;
4. Develop critical thinking skills;
5. Learn to lead healthy lives;
6. Learn to advocate for themselves and become independent adults;
7. Develop an appreciation for those different from themselves;
8. Understand and build connections between their intellectual, artistic and personal lives;
9. Develop personal and professional goals and an effective post-graduate plan.

ACADEMIC SUPPORT CENTER

C. Blanca Gonzalez, Director

Telephone: 215-717-6818

tutoring@uarts.edu

1500 Pine Street

The Academic Support Center provides programs and resources to help students succeed academically at the University. Tutoring and academic counseling are available at no charge to all students to supplement their classroom and studio instruction. Professional Academic Counselors and Peer Tutors help students develop skills in reading, writing, ESL, and other academic and studio areas, including successful classroom strategies and study habits. Students seeking to improve their skills are encouraged to contact the Center to schedule appointments. Students may schedule tutoring as-needed or weekly ongoing sessions calling, emailing, or visiting the Center.

The Academic Support Center also offers specialized services and conducts targeted outreach to students who are academically at-risk or on academic probation. In coordination with International Student Programs the Center provides comprehensive ESL tutoring and academic support to students for whom English is a second language. Students with documented disabilities or learning differences may also be referred to us for academic support.

ACADEMIC ACHIEVEMENT PROGRAM

Telephone: 215-717-6818

aap@uarts.edu

1500 Pine Street, Room 100

The Academic Achievement Program serves talented student artists, designers and performers at The University of the Arts. Our programs and specialized support services will enhance students' academic and artistic achievement, advance their progress toward degree, and sustain their professional careers. Students admitted to the University of the Arts are invited to participate in the Academic Achievement Program (AAP) if they would benefit from additional assistance in meeting academic or cultural challenges that might otherwise limit their success.

CAREER SERVICES

Elisa Seeherman, Director

Julie Woodard, Internship and Career Advisor

Telephone: 215-717-6075

careerservices@uarts.edu

Gershman Hall

401 South Broad Street, Suite 309

The Career Services Office is committed to supporting the education and professional training of artists in the visual and performing arts, design, media and writing. We offer comprehensive advising to students and alumni that assists them in building career development skills provides access to professional opportunities and job market information. We are dedicated to supporting the multi-career life of the artist by offering personalized assistance that reflects the goals of each individual while also addressing the unique realities of establishing and maintaining a career in the creative economy.

Assistance is available for those seeking any kind of position, including internships, part-time jobs, summer jobs, freelance projects, auditions, and full-time career positions, as well as community service opportunities. Career Services can also assist students and alumni interested in pursuing fellowships, scholarships, grants, and contests, as well as those considering graduate school and alternative post-graduation options.

Specific services include career counseling, assistance with resume and cover letter writing, coaching on interview techniques and job search skills, and guidance in navigating the arts community of Philadelphia. Students and alumni can access *UArtsCareers*, a comprehensive online system offering listings of opportunities, at www.uartscareers.com. Students and alumni can also store and distribute online resumes and digital portfolios through this system. The Career Services web site offers additional guidance, including information on job search strategies, interview techniques, career development, and links to valuable Internet career resources. Career Services organizes an annual career fair and periodic professional development workshops.

COUNSELING SERVICES

Brian Hainstock, Director

Telephone: 215-717-6614

bhainstock@uarts.edu

Gershman Hall

401 South Broad Street, Suite 307

Attending college can be a time of major adjustment for both undergraduate and graduate students. The University of the Arts Counseling Center offers counseling and workshops that can provide support.

Counseling Services encourages students already seeing a psychiatrist at home, to establish a relationship with a professional closer to the University to help monitor symptoms and medications in a more consistent way and provide a more immediate level of care should a crisis arise. Counseling Services can help students with referrals to other professionals. Counseling Services strongly encourages students to carry health insurance that covers psychological emergencies.

All counseling issues are strictly confidential. Counseling and referral information is available on our website www.uarts.edu.

DINING SERVICES

Al Marter, Director
Telephone: 215-717-6664
amarter@uarts.edu
Gershman Hall
401 South Broad Street, Room 401

The University of the Arts offers dining services for all students through a partnership with Parkhurst, a leader in providing award-winning food service management to colleges, universities, businesses and special venues. All students who live on campus in one of our four residence halls are automatically enrolled in, and required to purchase, the 19-meals-per-week plan (\$4,200) during the time in which they reside in on-campus housing. All students not living in our residence halls – commuters, full and part-time, graduate and undergraduate – are invited to select a meal plan online at <http://myuarts.uarts.edu/mealplan>. Non-residential students interested in dining on-campus may choose from the following options:

- 19 meals per week at \$4,200 per year
- 14 meals per week at \$3,674 per year
- 10 meals per week at \$2,774 per year
- 5 meals per week at \$1,424 per year

Online enrollment is open through August 24, 2011, but the availability of some plans may be limited, so sign up today. Students wishing to amend or enroll in a meal plan after August 24 may do so up until September 14, 2011, by going to the Student Financial Services office, located on the second floor of Hamilton Hall. No changes to meal plans may be made after September 14.

Students with special dietary needs or other questions can visit the website at www.uarts.edu/studentlife/diningservices.html or email Dining Services at diningservices@uarts.edu.

DISABILITY SERVICES

Neila Douglas, Director
Telephone: 215-717-6616
ndouglas@uarts.edu
Hamilton Hall
320 S. Broad St, Room 221C

The University of the Arts is committed to assuring equal educational opportunity and full participation for all students. The mission of the Office of Disability Services is to provide individuals with disabilities the same access to programs and activities as other students. Assurance of equal educational opportunity rests upon legal foundations established by federal law, specifically Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students who would like to access services from the Office of Disability Services must self-identify and provide verification of their disability. Early planning is essential and includes the submission of comprehensive documentation in a timely manner. The University of the Arts follows the documentation guidelines established by the Association of Higher Education and Disability (AHEAD) and adopted by the Educational Testing Service (ETS). Reasonable accommodations are determined on an individual basis when evidence of a substantial limitation to a major life activity is provided.

Disclosure of a disability is voluntary, and services are offered along a continuum. Students may schedule appointments on a weekly or periodic basis to discuss accommodation issues or compensatory strategies. Students are also encouraged to plan their coursework in a way that affords an opportunity for success. This may include a reduced course load, extending the time for degree completion, and utilizing resources such as tutoring and counseling services.

HEALTH SERVICES

Suzanne Scott, Director
Telephone: 215-717-6230
Fax: 215-717-6237
healthservices@uarts.edu
sscott@uarts.edu
Gershman Hall 401 South Broad Street, Suite 306

Becky Klose, Athletic Trainer
Telephone: 215-717-6232
bklose@uarts.edu
Terra Building Office 211 South Broad Street, Room 401

Good health during college is an essential part of being a successful student-artist. In order to provide medical support for students, the Director of Health Services oversees an office Monday through Friday dedicated exclusively to student health. The office renders first aid, treats minor illnesses, provides wellness/disease prevention counseling and refers students to other professionals within the local area. In addition to on-campus services, Jefferson Family Medicine Associates, located a few blocks from the University, provides medical services free of charge for UArts students with a referral from the UArts Health Services office.

The University of the Arts requires that all students have health insurance while enrolled in six or more credit hours. Since costs of specialists, X-rays, laboratory work, ambulance service and emergency room visits are not covered by UArts Health Services or JFMA, it is essential that a student's health insurance policy cover these specific expenses. All students are required to provide health insurance information, whether he or she has private health insurance or plans to enroll with AHP. This should be done on-line at <http://myuarts.uarts.edu/ahpins>. Students who do not provide proof that they are currently enrolled in an insurance program by the start of the academic year will be automatically enrolled in Academic Health Plans Student Health Insurance and are responsible for the \$750.00 insurance fee. It is the students' responsibility to complete the on-line form to ensure that they are covered either through private insurance or through the University sponsored health insurance plan.

For more information about our university sponsored health insurance plan to, please access the following link: www.AHPCare.com/uarts.

To enter the required health insurance information please access: <http://myuarts.uarts.edu/ahpins>

The Commonwealth of Pennsylvania requires that all colleges and universities screen first-time students for immunizations. Therefore, entering students must schedule a physical exam, have a physician fill out the University of the Arts Health Form, and return it to the Health Services office by August 5. Health forms will be considered incomplete without an up to date immunization record. Failure to submit immunization records may restrict your ability to attend classes. Students living in University housing are also required by Pennsylvania law to fill out a Meningitis Waiver Form. The University is not able to allow students to move into University housing without proper health information filed with Health Services.

INTERNATIONAL STUDENT PROGRAMS

Mara Flamm, Director
Telephone: 215-717-6621
mflamm@uarts.edu
Gershman Hall
401 South Broad Street, Room 412

Melanie Boston, ESL Coordinator
Telephone: 215-717-6822
mboston@uarts.edu
1500 Pine Street, Room 103

International Student Services assists all students from abroad as they adjust to living and studying in the U.S.A. In addition to serving as liaison for students from abroad, the Director of International Student Services assists students in securing necessary services provided by other departments of the University. Special programs designed to help international students include special Orientation sessions, ESL tutoring, Immigration Service advisement, and the Global Exchange Network, an International Student Services and student-run organization committed to creating supportive and innovative programming for international students. The Global Exchange Network also facilitates cultural programming for the entire university student body with the aims of cultivating cross-cultural relationships and increasing university-wide exposure to global arts and international issues.

The Office of Residential Life makes special efforts to consider the needs of international students living on campus and provides information and guidance regarding off-campus options.

All international students should take special note of the University's requirement that they maintain or secure appropriate medical insurance coverage, either through their family or through the medical insurance plan offered through the University. The ESL Coordinator supervises the initial placement and registration of ESL students, coordinates academic support for students enrolled in the ESL curriculum, and monitors student progress through the ESL and Liberal Arts curricula.

English as a Second Language Institute (ESLI)

The Office of International Programs also coordinated the English as a Second Language Institute (ESLI) in order to prepare international for the rigors of studying in English. Classes are offered and meet on the UArts campus five days a week for five hours daily. The Program provides instruction in English grammar, conversation and college-level reading and writing, with a focus on art, design and the performing arts.

Weekly studio art and music classes will prepare students for their degree programs at UArts, including practice in communication strategies for studio and performance environments, critiques and juries. Field trips, social activities and participation in UArts' cultural events will immerse students in the contemporary arts culture at the University and in Philadelphia.

If you have been admitted to the University of the Arts conditionally, completing Level 9 in our ESL Institute will fulfill your UArts ESL requirement for matriculation as a degree candidate. Placement in the most appropriate English level is determined by TOEFL scores submitted with UArts application and/or by placement testing upon arrival to the UArts ESL Institute.

PUBLIC SAFETY

Randy Merced, Director
Telephone: 215-717-6830
Emergency: 215-717-6666
rmerced@uarts.edu

1228 Spruce Street, Mezzanine Level

The University posts security personnel in all of its buildings to provide 24-hour protection. Every semester, identification cards are issued for all students, faculty, and employees and validated by the Public Safety Office. Public Safety officers may deny access to University facilities for anyone not carrying a validated identification card. Spot-checking of identification cards occurs throughout the day. Complete identification checking occurs each weekday from 7:15 p.m. until 8 a.m.; after 12 noon on Saturday until 8 a.m. on Monday; and when classes are not in session. The general campus area is patrolled on a regular basis.

Public Safety also provides programs to develop student awareness of safety and security concerns in an effort to diminish exposure to loss. The campus Security Department administers the University Safety Program to ensure the safety of all students, faculty, and staff. In the event of a family emergency about which it is necessary to contact students at the University, parents or guardians should call 215-717-6666 at any time of the day. Security personnel will take the necessary information, contact the appropriate offices to locate the student, and deliver the message.

Shuttle Service

Telephone: 215-717-6666

The Shuttle Service provides safe transportation for any member of the University community to any home address or train station that falls in the area between 3rd and 23rd streets, bordered by Race and Federal streets. The Shuttle Service operates daily from 7 p.m. to 3 a.m., and picks up passengers every half hour from Anderson Hall, the Terra Building, and the 1228 Spruce Residence Hall. The service is in effect from the second week in September through the third week in May, with the exception of scheduled University holidays and closings.

ID Cards

At registration, the Office of Student Financial Services issues and validates identification cards to students who have fulfilled all financial obligations to the University.

Student ID cards allow students to gain access to all buildings and facilities and to procure services and privileges available at the University. In addition, ID cards may be used for admission to performances and exhibitions at the University and to qualify for discounts at many locations throughout Philadelphia.

If during the course of the year you should lose your ID Card, contact Student Financial Services immediately.

Lost and Found

Items either lost or found may be turned in to the Office of Student Affairs & Dean of Students on the 3rd floor of Gershman Hall.

STUDENT LIFE

Kathleen Embleton, Director of Student Life

Telephone: 215-717-6970

kembleton@uarts.edu

Gershman Hall

401 South Broad Street, Suite 309

The University of the Arts has made a strong commitment to providing a supportive living/learning environment. The University has four residence halls on campus. All residence halls are furnished and have separate bathroom and kitchen facilities in each apartment. Each building has laundry facilities and 24-hour security and maintenance. All residence halls are “smoke free.”

Each residence hall has a professional live-in staff member, a Coordinator/Hall Director (HD), as well as undergraduate live-in staff members, Resident Assistants (RAs). The HD supervises the RA staff in each building. RAs are trained in community development, peer advising and crisis intervention to assist students in their adjustment to college and life in the city. Together, the HD and RAs strive to develop a community that fosters an experience of student learning and engagement.

By signing an agreement and/or accepting a key and occupying a room, residents agree to abide by the standards listed in the *Housing Agreement* and *Residential Living Handbook*. Failure to abide by the *Housing Agreement* and the *Residential Living Handbook* will result in students being referred to the University’s judicial system for violation of the Student Code of Conduct. (See Section 3: Residential Policies and Section 8: Student Code of Conduct).

Students will receive a housing packet outlining all facilities and accommodations after they are admitted to the University. All new students are guaranteed housing if their housing deposits are received by May 1. On-campus housing for students after their first year will be determined through a housing lottery system.

The Student Life Office assists students in finding off-campus accommodations through its off-campus housing programs that are conducive to both the student and the neighborhood, and consistent with policies as outlined in this Handbook. Early inquiries regarding this information are strongly recommended. Services include an Off-Campus Housing Guide, seminars and a depository of private off-campus housing listings.

STUDENT DEVELOPMENT & ACTIVITIES

Steve Scaduto, Director

Telephone: 215-717-6615

sscaduto@uarts.edu

Gershman Hall

401 South Broad Street, Suite 313

www.uarts.edu/studentlife/sactivity.html

The Student Development & Activities Center sponsors a variety of activities to complement the academic programs including the University New Student Orientation program. Other annual events include a Halloween party, Grocery BINGO, and the popular UArts Late Night Breakfast. Other events include developmental workshops and Open Mic nights.

Students play a major role in determining the character of the student life program. There are many opportunities for involvement and leadership. The Student Council helps develop, plan, and implement changes that benefit the student body. The University community welcomes and encourages students to join this organization, which acts as the voice of the student body in the University governance system.

Student clubs and organizations also contribute to campus activities and students are encouraged to investigate the opportunities these groups have to offer. Organizations include the African-American Student Union, the UArts Christian Fellowship, the Fencing Club, the Latino Student Union, UArts Radio, and Gallery One (To learn about all clubs, organizations, the emerging leaders program and so much more, go to www.uarts.edu/studentlife/3028.html). There are also opportunities to start new organizations to fit your needs. To encourage participation in sports and physical fitness, the University offers partially subsidized memberships at a local fitness center along with weekly activities such as dodgeball and running.

For more information about any of these opportunities, contact the Office of Student Development & Activities.

SECTION 3

RESIDENTIAL LIVING POLICIES

All of the policies and codes outlined in the Campus Policies (Section 7) and Code of Conduct (Section 8) sections outline the standards and behaviors expected of all University of the Arts students. There are additional standards and policies that apply to students living on-campus in University housing. The policies described below are not meant to serve as a comprehensive list and are subject to review and modification by the Director of Student Life, as deemed necessary for the safety and security of the community. For more information regarding residential living, please refer to the Student Life website at www.uarts.edu/reslife.html.

ART PROJECTS

All residents are expected to exercise caution when completing art projects in the residence halls. Paint should be used in an appropriate manner and in well ventilated areas. Students are not permitted to use paint, including spray paint on any balconies or in stairwells.

BAG CHECKS

All residents and guests may be asked to open their bag checks by Public Safety Officers and Student Life Staff if circumstances warrant. Residents who are non-compliant with bag check requests may not be permitted to enter the building and/or be subject to disciplinary action.

BEHAVIORAL AGREEMENTS

Residents may be required to adhere to behavioral agreements should circumstances warrant such an agreement. Behavioral agreements are developed by the Resident Assistant, Coordinator/HD (HD), Director of Student Life and/or Dean of Students, based on the nature of the concern. These agreements may require students to meet regularly with staff members in the Division of Student Affairs and/or follow behavioral expectations while living in residence. Failure to adhere to the terms of the agreement may result in the termination of the housing contract without refund.

CONFISCATION

The Office of Student Life reserves the right to remove any item from the residential facilities, including students' apartments that are either prohibited by university policy or compromises student health or safety. Residents will be held accountable through the judicial process and the item in question may or may not be returned to the student.

DAMAGE TO PROPERTY/DAMAGE BILLING

The resident is individually responsible for any damage to the residence hall room/apartment or University-owned furniture beyond reasonable wear and tear. Damage that results from excess negligence or intentional act may also result in disciplinary action. All residents are equally responsible for damage to common areas in the residence halls in the event that the individual(s) directly responsible is not identified. The resident may not make material alterations or additions to the apartment, residence hall or University-owned furniture. This prohibition includes, but is not limited to, the use of nails, screws, bolts, or permanent adhesives. Removable or double-sided tapes or adhesives may be used and will not damage walls.

EMPTY BEDS/BEDROOMS

Residents assigned to a space that has unoccupied beds or bedrooms should expect another student to be assigned to these spaces at any time. Notification of a new roommate will be sent to students when possible; however, this is not always the case. Residents should not utilize unoccupied beds, furniture or space so that it will be available to an incoming student at any time. All unoccupied spaces should be kept accessible and clean.

FIRE SAFETY

The resident is required to exit the residence hall immediately in the case of a fire alarm and may not return to the residence hall until instructed to do so by the University. The resident may not:

1. intentionally cause a false fire alarm;
2. interfere with the proper functioning of the fire safety system;
3. tamper with the sprinkler, smoke detector or fire hose system;
4. misuse the chemical fire extinguishers;
5. place items on an active heating device.

The following items and/or acts are prohibited:

1. items that involve or could involve an open flame. These items include, but are not limited to candles, incense, sterno lamps and kerosene lamps.

2. any electrical device that the University deems a fire hazard. These include but are not limited to, hot plates, string lights, halogen lamps, extension cords and live Christmas trees. Students must use power strips in lieu of extension cords.
3. the hanging of tapestries, cloths or carpeting from the ceiling or walls of the apartment.
4. smoking, polluting or lingering on the fire escapes or stairwells as they provide an egress to the ground level in case of fire.
5. obstructed path from the bed to the front door.

Failure to abide by the above fire safety guidelines may result in disciplinary action.

FURNITURE (UNIVERSITY PROVIDED)

All of the furniture and appliances provided by the University remain the property of the University throughout the resident's occupancy. The resident may not remove any University-owned furniture or appliances from the apartment. The resident may not remove any University-owned items from the common spaces within the residence hall. Residents are not permitted to build lofts or adjust university furniture into an unsafe position. Failure to abide by the above restrictions may result in disciplinary action.

GUEST/VISITATION POLICY

A guest is defined as any person not assigned to the resident host's room. Resident hosts must sign in their guest(s) following proper procedure at the front desk of the residence hall. Resident hosts may not have more than three (3) guests signed in at any given time. Each guest is required to leave a photo identification card at the front desk while in the building. The guest(s) ID card(s) must remain at the desk until the guest(s) vacate the building. It is the responsibility of the host to inform the guest of the photo ID requirement. Acceptable forms of photo ID include: driver's license, non-driver's ID, school ID, or passport. No other forms of ID will be accepted. Guests without ID will not be allowed access into the residence hall, except in emergencies. (See emergency ID section.) Resident hosts must escort their guest(s) at all times within the building.

The host is responsible for signing their guests in and out of the residence hall. Resident hosts are responsible for their guest's actions. A guest may not occupy a resident host's room when the host is not present. A resident may not pressure a roommate to tolerate the presence of a guest. All guests to a room are subject to the agreement of all room residents. The presence of guests must not restrict free access for assigned residents to all common spaces and any private space they may have or create any situation that infringes on the need of roommates to remain undisturbed. Any student wishing to visit a hall other than the hall to which she/he is assigned must be signed in as a guest by a resident of that hall. Students may not sign in or sign out guest(s) for other residential students.

Residents are permitted to have overnight guests in accordance with the above-mentioned policy. However, cohabitation is not permitted and is defined at the discretion of the Director of Student Life. Residents who have guests that are deemed to be cohabitating, or are causing a disruption to the community, will be asked to have their guest leave immediately. Follow-up through the UArts conduct system may apply.

Verified immediate family members who come to visit a resident student and do not have proper ID can be issued an emergency ID by the Public Safety Officer at the front desk. Requests from non-family members without ID who request building access will be handled on a case-by-case basis by the Public Safety Officer at the desk and residence hall staff on duty. Emergency IDs will only be issued when non-admittance to the residence halls could impact a person's safety. Emergency IDs will not be issued to guests simply because they forget proper identification.

No guest, regardless of age, may bring alcoholic beverages in the residence halls.

HEALTH & SAFETY INSPECTIONS

Residents are responsible for keeping their apartment in a safe and healthy condition. The Office of Student Life will perform regular inspections of the resident's apartment to ensure compliance with University standards of health and safe living practices. The dates and approximate times of these inspections will be communicated to residents at least 48 hours in advance and will be conducted by two (2) staff members from Student Life. Violation of policies found will be documented and addressed through the judicial process.

HOUSING AGREEMENT

Students sign a *Housing Agreement* for the current academic year and are provided with an assignment for a space on campus, not a particular apartment or room. Students who leave the University due to withdrawal, leave of absence (medical or personal), dismissal, or termination of the housing agreement must contact the Office of Student Life and are responsible for officially checking out of their housing assignment. Similarly, students who are notified during Winter Break that they are being academically dismissed or who choose not to return to the University during the break, must also contact the Office of Student Life and check-out of their assignment as indicated. This check out process must occur no later than 72 hours prior to the Spring

Semester Opening of the Residence Halls. If a student is mandated by the Office of Student Life and/or Dean of Students Office to relocate to a new apartment or out of the residence halls, they must do so according to the timeline outlined in the sanction. Upon departure, a student's personal items that remain in an apartment more than 48 hours after the student has been re-assigned or removed from residence become the property of the University and will be removed and disposed of accordingly. Failure to adhere to this policy and timelines may result in a fine for improper or late checkout.

ID POLICY

All residents must display a valid, University-issued ID card with the appropriate residential student sticker to gain access to the residence halls. The resident must enter the residence halls only through the main entrance at which the Public Safety security station is located. The resident may not intentionally provide another person his/her ID card for the purpose of that other individual gaining access to the residence hall. Failure to abide by the above policies may result in disciplinary action.

KEYS

In the case that the resident is no longer in possession of the apartment key, the lock mechanism for the apartment door will be replaced for security reasons. The resident will be charged \$65.00 for this replacement. A \$10.00 charge will be assessed for replacing the mail key. Failure to return the apartment key upon check-out will require the lock mechanism for the apartment door to be replaced for security reasons. The resident will be charged \$65.00 for this replacement. A \$15.00 fine will be charged to any resident student account who requires a member of the University staff to open the door to that resident's apartment. When a resident switches apartments they must return their old key within 72 hours or they will be charged \$65 for the lock replacement.

LOUNGES

The lounges are for use by residential students and their guests only. Students are not permitted to sleep or conduct inappropriate behavior in the lounges.

MAINTENANCE/REPAIRS

Residents are responsible for submitting online work order requests for repairs needed to their apartment at the following address: <http://workorder.uarts.edu/helpdesk>. In emergency situations, residents should notify the emergency maintenance hotline at 215-717-6011. Residents are responsible for reporting pest concerns to the front desk of their residence hall. Pest Control services are on site once a week to address any concerns.

NOISE

All noise must be kept at a moderate level. Use of percussion instruments is not permitted in the residence halls. Courtesy Hours are in effect at all times, when a resident must lower the level of noise being created upon another resident's request. Quiet Hours are in effect 24 hours a day during Final Examination, Critiques and Juries Weeks. All residents are expected to act in a conscientious fashion regarding noise levels that respects others including neighbors of the University. Failure to abide by the above guidelines will result in disciplinary action.

OCCUPANCY

If a resident's eligibility status changes during the length of the Housing Contract, the resident is expected to move out of the residence halls within forty-eight (48) hours. If an extension is required, the resident must submit the request in writing to the Office of Student Life. Graduating seniors participating in the University commencement ceremonies will be allowed to remain in the residence halls until the date of commencement.

The Room Condition Report (RCR) is a preliminary assessment of the condition of the assigned apartment verified by both the resident and the University. In order to officially check-in to University housing, the resident must complete a RCR. Failure to properly complete and return the RCR will result in the forfeiture of the right to contest damage assessments made by the University.

In order to checkout of an assigned space in University housing, the resident must complete the following procedure. Failure to complete these steps properly may result in charges against the Residence Hall Damage Deposit. The resident must remove all personal belongings and trash as well as make a reasonable attempt to clean the apartment. Personal belongings remaining in the apartment following check-out will be removed and discarded by the University at a cost to the resident. The resident must return the key for the apartment door and mailbox, if applicable, to the Office of Student Life. The resident must remove the on-campus student identification sticker on his/her University ID. The resident must sign the Resident Checkout Form or Express Checkout Form, acknowledging responsibility for the present condition of the apartment.

PERSONAL PROPERTY (LOSS)

The University is not responsible for loss or damage of personal property in the residence halls. Students are encouraged to purchase private insurance and/or to obtain personal lockboxes. In addition, students should refrain from keeping cash and/or expensive items in their residence hall apartment.

PETS

Pets of any kind are not permitted in the residence halls, except for fish. The maximum size for an aquarium is 15 gallons. Failure to abide by the above restriction will result in a \$25.00 fine for each day the pet remains in the residence hall.

PHYSICAL ACTIVITIES (“HALL BALL”)

Students may not participate in any physical activity or recreation inside the residence halls that poses a threat to the safety of other students or to the facility itself. These activities include, but are not limited to, hall ball, skateboarding, roller-blading, roller-skating, bike riding, and throwing objects. Failure to abide by the above prohibitions may result in disciplinary action.

POSTING POLICY

All signs, either from students or from outside vendors, must have prior approval from the Office of Student Life to be posted and/or hung in or around residential facilities. Approved signs, posters and advertisements will be given to RAs to be hung throughout the building accordingly. Students who do not live in a respective building are not permitted to roam freely hanging up posters. Signs that have not been approved or are placed in an inappropriate location may be moved or taken down. *Please use ONLY transparent tape or poster putty to post signs.* Signs and posters may not be hung on interior and exterior entrances and exits, in stairwells, or in elevators.

PROHIBITED AREAS

For safety and security reasons, residents may not access the following areas of any residence hall:

1. Roof and/or terraces;
2. Balconies;
3. Fire-escapes and/or stairwell except for exit due to fire or other emergency.

PROHIBITED ITEMS

The following are prohibited for use and/or possession in the residence halls. This is not a comprehensive list. Any other item that is deemed unsafe or inappropriate for residential living may be considered prohibited, at the discretion of the Directors of Residential Programs and/or Housing.

1. Air Conditioners (not issued and installed by the University)
2. Candles
3. Extension cords
4. Fireworks
5. Flammable decorations
6. Halogen lamps
7. Holiday lights
8. Hookahs
9. Incense
10. Live Christmas trees
11. Microwave ovens (except for those provided by the University)
12. Open flames of any kind
13. Refrigerators (except for those provided by the University)
14. Rope lights
15. String lights
16. Tattoo equipment
17. Waterbeds
18. Weapons

PROJECTILES

Residents may not be involved in defenestration, the act of causing an object to fall out of a window. This includes, but is not limited to, trash, ashes, cigarette butts or other items. Students found responsible for violating this policy may be relocated to another residence hall, or removed from campus housing, immediately. Other sanctions may apply as well, based on the nature of the incident.

ROOM ENTRY/SEARCH POLICY

The University respects each student's right to privacy and is committed to protecting this right. However, University officials

(Student Life, Public Safety, Facilities, etc.) may enter a student room when they have reason to believe the health or safety of residents is in jeopardy or a University policy is being violated. All residence hall rooms will be entered & inspected by hall staff for safety, security and health concerns twice per semester and before hall closings prior to breaks. Maintenance may also enter rooms to perform necessary repairs, as needed.

Permission of the resident to enter a room is suggested by procedure but NOT required and, while University personnel will attempt to have the room resident(s) present when entering a room, this may not always be possible.

If the staff person has reason to believe that some condition exists that constitutes a threat to the safety or well-being of the occupants of the building or the campus, or that a probable violation of University policy or State or Federal Law is occurring or has occurred, a cursory search of student rooms may be done. A cursory search of a room includes viewing everything that is in plain sight. At the discretion of the Office of Student Affairs and Dean of Students, a student's room may be searched thoroughly.

A room search will only be conducted when authorized by one of the following people:

1. Vice President for Enrollment, Retention & Student Affairs
2. Assistant Vice President for Student Affairs & Dean of Students
3. Director of Student Life

Students do not have to be present for the search, but University personnel will make a good faith effort to contact the student and provide them with written documentation of search authorization either at the time of the search or the next business day. During the search, the student may be required to open any locked trunks, suitcases, etc. If the student is not present, any item in the room, including purses, trunks, etc, may be searched. The University will take due care to ensure proper handling of student's belongings, but are not liable for damage or clean up as a result of a room search. Any paraphernalia confiscated during the search that violates State or Federal law will be turned over to Philadelphia Police Department to address according to law.

SOLICITATION

No solicitation is permitted in or around the residence halls.

SMOKING

Smoking is prohibited in all areas of the residence halls. Students found smoking in their apartments, hallways, roofs, stairwells, catwalks, and/or balconies will be in violation of the smoking policy and will be subject to disciplinary action. Any used cigarettes, ashtrays, smoking paraphernalia, and/or ashes will be considered a violation of the smoking policy.

SPECIAL ACCOMMODATION REQUESTS

Students who wish to request housing accommodations or adjustments due to a disability must contact the Office of Disability Services at 215-717-6616. For more information, please refer to the following website <http://www.uarts.edu/studentlife/disability.html>

TEMPORARY HOUSING

Students who are assigned to temporary or overflow spaces will be required to relocate to a permanent space once one is available. Students will be kept informed of their status and be given instructions with regards to moving and vacating temporary spaces.

WEAPONS

Students are not permitted to have weapons on campus including, but not limited to, firearms of any kind, kung fu sticks, shuriken, knives (other than eating utensils), cap guns, ammunition and explosives (or explosive chemicals), among other dangerous weapons or substances. Students found to be in possession of such weapons or substances are subject to sanctions ranging up to expulsion from the University. Weapons used as props, whether real or otherwise, are not permitted in the residence halls.

SECTION 4

ACADEMIC POLICIES AND PROCEDURES

Please see The University of the Arts Course Catalog at <http://catalog.uarts.edu/> for the full listing of academic policies and procedures, pertaining to matriculated students, including the policy on intellectual property.

ACADEMIC HONESTY/INTEGRITY POLICY

Academic Integrity is a commitment to the core values of honesty, trust, fairness, respect and responsibility and their role in ensuring the health and vigor of the academic and creative community. Please note that students are encouraged to contact their instructors and/or the University librarians for guidance in maintaining academic integrity in their work.

Violations of Academic Integrity

Violations of academic integrity are considered to be acts of academic dishonesty and include (but are not limited to) cheating, plagiarizing, fabrication, denying others access to information or material, and facilitating academic dishonesty, and are subject to the policies and procedures noted here and within the Course Catalog, including the Student Code of Conduct and the Student Judicial System. Please note that lack of knowledge of citations procedures, for example, is an unacceptable explanation for plagiarism, as is having studied together to produce remarkably similar papers or creative works submitted separately by two students.

Procedures for Addressing Violations of Academic Integrity

If an instructor suspects a student of any violation of academic integrity, the following process is to be followed:

1. After an initial consultation with the Chair/Director/Academic Dean where the infraction is identified and its seriousness assessed, the instructor must address the situation with the student, either in writing or in person. After having addressed the situation with the student, the instructor shall determine an appropriate course of action within his/her purview as a member of the teaching faculty. (Please refer to the "Sanctions" section of this policy for possible actions to be taken in such cases.)
2. In the case of Assignment Sanctions (see below), the instructor may submit a written summary as outlined above if s/he deems it to be warranted.
3. In the case of Course Sanctions (see below), the instructor may submit a written summary as outlined above if s/he deems it to be warranted.
4. In cases where either the Associate Provost or the instructor determines that the offense merits consideration by the Campus Standards Committee, the instructor works in conjunction with the Associate Provost to formally refer the case to the Campus Standards Committee.
5. In all academic integrity matters that are handled by the faculty member, notification of the sanctions, if any, must be sent to the Provost's office, which will notify the office of student affairs and dean of students. Students who receive numerous violations of academic integrity may be brought before a Campus Standards Committee.

Sanctions

After consulting with the department chair/director/Dean of Liberal Arts, it is up to the instructor to determine how serious the offense is (based on her/his academic standards and expectations) as it relates to the sanctions to be imposed within his or her course. Both the Associate Provost and the instructor have the right to determine whether the offense warrants advancement to the Campus Standards Committee. The Associate Provost must be kept apprised by the instructor of the actions taken. If it is judged that a student has violated the University's standards for academic integrity, sanctions may include but are not limited to:

Assignment Sanctions

1. Repeating the assignment or completing an additional assignment. (Please note that when sanctions are imposed in this manner, students become ineligible for an Incomplete or a Withdrawal from the course in which the sanctions are imposed if it is pursued as a result of the sanction.);
2. Failure of the assignment with no opportunity to repeat it. No points will be earned for the assignment (that is, an F will equal a "0").

Course Sanctions

1. Issuance of a warning or verbal reprimand with a written description of the interaction by the instructor. Copies of such reprimands must be kept by the instructor, and submitted to the Office of the Provost who will forward copies to the Student's Judicial File and the student;
2. Failure of the class;
3. Referral to the Campus Standards Committee for possible actions that may include but are not limited to suspension, dismissal or expulsion. Such referral is likely in the extreme or repeated cases involving a violation of academic integrity.

Appeals Procedure

Students who wish to appeal the instructor's sanction(s) should follow the procedure as outlined in the Academic Policies section of the Course Catalog under "Academic Grievances". Students who wish to appeal the decision of the Campus Standards Committee should follow the procedure outlined in the "Judicial System" section of this handbook.

OFFICE OF THE REGISTRAR

Margaret Kip, Registrar

215-717-6418

215-717-6417 (Fax)

mkip@uarts.edu

Office of Registrar email: registrar@uarts.edu

Hamilton Hall

320 South Broad Street, 2nd Floor

The Office of the Registrar provides services related to the creation and maintenance of academic records for students, faculty, staff, and the overall University community. The Office oversees registration, produces the *course bulletin*, collects and processes grades, and schedules classrooms. The Office also administers degree and enrollment verifications, tracks faculty advising information, processes degree certifications, diplomas, maintain academic transcripts, and develop the University four-year academic calendar.

Academic Advising:

The Office of the Registrar provides students and faculty with a range of integrated academic services to support the educational process. Academic advising is a service through which faculty members help students select, plan, and complete academic programs as well as explore graduate, professional, and career options for their lives after college.

The Office of the Registrar provides academic advising support to students and faculty by maintaining academic records on students and programs, by implementing academic policy, by tracking student progress toward graduation, and by providing transcripts, degree audits, and reports as needed.

Immediately upon enrollment Students are assigned a faculty advisor in their program of study and are required to meet with their faculty advisor once each term to receive academic advising and permission to register for the next term. Students are encouraged to meet with their faculty advisor or the Office of the Registrar anytime throughout the year when questions arise about enrollment in classes, policies, or procedures or simply for additional advising support.

Electronic Resources:

Many of the Office of the Registrar services are available online 24 hours a day for current students. Information about these services can be found on the Registrar's website at www.uarts.edu/academics/registrar.html.

Our most frequently used services include:

- **MyUArtsPortal:** Current and recent students can use the MyUArts Portal to Change Your Address, review current or recent Class Schedules, generate up to the minute reports on your degree progress using our Degree Audit tool, request an Enrollment Verification, view Grades, and Register online. (<https://myuarts.uarts.edu/portal/main.html>)
- **Office of the Registrar Website:** View Enrollment Verification and Transcript procedures. (www.uarts.edu/academics/registrar.html)
- **Office of the Registrar Wiki Page:** Academic Calendar, Course Offerings, Forms, Instructions. (<https://my.uarts.edu:8443/display/REGI/Office+of+the+Registrar>)
- University Course Catalog: Academic Policies, Course Descriptions, Program requirements. (<http://catalog.uarts.edu/>)

UArts Course Catalog:

Each student is responsible for observing all regulations in the UArts Course Catalog, which can be found online at <http://catalog.uarts.edu>. The Catalog contains information about academic progress, financial obligations, and relationships with University authorities, transferability of credits, acceptance of credits for graduation, and eligibility to graduate. The Office of the Registrar staff can assist students in understanding and navigating the policies and procedures documented within the catalog.

Important policies contained in the catalog include:

- Policies regarding withdrawals, refund deadlines, program changes, and academic policy.
- Registering each semester in accordance with the schedule posted in the Academic Calendar, including fees associated with late registration.

- Meeting any financial or academic requirements that have caused a hold to be placed on their student record. A student cannot officially register until clearance has been obtained from the Student Financial Services Office.

Change of Name

Students must notify the Office of the Registrar of any change of name (through marriage, divorce, etc.) by bringing to the office an original legal document showing the change, which may be photocopied by the Registrar and kept on file.

Directory Information

The University of the Arts has determined that the following information is considered directory information and may release it without prior consent from the student. In accordance with the Family Educational Rights and Privacy Act of 1974, students may request to have this information withheld from public information. Students must file this request in the Registrar's Office within the first three weeks of the semester.

- Name
- Address
- Telephone listing
- Email address
- Date and place of birth
- Major field of study
- Participation in officially recognized activities
- Dates of attendance
- Enrollment status
- Degrees and awards received
- Last institution attended

Enrollment Verification

Enrollment verifications provide information regarding a student's enrollment status (full time/part time), dates of attendance, degrees sought or awarded and program of study. This service is provided free of charge to students. This information may be required by the student's lender, insurance carriers, sponsor, et cetera to determine eligibility for loan deferment and continuation of in-school benefits. The Office of the Registrar will verify enrollment for future terms only after the student has registered for classes and has been cleared by Student Financial Services. For more information, including request procedures refer to the Office of the Registrar's page online at www.uarts.edu/academics/registrar.html.

Graduation Petition

Students are required to submit to the Office of the Registrar a document referred to as a "Petition to Graduate" or a "Graduation Petition". This process can be completed in person, in the Office of the Registrar, or online through the **MyUArtsPortal** (<https://myuarts.uarts.edu/portal/main.html>) account. By petitioning to graduate, students signal to the University their intention to complete their degree, complete or drop their any declared minors, specify the presentation of their name on the diploma, and confirm a mailing address for their diploma delivery. This process is critical to finalize a student's eligibility to graduate as it kicks off numerous processes, including a final advising and degree audit check.

Meeting requirements for graduation is the student's responsibility and each student is encouraged upon entering the final year of their degree program to consult with the Office of the Registrar to ensure that all major requirements will be completed on time.

Registration

Registration occurs prior to each semester, for the Fall semester in April, and for the Spring semester in November. In preparing for registration, students consult with their faculty advisors, who help them assemble schedules for the semester and who give final approval for all course selections. The meeting with the faculty advisor does not constitute registration but grants you permission to register. It is the student's responsibility to register either online or in person for the course selections listed on their advising form. For more information about registration dates, refer to the Academic Calendar found in the UArts Course Catalog or contact the Office of the Registrar.

Student Email

The Office of the Registrar will only accept emails received from a student's UArts email account. Students are responsible for regularly reading and responding to email sent by the University faculty, staff, and administration to the student's UArts email account.

Transcript Requests

The Office of the Registrar produces all UArts transcripts. For more information, including how to request a transcript, refer to the Office of the Registrar's page online at www.uarts.edu/academics/registrar.html.

SECTION 5

FINANCIAL INFORMATION

STUDENT FINANCIAL SERVICES

Chris Pesotski, Assistant Vice President for Enrollment Management & Director of Student Financial Services

Telephone: 215-717-6170

Fax: 215-717-6178

Email: cpesotski@uarts.edu

Dorrance Hamilton Hall

320 South Broad Street, Second Floor, Second Floor

The University of the Arts offers a variety of financial aid programs to assist students in meeting their educational goals. All students are assigned a financial aid counselor upon their application to the University. Aid may be offered in the form of grants, scholarships, loans, or employment, and is funded through federal, state, institutional, or private organizations. Grants and scholarships are considered gift aid and need not be repaid. Loans, which must be repaid, are usually offered at a low interest rate and have an extended repayment period.

Financial need is defined as the difference between the cost of attendance and the family's federally calculated contribution to these costs, the Expected Family Contribution (EFC). Where need exists, the University assists in meeting costs within the resources available to the institution.

Eligibility for aid is based upon the student's financial need, the ability to meet individual program requirements, and the availability of funding.

Typically, 80 percent of the University's students enrolled on a full-time basis are eligible for some type of need-based aid. Therefore all students, undergraduate and graduate, are encouraged to apply.

Information on application procedures, types of aid, program requirements, educational costs as determined by the University, and the students' rights and responsibilities are detailed on The University of the Arts website.

Scholarships

The Office of Student Financial Services maintains a scholarship bulletin board online and outside their office to help students and their families find additional funding opportunities. Students applying for funding opportunities who have questions or would like help compiling materials, organizing applications or editing essays should contact the Office of Student Financial Services.

Student Employment and Federal Work Study (FWS)

FWS is a federally funded program administered by the University. Eligibility for this program is based upon the availability of funds to the University and the student's EFC.

The Student Financial Services Office will make a determination of the student's eligibility to earn money through the FWS program. Notification of eligibility will be included in the award letter.

An FWS award is not an offer or a guarantee of a job; it is the amount a student is eligible to earn should she or he secure a job. Work study awards are not applied against the invoice. Payment is made directly to employed students by University payroll check.

Eligible students are permitted to work up to 20 hours weekly when classes are in session. Students are paid at least minimum wage and hours may be arranged to accommodate the class schedule. The 2011-2012 FWS award can be used between July 1, 2011, and June 30, 2012. Jobs are usually available throughout the University in academic departments, offices, the library, etc. Positions require various levels of skill and experience. For students who are interested in working in the larger community, there are several off-campus work study positions available. These jobs are located at sites such as community and arts organizations, theaters, and museums. The Student Employment Handbook contains expanded information about FWS and NFWS job openings, and additional information for fall placement. The handbook is available on the UArts Portal.

Non-Federal Work Study (NFWS)

Students who do not qualify to work under the Federal Work Study program may work on-campus under the NFWS program. Information about job availability and placement is as listed in the Federal Work Study section. The Student Employment Handbook details all of the regulations governing the Federal and non-Federal Work Study programs.

Students are reminded that falsifying time cards is a criminal offense, which can subject them to criminal prosecution, disciplinary action, expulsion, and loss of all financial aid.

Student Emergency Loan Fund

The University sponsors an emergency loan program for students funded by the donations of faculty, staff, trustees, and benefactors of the school. Students in need of a small amount of money (up to \$100) to tide them over a weekend, to their next check, etc. may request a loan. The loans are issued on a no-interest basis for a 30-day period. Repayment of the loan then provides funds to be circulated to other students in need. Nonpayment of the loan will result in a charge to your tuition account, a hold placed on academic records, and ineligibility for future loans.

Special Circumstances

Sometimes it may be necessary to review the family contribution and financial aid award for a student when changes occur in a student's family or in academic circumstances. Such reviews are conducted in response to a written request for an appeal from the student in which the change in circumstances is described in detail, and submitted for consideration to Student Financial Services. Some circumstances that may qualify for a review include: income reductions, divorces or separations, deaths or dependency overrides. The Student Financial Services Office cannot consider proposals for a recalculation of financial aid eligibility based on any circumstances other than those listed above.

Financial Holds

Students who do not satisfy their financial obligations to the University will have a financial hold placed on their record. Such a hold may result in cancellation of the student's registration and will prevent the student from being permitted to register until the financial hold is lifted. Furthermore, students with outstanding financial obligations to the University will not be eligible to receive official copies of their transcripts or their diplomas. To avoid incurring late fees and/or a hold on academic records, students are expected to make arrangements to pay all tuition, fees, library fines and fees, and dormitory charges by the due date on their bill. Students are encouraged to apply early for financial aid.

Tuition and Fee Refund Policy

See the University's course catalog (<http://catalog.uarts.edu/>) for complete refund policy.

Student Billing

The University bills students via eBilling (electronic billing). eBilling enables students and authorized payers to receive bills through email, access bills through an online account, and make payments directly online.

Students will receive emails at their UArts email address, enabling them to review their statement and make payments via e-billing. All charges to the student's account, including tuition, room and board, health insurance, course fees, and other miscellaneous fees will be on the ebill and will be available for viewing and printing via the internet.

To view student eBills, students must log in <http://admission.uarts.edu/finaid/tuitionFees/ebill.aspx>

SECTION 6

UNIVERSITY LIBRARIES

UNIVERSITY LIBRARIES

Carol Graney, Director of University Libraries

Telephone: 215-717-6280

cgraney@uarts.edu

Greenfield Library, Anderson Hall,

333 South Broad Street, 1st Floor

<http://library.uarts.edu/>

Facebook: www.facebook.com/UArtsLibraries

The University libraries are central to the educational mission of the University, enabling and enriching every student's professional preparation and general education. Through the services the library staff provides, and through the materials it collects or to which it provides access, the University libraries seek to enhance teaching and improve learning, and to educate students in the arts to be successful and productive users of information. The Albert M. Greenfield Library, Music Library, and Visual Resources Collection comprise the University Libraries.

The Libraries can be a quiet haven away from the residence halls and classroom areas, a place to meet for group study or do your research and use library materials, or just a place to plug in and charge your laptop and surf the Web. We welcome the UArts community.

The University Libraries add approximately 3,500 new items every year and put new books on display every week. The total holdings include more than 121,000 books and bound periodicals, 18,000 musical scores, 13,000 mounted and encapsulated pictures, 17,000 digital images and 189,000 slides, 18,000 items of recorded music in LP and CD formats, and 3,000 video materials in videocassette and DVD formats. Listening and viewing facilities, Internet and campus wireless access, and networked photocopiers for copying and scanning are available in addition to general reading facilities.

The University Libraries subscribe to more than 50 electronic reference tools, including an ebook collection holding more than 53,000 multidisciplinary titles; and online periodical databases, encyclopedias, and streaming audio and video databases. They can be accessed anywhere on the UArts campus network, and from off-campus by logging in with your UArts username and password.

Reference assistance and course reserves are available at each University library location. Some materials on course reserve are available electronically through the libraries' online catalog. Electronic reference service is also available via instant messaging on the Libraries' website by selecting "Ask a Question." The libraries provide other information services such as interlibrary loan and class instruction in research techniques and library use. The Libraries maintain reciprocal use arrangements with other nearby academic libraries.

News about services and collections can be found on the Libraries' homepage at <http://library.uarts.edu> and on the UArts Libraries' Facebook page.

Albert M. Greenfield Library

Location: Anderson Hall, 1st Floor

Hours: Monday - Thursday, 8:15am - 10:30pm

Friday, 8:15am - 6:00pm

Saturday, 12noon - 5:00pm

Sunday, 4:00pm - 9:00pm

Circulation Services: 215-717-6280

Reference Services: 215-717-6282 / 215-717-6283

The Albert M. Greenfield Library, on the first floor and lower level of Anderson Hall (333 South Broad Street), serves as the main library for the campus and contains materials in many formats on art and design, communication, dance, theater, film and television, multimedia, liberal arts, and other general subjects. Recent renovations to the Greenfield Library include an expanded reading room with new reading tables and chairs, updated lounge seating, and a new laptop bar. The Greenfield Library houses the Libraries' administrative offices, as well as the Picture File, University Archives, and the library's Special Collections

Music Library

Location: Merriam Theater Building, 3rd Floor

Hours: Monday - Thursday, 8:15am - 8:00pm

Friday, 8:15am - 6:00pm
Saturday, 12noon - 5:00pm
Sunday, 4:00pm - 9:00pm

Circulation Services: 215-717-6292

Music Librarian: 215-717-6293

The Music Library, on the third floor of the Merriam Theater Building (250 South Broad Street), is a specialized library serving academic programs and interests in music. Its holdings and services are also important for students and faculty studying or needing information about dance, musical theater, and other areas related to music. The Music Library contains listening facilities for recorded sound in addition to general reading areas and a music education resource area.

Visual Resources Collection

Location: Anderson Hall, Mezzanine level

Hours: Monday - Thursday 9:00am - 7:00pm

Friday, 9:00am - 6:00pm

Telephone: 215-717-6290

Visual Resources Librarian: 215-717-6294

Staff in the Visual Resources Collection, on the mezzanine of Anderson Hall, create and maintain images for the purpose of teaching and learning. The Visual Resources Collection includes the library's online image collection, MDID, and a large collection of slides. The staff of the Visual Resources Collection provide training in and support for using digital images in the classroom, and in the use of MDID and the library's licensed image databases such as ARTstor.

Additional information can be found on the University Libraries web site: <http://library.uarts.edu/>.

SECTION 7

CAMPUS POLICIES

The policies described below, mandated for all students whether on or off campus, are not meant to serve as a comprehensive list and are subject to review and modification by the Dean of Students (or his/her designee) if deemed necessary for the safety and security of the UArts community.

ALCOHOL & OTHER DRUGS POLICY

All members of The University of the Arts community are hereby notified of the primary components of the Substance Abuse Prevention Policy in compliance with the Drug-Free Schools and Community Act of 1989 and subsequent amendments.

Local, State and Federal Laws

A person in the Commonwealth of Pennsylvania who is under 21 years of age commits a summary offense if she/he attempts to purchase, consume, possess or transport alcohol. If convicted of this offense the minor's driver's license will be suspended for 90 days. There is a \$300 fine for a first offense and second offense will yield a fine up to \$500. The police must notify the parents of any individual under the age of 18 charged with violating this law. Any person who intentionally provides alcohol to a minor will be convicted of a misdemeanor of the third degree. There will be a \$1,000 fine for the first offense and a \$2,500 fine for subsequent offenses. Maximum penalties are \$2,500 in fines and one-year imprisonment.

Minors carrying or using false I.D. cards face a 90-day driver's license suspension and are subject to fines up to \$500. For subsequent offenses, a driver's license can be suspended for one year for the second offense and two years for additional offenses. Imprisonment is possible up to 90 days for the first offense and one year in prison is possible for subsequent offenses. Manufacturing or selling a false I.D. card has been made a criminal offense, punishable by minimum fines of \$1,000 for a first offense and \$2,500 for subsequent offenses. Maximum penalties are \$5,000 in fines and two years in prison.

Federal and state laws prohibit the possession, use and distribution of illegal drugs. The sanctions for violating drug laws consist of mandatory imprisonment and substantial fines. The penalties for particular offenses vary widely, depending on the nature of the offense and the type and quantity of the drug involved. For example, under federal law, simple possession of a controlled substance carries with it a penalty of imprisonment of no more than one year, plus a fine of an amount between \$1,000 and \$5,000. If the controlled substance contains a cocaine base and the amount exceeds five grams, the offender will be imprisoned for not less than five years and not more than twenty years, or fined, or both. Also under federal law, anyone who is at least eighteen years old and who distributes drugs to anyone under age 21 will be imprisoned and/or fined up to twice what is otherwise provided by law, with a minimum prison sentence of one year.

Pennsylvania prohibits the use, possession and distribution of drugs that are also strict. In addition to imposing fines and/or prison terms for violations of its drug laws, Pennsylvania has also enacted a forfeiture statute that allows the state to seize property used to accomplish the violation of Pennsylvania's anti-drug laws, including automobiles.

For more details, please refer to the Pennsylvania Liquor Control Board webpage at:
http://www.lcb.state.pa.us/portal/server.pt/community/alcohol_the_law/17511.

Standards of Conduct

The following behaviors are specifically prohibited in The University of the Arts community, regardless of whether the infraction occurs on or off campus property. Students, whether residential or commuter, may not use, possess, manufacture, distribute, dispense or sell controlled substances of any kind, including illegal drugs or drug paraphernalia, on University premises or in University-owned vehicles. Additionally, students may not:

- Be under the influence of an unauthorized substance or illegal drug on University premises or in University owned vehicles.
- Be in possession, including internal possession, of an unauthorized substance or illegal drug on University premises or in University-owned vehicles.
- Use alcohol or other controlled substances or drugs to the extent that it adversely affects the performance of the employee or student.
- Use alcohol or other controlled substances to the extent that the safety to self or others on the campus is jeopardized.

Health Risks of Alcohol and Other Drugs

Alcohol depresses the central nervous system, slowing the thought process, reflexes and other physical skills. Under the influence of alcohol, a person may become confused, moody, angry, emotional and disoriented. Larger doses can result in unconsciousness, coma and/or death. Dangers associated with alcohol use include addiction, damage to key organs, automobile accidents, social problems, and birth defects, among other negative consequences.

Marijuana impairs physical coordination, sensory perception, judgment, reasoning skills and memory. Marijuana use has also been linked to chronic anxiety disorders and schizophrenia, among other mental health problems.

Ecstasy can cause severe depression, fatigue, internal hemorrhaging (bleeding), permanent brain damage and failure of body organs including the kidneys, heart and liver.

Cocaine, LSD (acid), and heroin, among other drugs, impact the mind and body in different ways, but each has dangerous or deadly consequences. Cocaine, for example, raises blood pressure, heart rate and body temperature; narrows arteries; restricts blood flow to the heart; causes tremors, convulsions, nausea and vomiting and can lead to failure of the respiratory system. Hallucinogenic drugs such as Acid cause severe psychological distress including panic and psychotic episodes that can last for weeks or months and return as flashbacks years later.

Alcohol Policy Violations

The following acts are considered violations of the UArts alcohol policy:

1. Consumption, on or off campus, or possession of alcoholic beverage or containers intended to contain alcoholic beverages, whether empty of alcohol, used for purposes other than holding alcohol or not.
2. Being intoxicated as indicated by appearance or behavior, such as: slurred speech, unstable walk, unconsciousness, destruction of property, use of abusive language, alcohol on breath, vomiting or disturbance to others.
3. Sale or trade of alcohol on the campus property or to members of The University of the Arts community.

The resident(s) in whose UArts housing alcohol is being consumed is (are) responsible for the behavior of guests and will be held accountable for policy violations. It is the responsibility of the “host” to ensure that alcohol is not consumed in his or her residence.

Students found to be in the presence of alcohol but not drinking will be considered responsible for condoning the violation of community standards and will be sanctioned with an educational sanction, probation and/or a written warning, among others.

Alcohol is prohibited at any University sponsored events for undergraduate students with exceptions to this policy granted only by the Dean of students and will ONLY be considered with the use of a faculty/staff sponsor and an insured 3rd party vendor. If approved, the event will be required to have University campus safety personnel present and may be asked to shut down the event at any time, at the discretion of University staff. Alcohol may be permitted at University sponsored events for graduate students, faculty, and/or staff with permission granted by the department holding the event. It is the responsibility of the department holding the event to verify the age of any person consuming alcoholic beverages and to ensure that minors do not consume alcohol and are not allowed in the presence of alcohol.

Any University official (including members of Public Safety, Student Life and the Student Affairs staffs) who has a reasonable suspicion that the alcohol policy is being violated may access any University facility to determine an appropriate course of action. University officials are authorized to intervene in any situation that warrants action including, but not limited to: removal of attendees; closing of the event; and/or dumping or confiscation of alcohol; and notification of University personnel. All confiscated alcohol is turned in to the Department of Public Safety.

Sanctions for Alcohol Violations

The disciplinary response to alcohol-policy violations provides a balance between punitive action and an opportunity for education and personal growth. These sanctions are applicable to both residential and commuter students. Sanctions for alcohol violations accumulate over the duration of a student’s matriculation at The University of the Arts.

A University judicial body determines the sanctions imposed by the University for students (see *Standard Sanctions section*). Generally, the minimum sanctions for violations of the alcohol policy are:

- First Violation: Alcohol education, \$250 fine and probation.
- Second Violation: Alcohol education to include a mandated alcohol assessment, \$350 fine and possible suspension from University housing.
- Third Violation: possible suspension from the University.
- The parents/guardians of dependent students are informed of alcohol violations by University personnel (see Student Records policy).
- A judicial body may alter the above sanctions at their discretion in certain circumstances depending upon the quantity and type of alcohol involved in a case or by the number of people impacted by the violation, among other factors.
- All funds collected as a result of alcohol policy fines are credited to a Student Affairs account dedicated to alcohol-education efforts and non-alcoholic events and community-building programs on campus.

Drug Policy Violations

The following acts are considered violations of the UArts drug policy:

1. Consumption or possession of illegal drugs on or off campus.

2. Being under the influence of illegal drugs as indicated by appearance or behavior, such as: slurred speech, unstable walk, unconsciousness, destruction of property, use of abusive language, alcohol on breath, vomiting or disturbance to others.
3. Sale, distribution or trade of illegal drugs on the campus property or to members of The University of the Arts community.
4. Possession of drug paraphernalia.
5. Being in the presence of drugs.

The resident(s) in whose apartment illegal drugs are being consumed is (are) responsible for the behavior of guests and will be held accountable for policy violations. It is the responsibility of the host to ensure that guests do not consume illegal drugs. Intent to sell is defined as possession of what is perceived by University staff to be beyond a level of personal use. Possession of paraphernalia such as scale and multiple containers, as well as the growth and germination of marijuana and other illegal narcotics will be considered indicative of trafficking and may result in suspension or expulsion.

Any University official (including members of Public Safety, Student Life and the Student Affairs staffs) who has a reasonable suspicion that the drug policy is being violated may access any University facility to determine an appropriate course of action. University officials are authorized to intervene in any situation that warrants action including, but not limited to: removal of attendees; closing of the event; and/or confiscation of illegal drugs and paraphernalia; and notification of University personnel. All confiscated drugs are turned in to the Department of Public Safety.

A student found by University staff to be in the presence of illegal drugs will be subject to a hearing in which a judicial officer will determine if the student committed any of the violations described above. Students found to be in the presence of illegal drugs but not using drugs will be considered responsible for condoning the violation of community standards and will be sanctioned with an educational sanction, \$200 fine and final probation.

The presence of marijuana within a room may be determined by odor or odor-masking devices, paraphernalia and/or materials later determined through testing to be marijuana.

If suspected drugs are confiscated and the student denies the substance(s) are drugs, the Office of Public Safety will provide for testing of the substance. If the substance is found to be an illegal drug, the student will be charged for the cost of the testing, in addition to the other sanctions that may be imposed through the student disciplinary process.

When University officials confiscate illegal drugs, such items will be turned over to the Philadelphia Police Department as required by law. Prosecution for violation of the law will be made at the discretion of the Philadelphia Police Department. In the case of alleged supplying of or selling of illegal drugs, students may be referred to the Campus Standards Committee or an administrative hearing for judicial action. Sanctions could include suspension or permanent expulsion from the University.

The University reserves the right to test a student for the presence of drugs in his/her system if necessary and may prevent a student's return to University housing (or withhold other privileges) until compliance and/or such tests show an absence of illegal drugs.

Sanctions for Drug Policy Violations

The disciplinary response to drug policy violations provides a balance between punitive action and an opportunity for education and personal growth. These sanctions are applicable to both residential and commuter students. Sanctions for drug violations accumulate over the duration of a student's matriculation at The University of the Arts.

A University judicial body determines the sanctions imposed by the University for students (see *Standard Sanctions section on page 41*). Generally, the minimum sanctions for violations of the drug policy are:

- First Violation: Drug education including a mandated Drug Assessment, \$450 fine and possible suspension from University housing. Commuter students face drug education including a mandated Drug Assessment, \$450 fine and possible suspension from all non-academic facilities and events, random drug testing throughout tenure.
- Second Violation: Possible minimum of one (1) semester suspension from the University for use; one (1) year suspension from the University for distribution.
- Third Violation: Possible expulsion from the University.
- The parents/guardians of dependent students are informed of drug violations by University personnel (see Student Records policy).
- A judicial body may alter the above sanctions at their discretion in certain circumstances depending upon the quantity and type of drugs involved in a case or by the number of people impacted by the violation, among other factors.
- All funds collected as a result of drug policy fines are credited to a Student Life account dedicated to drug education efforts and community-building programs on campus.

AUTOMOBILES

Students living in the University's residence halls are not permitted to maintain vehicles (except bicycles) on campus. Any resident student found to be maintaining a vehicle (except a bicycle) on campus will be subject to disciplinary action through the Code of Conduct. Such action may include dismissal from the residence halls. Students with disabilities may request an exemption from this rule from the Dean of students.

COMPUTERS AND TECHNOLOGY RESOURCES

The University of the Arts provides access to computing and information resources, telephones and other equipment and resources for students, faculty, and staff to support the University's mission of teaching, creative exploration, research, and public service. Recognizing the value of such resources to our education and artistic mission, the University has made substantial investment in such resources and equipment and expects them to be used for University purposes only, in accordance with University rules, policies, and directives.

No University resources or equipment may be used improperly by any faculty, student, or staff member, or for personal gain or profit.

Email Policy

This policy applies to all members of The University of the Arts community and refers to all electronic mail resources at the University. Any person who uses the University's electronic mail facilities consents to all of the provisions of this policy and agrees to comply with all of its terms and conditions and with all applicable state and federal laws and regulations. Violations may result in revocation or restriction of computer privileges; disciplinary action as outlined in the Code of Student Conduct, the Faculty and Staff Handbooks, and other University policies and procedures; or may be referred to local, state, and/or federal authorities.

General Use

The primary purpose of email accounts is to facilitate communication between users. Email must be used in accordance with the responsible use provision contained in this policy. Users shall not, under any circumstances, give their passwords for any email system to an unauthorized person nor shall they obtain any other individual's password by any unauthorized means whatsoever.

No user shall use the University's email systems or services for the purpose of transmitting fraudulent, defamatory, harassing, obscene, or threatening messages, or for the promotion of non-university-authorized goods, services or personnel, or for any other communications that are prohibited by law.

Email Monitoring and Disclosure

The University of the Arts does not routinely monitor or inspect email. Nonetheless, email is subject to a number of laws, policies, and practices that apply to the disclosure and protection of The University of the Arts' records. Examples include but are not limited to the Federal Family Educational Rights and Privacy Act; University personnel policies; disclosure pursuant to litigation; and other provisions of The University Guidelines for Responsible Computing.

The University of the Arts may access email accounts to satisfy a legal obligation or to ensure proper operation of the electronic mail facilities, and it reserves the right to take appropriate investigatory and/or disciplinary action.

Computing Guidelines

The University of the Arts provides access to computing and information resources for students, faculty, staff, and other authorized users in support of the University's mission of teaching, creative exploration, research, and public service. Computing resources include host computer systems, University-sponsored computers and workstations, peripherals, software, electronic files, the UArts network, email services and the *MyUArts* portal.

Proper use demonstrates respect for intellectual property, ownership of data, systems security mechanisms, and each individual's rights to privacy and to freedom from intimidation, harassment, and unwanted annoyance. Under the auspices of the Provost's Office, all University computer systems, including user files, may be monitored and/or confiscated at any time should any portion of the system be threatened, or its integrity, security, or proper use be in question, or for any reason, at the sole discretion of the Provost's Office. Members of the University community should understand that all computer files and communications are subject to review, and should not expect such files and communications to be private.

All users of the University's information and technology resources are expected to:

- respect the rights of others and not use such resources to threaten, endanger, harass, intimidate or insult others, or to engage in unlawful, defamatory, or obscene activity;
- abide by all applicable licenses, copyrights, patents, intellectual property rights, contracts, security agreements, University policies, and other restrictions;
- use such resources solely for University related activities and purposes;
- behave responsibly with respect to these resources at all times, respecting the integrity and security of these resources;

- respect the rights and property of others, including the right of privacy and confidentiality, the freedom of thought, inquiry and expression.

The University reserves the right to restrict or rescind computing privileges, or the use of any other University facilities or resources, in accordance with this and other applicable University policies when the user has exhibited inappropriate behavior in the use of such resources. Other discipline and remedial measures may be appropriate, as set forth in other applicable University policies.

The same policies and laws that govern faculty and student publications in traditional media are applicable to publications in computer media. With few exceptions, Web pages, electronic mail, and electronic files may not contain copyrighted material without the approval of the owner of the copyright. Likewise, theft or misuse of private property—whether tangible or intellectual property—is prohibited.

Copyright Infringement

All UArts students should be aware that use copyright or creative material is the protected by law and regulatory agencies. Most artists have protections under the law that allows them to receive compensation for their creative works. Downloading protected works without compensating the owner of the work is illegal and may result in prosecution. Anyone downloading material from the Internet should use legal file-sharing sources (such as iTunes) ONLY. Follow the URL this address for a list of several legal file-sharing sites to use in downloading music, video or other creative materials for entertainment -

<http://www.educause.edu/legalcontent>.

If the University of the Arts receives a notice of violation from the recording or movie industry, it is required to take appropriate measures, which includes blocking wireless and/or portal access by the user who initiated the illegal download. The following steps outline the response by the institution if an individual is identified as abusing the privileges of the UArts network:

- The identified student who is/was using the university network to download protected material will have their account immediately disabled.
- Access to the network and its resources will not be re-activated until the student attends a mandatory meeting with the Vice President of Technology and Information Services.
- Failure to schedule the meeting will result in you being subject to disciplinary action as per the Student Code of Conduct.
- A second offense will result in disciplinary action in accordance with the conduct process of the University.

The Digital Millennium Copyright Act of 1998 provides details of the sanctions violators might incur to include fines of up to \$25,000 for each offense.

The University is required to monitor for illegal activity and is required by law to provide safeguards that prevent such activity from taking place. As an institution dedicated to creativity, the University is keenly aware of the need to protect one's artistic efforts. The institution will not shelter a student who has engaged in these illegal activities.

Misuse of Technology

This policy covers all types of inappropriate behavior. The following types of activities are selected examples of behaviors that are unethical, unlawful, and/or inappropriate.

- Attempting to alter system, hardware, software, or account configuration.
- Accessing or monitoring another individual's accounts, files, software, electronic mail, or computer resources without the permission of the owner.
- Misrepresenting one's own identity, role, or the identity of any other person in any type of electronic communication.
- Intentionally or negligently revealing passwords or permitting another to use one's personal account.
- Altering, or destroying communications, or intentionally compromising the security of electronic information passing through the UArts network.
- Misrepresenting or implying that the content of a personal home page constitutes the views or policies of the University, or altering the University's official Web site or related pages without prior authorization in writing.
- Misusing the University's computing resources so as to reduce their efficiency or to affect access to the detriment of other users.
- Producing chain letters or broadcasting messages to individuals or lists of users, or producing any communication that interferes with the work of others.
- Breaching or attempting to breach computer security systems, with or without malicious intent.
- Engaging in any activity that might be harmful to systems, the network or to any stored information such as creating or propagating viruses, worms, Trojan horses, or other rogue programs, disrupting services, or damaging files.
- Wasting system resources or overloading the UArts network with extra data.
- Violating copyright and/or software license agreements.

- Using computing resources for commercial or profit-making purposes without the written authorization of the University.
- Downloading or posting to University computers, or transporting across University networks, material that is illegal, proprietary, in violation of University contractual agreements, or in violation of University policy.
- Violating local, state or federal laws.

The University considers any violation of these regulations to be a serious offense. Violations may result in revocation or restriction of computer privileges; disciplinary action as outlined in the Student Code of Conduct, the Faculty and Staff Handbooks, and other University policies and procedures; or a referral to local, state, and/or federal authorities. The above policies supplement the University's Student Code of Conduct and all existing policies.

Name/Image Use

The University of the Arts reserves the right to use students' names and to use, reproduce, exhibit, display, broadcast and distribute photographic, videotaped or other images of students, as well as University-related works derived from said images, for use in connection with the activities of the University or for promoting, publicizing, or explaining the University or its activities. This policy includes without limitations, the right to publish such images as public relations/promotional materials such as marketing and admissions publications, advertisements, fundraising materials, and any other University-related publications. These images may appear in any of the wide variety of formats and media now available to the University and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM and electronic/online media. Students whose name/image is used will not be compensated by the University for such use. Students who do not wish to have their name and/or image used by the University for these purposes must request in writing by sending an email to University Communications at news@uarts.edu.

On-Line Behavior

Students should be aware that their on-line activities are part of the public domain and, accordingly, should be handled with good judgment. The University does not actively monitor on-line activity outside of the University domain and does not progressively monitor the web for violations of campus policies. However, if made aware, via an electronic medium, of activity that violates University policy, the University will take appropriate action, as it would if made aware through a conventional communications medium.

DISSENT AND DEMONSTRATIONS

There may be times that students will choose to dissent with University or public policy and openly demonstrate on campus. Demonstrations may be held on campus as long as they do not disrupt the normal and proper operation of the University. Specifically, disruptions will include activities which:

1. Interfere with the rights of students, faculty, staff or guests of the University;
2. Disrupt or obstruct educational and other activities of the University;
3. Obstruct or restrict free movement of persons on any part of the University campus;
4. Interfere with the proper use of offices or other facilities to the students, faculty, trustees, staff or guests of the University;
5. Endanger the safety of any person at the University; and/or,
6. Threaten or result in the destruction of property.

To use a campus facility for demonstration purposes, a student group must file a room-reservation form with the University's Campus Operations office. The student group must also register its intent to demonstrate by submitting a letter to the dean of students at least 48 hours prior to the demonstration.

The University will insist all planned protests be peaceful and orderly, carried out in accordance with these guidelines and in areas other than faculty and administrative offices, classrooms, libraries and study rooms. Students who violate these guidelines will be subject to disciplinary action.

FIRE SAFETY

Candles, incense, lanterns, potpourri and other flammable items including, but not limited to, hot plates, electric frying pans, halogen lamps, immersion coils, fireworks, flammable liquids, and flammable decorations are not permitted on campus unless officially sanctioned and supervised by University officials. Tampering with alarm-pull stations and/or fire extinguishers without just cause and failing to evacuate from a building during a fire alarm are strictly prohibited.

GAMBLING

Any form of gambling on The University of the Arts property or involving University functions including but not limited to extra-curricular activities is prohibited. Gambling is defined as playing a game for money or property or otherwise placing a bet on an uncertain outcome. Students found responsible for participating in gambling activities are subject to disciplinary action by the University.

HAZING POLICY

The purpose of the Hazing Policy is to protect the safety and rights of all students of The University of the Arts who choose to join a sorority, fraternity, club or other organization that is associated with the University. It applies to all such organizations whether its facilities are located on or off the University campus. Hazing of a student by any organization or group of its members is absolutely prohibited.

1. For the purposes of this policy, hazing is defined as: any action or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to, the following: paddling in any form; use of alcohol; creation of excessive fatigue; physical and psychological shocks; quests; treasure hunts; scavenger hunts; the wearing of public apparel, which is conspicuous and normally not in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and late work sessions or any activities which are not consistent with the policies and regulation of The University of the Arts. Hazing also includes any action or situation that requires or encourages violation of public law. The foregoing definition is based on the definition cited by the Fraternity Executives Association and the Commonwealth of Pennsylvania.
2. Any alleged violations of the non-hazing policy by students will be referred through the University's judicial system, which may impose such penalties, including suspension or expulsion from the University, as it deems appropriate.
3. Any alleged violations by an organization will be referred to the Student Council and to the student judicial system, which may impose such penalties, including suspension or revocation of recognition status as a University organization, as may be deemed appropriate.

The Student Council and the University administration will not tolerate hazing. All student clubs and organizations enhance community life, the University and its members. All segments of the University community must work together to maintain a positive atmosphere of social and moral responsibility.

OFF-CAMPUS LIVING POLICY

The University of the Arts has limited space in on-campus housing and, therefore, only guarantees housing to full-time, first-year students who make a financial commitment to the University on or before May 1st. Students residing off-campus, either with their parents, by themselves, or with other students in the city of Philadelphia, are expected to conduct themselves in a manner that does not hinder the decorum of the community within which they reside. The University has an obligation to address all student conduct, including off-campus behavior, and may follow-up through the conduct system on any infractions. Sanctions could include, but are not limited to, probation, fines, and mandated relocation.

All students are required to submit up-to-date address, telephone, and landlord information, including a copy of their lease, to the Office of Student Life prior to the start of the school year. Students are able to fax (215/717-6611), mail, and/or hand deliver copies of this information using the address information below.

PSYCHOLOGICAL AND/OR MEDICAL EVALUATION & WITHDRAWAL

The University of the Arts acknowledges that some students may experience emotional or physical difficulty during their time at the University and usually it does not interfere with an individual's ability to take part in an academic setting. If, however, there is clear and convincing evidence that a student may be suffering from a mental or physical disorder, and as a result of that disorder their presence in the UArts community may be inappropriate for themselves or others, then the student may be required to take an evaluation and withdrawal. The following guidelines address situations in which the University may require a student to undertake a psychological and/or physical evaluation and/or withdrawal:

1. The University will consider mandatory evaluation and withdrawal in cases where there is reason to believe there is threat of danger to self, others or property, or disruption of the educational process and mission of the institution;
2. The University will make a good-faith effort to work cooperatively with the student in question;
3. The University reserves the right to contact the student's parents/guardians in life-threatening or other extreme situations;
4. The University reserves the right to temporarily remove a student from housing and/or the institution pending the outcome of an evaluation. The student will be notified in writing of the procedures for psychological/physical evaluation;
5. The University will refer cases involving alleged violation of the Student Code of Conduct through the standard judicial process except where, due to the student's psychological or physical condition, the student is either: (a) unaware of his/her actions; (b) unaware of the wrongful nature of his/her actions; or (c) a disciplinary hearing is otherwise deemed inappropriate by the dean of students.
6. A student being required to undergo a mandatory evaluation by a psychologist/physician or psychiatrist will be notified in writing by the Dean of Students, or designee. The University will release pertinent information regarding precipitating events and areas of concern to this evaluator. All evaluation reports are to be sent to the dean of students or his or her designee. The report is available for the student to review with a member of the counseling center staff;
7. If a student refuses to undergo a mandatory evaluation, the dean of students may automatically withdraw that student;
8. The student has the right to voluntarily withdraw from the University at any time;

9. The Dean of Students, or his/her designee, after consulting with counseling center staff and/or health services, will review the evaluation and render a decision. A student has the right to appeal the dean's decision to the vice president for enrollment, retention & student affairs. An appeal must be submitted to in writing within five business days. The decision of the vice president will be final;
10. The University will provide guidelines for reinstatement at the time of removal or withdrawal.

The Psychological and Medical Evaluation and Withdrawal policy serves as a guideline; reasonable deviations from this policy will not nullify a decision or plan of action unless significant bias toward a student results.

SCHOOL CLOSINGS

In the event of inclement weather, University officials will make every attempt to render a prompt decision regarding whether classes will be cancelled. The information will be communicated throughout campus and to the local media. The University recognizes that our students travel from a wide geographic area and that road conditions can vary greatly. Common sense and good judgment should act as your guide as to whether you can get to the University, or whether you need to leave earlier than the announced closing time.

UArts emergency closings will be communicated via:

- The University's recorded hotline – The recorded message can be accessed directly by calling 215-717-6996.
- www.uarts.edu – A bulletin will be displayed on the homepage.
- UArts Alert – A brief message announcing closing or delay information will be sent via text message to students, faculty, staff and others registered in the "UArts Alert" notification system.
- UArts Email – A message will be sent to your UArts email address.
- KYW-News Radio 1060 AM – Listening for our closing number – 116, which will be announced twice every hour. In addition to this, information is listed online at: www.kyw1060.com.
- KYW-TV 3 – School opening delays or closings will be aired beginning at 5 a.m. (also available at www.CBS3.com)
- Fox-29 TV (check your local listings) – School opening delays or closings will be aired beginning at 5 a.m. (also available at www.myFoxPhilly.com)
- NBC-10 TV – School opening delays or closings will be aired beginning at 5 a.m. (also available at www.NBC10.com)
- 6-ABC TV -- opening delays or closings will be aired beginning at 5 a.m. (also available at www.6ABC.com)

SEXUAL ASSAULT/RAPE

Sexual assault and rape are offenses with physical, psychological, social, and legal implications for the victim. Below are guidelines to address the concerns of a sexual assault victim within the UArts community and listing of the services provided at The University of the Arts and in the local area.

Sexual assault and rape are violations of state and federal law and the UArts Student Code of Conduct. Sexual assault is defined as touching the body of another with a sexual intent and without the consent of the person being touched. This definition includes the offenses of stranger and date/known offender rape, forced anal or oral sex, and the unwanted touching of the sexual or other intimate parts of the person. Individuals are considered impaired and unable to give consent when intoxicated, of limited mental capability or other similar condition that interferes with reasonable judgment.

The University of the Arts is committed to treating the victim of sexual assault or rape with maximum sensitivity. The University encourages victims to come forward and report sexual assault, whether it has occurred on or off campus, so that they may receive assistance and learn about their options to file a complaint.

The University acknowledges that the victim has the right to report an incident without filing a complaint on campus or to local authorities.

UArts is also committed to protecting a victim's confidentiality and will honor a request for confidentiality to the greatest extent possible while maintaining its commitment to a safe environment for the University community. University personnel receiving a report of sexual assault or rape from a student should, at a minimum, report the basic information regarding the incident (e.g., date, time, place) to the dean of students and director of Safety and Security. A counselor in the UArts Counseling Center is one of the resources on campus that requires the victim's permission to disclose information regarding the sexual assault to other University staff. If the victim wishes to preserve privacy of his/her identity, information will only be shared with those on a "need to know" basis (those whose area of responsibility requires this information). This will allow the director of Safety and Security to take preventative measures to ensure the protection of The University of the Arts community.

Campus Sexual Assault Victims' Bill of Rights

In accordance with section 485 of the Higher Education Act of 1965, the University of the Arts has implemented the following bill of rights that shall be afforded to all victims of reported campus-related sexual assaults. These rights have been adapted for UArts from the language used in the Higher Education Act and are described in more detail throughout this section.

1. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations which assist such victims to be accorded recognition.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred, if the victim so chooses; and the right to the full and prompt cooperation and assistance of University staff in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
3. The right to be free from any kind of pressure from University staff that victims:
 - a. not report crimes committed against them to civil and criminal authorities or to public safety and student life staff; or
 - b. report crimes as lesser offenses than the victims perceive them to be.
4. The right to be free from any kind of suggestion that sexual assault victims not report, or under-report, crimes because:
 - a. victims are somehow 'responsible' for the commission of crimes against them;
 - b. victims were negligent or assumed the risk of being assaulted; or
 - c. by reporting crimes they would incur unwanted personal publicity.
5. The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding.
6. The right to counseling services from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.
7. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that appropriate University staff take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate relocation of the victim to safe and secure alternative housing, and transfer of classes if requested by the victims.

Resources

The University of the Arts provides educational programs regarding campus safety, generally, and sexual assault and rape, specifically, periodically throughout the academic year. Contact the Office of Student Development & Activities or Public Safety about program availability. Other campus resources regarding sexual assault and rape include the following:

- Counseling Center.....6614
- Health Services6230
- Student Life6970
- Public Safety.....6666
- Student Development & Activities6615
- Student Affairs/DOS..... 6617
- Women Organized Against Rape.....215-985-3315

The victim of sexual assault or rape has several resources within the UArts community with whom they may feel comfortable reporting an incident:

The Office of Public Safety

The function of the Office of Public Safety is to assist both the victim and the Philadelphia Police Department, and to ensure the safety and security of the University community. The victim is encouraged to come forward and report the sexual assault or rape, including known-offender rape, whether it has occurred on or off campus.

By reporting, they can receive assistance and support and learn about their options, such as filing a formal complaint either within the University disciplinary system and/or through the state criminal-justice system. When a sexual assault is reported to The Office of Public Safety, the Philadelphia Police Department is immediately notified.

If the victim reports the crime, she/he is provided information to assist in making a decision to file formal charges. When a charge is filed, the Philadelphia Police Department is always the primary investigatory agency.

The victim may be escorted by the Philadelphia Police Department to Thomas Jefferson University Hospital, a designated crisis center for treatment of sexual assault. UArts recommends that the victim be accompanied by a friend to the hospital, where the victim may receive a medical examination to identify and treat injuries, and to have evidence collected which may be used later should he or she wish to press charges. Members of the Philadelphia Police Special Victim's Unit, who are specially trained in handling sensitive investigations of this nature, conduct an investigation.

Office of Student Life

Student Life professional staff and residential assistants (RA's) are trained to assist a victim of acquaintance or stranger rape, as well as provide resources available at the University and in the community. When a sexual assault is reported to residential life staff, they are responsible for reporting basic information to the Dean of Students and the director of Safety and Security. If the victim wishes to preserve privacy of his/her identity, and/or that of the perpetrator, the name will be withheld when that information is shared. Student Life staff members can make referrals for medical treatment and/or counseling, provide information regarding the options to file a formal complaint and make recommendations regarding safety precautions.

Counseling Services

Victims of sexual assault and rape may experience emotional distress and/or social adjustment issues either short or long-term. Any student who is a victim of sexual assault/rape is encouraged to contact a counselor at the Counseling Center. Counselors are prepared to assist a victim in processing the emotional impact of an incident and to aid with decision-making. Counselors work with victims to help restore their sense of control and personal empowerment.

The counselor on campus may not disclose any information, including that related to the sexual assault, to any person on or off campus without the student's permission. Confidential counseling services are also available to the alleged perpetrator of a rape and/or sexual assault who must focus on the attitudes, values and behaviors involved in such a crime. Counselors will receive referrals from campus personnel including those in Student Affairs, Residential Life, Student Health Services, Safety and Security and the faculty. Students are also strongly encouraged to call the counseling staff on their own. Any victim of sexual assault who is in crisis will be seen immediately during working hours. Counselors can be contacted at other times through residential staff or the Office of Public Safety. Counselors will work with victims throughout their recovery process and/or until the victim is connected to the appropriate resource off campus.

Health Services

Immediate medical support is strongly recommended in cases of sexual assault and rape. Health Services offers confidential medical treatment to victims of sexual assault until she or he is transported to the proper facility. If Health Services is closed at the time treatment is needed, a member of the Public Safety or Residential Life staff may contact the director of health services to assist. The victim should not bathe, douche, tidy up, or otherwise discard or conceal any evidence that might be used to apprehend the perpetrator. If there is any chance that the victim may choose to press charges, time is critical and some options may be lost by a delay. Immediate medical steps do not interfere with the victim's decision whether or not to press charges. Health Services can also assist the student in contacting other resources available at the University or in the community.

Procedures for Hearing on Sexual Assault

A Campus Standards Committee or administrative hearing on charges of sexual assault will follow the procedures for channeling charges against students as published in the Student Handbook.

In a case of alleged sexual assault or rape brought to the UArts judicial system, hearings will be scheduled as quickly as possible. The Dean of Students, or his/her designee, who serves as the advisor to the Campus Standards Committee and generally holds administrative hearings in cases of sexual assault or rape, meets with all complainants wishing to bring formal charges against a student. In cases of sexual assault or rape, the complainant may request that a same-sex member of the Campus Standards Committee be present at the meeting to discuss the alleged incident, due process and charges that may be filed. Both the complainant and respondent are entitled to have an advisor present at the hearing, and both will be informed of the outcome, as outlined in the student conduct disciplinary hearing procedures. Sanctions may range from verbal warning up to and including dismissal from the University.

In all cases of alleged sexual assault, the University will take all reasonable steps to assure the complainants' physical safety and general well-being, including available assistance in changing academic and living situations, if requested.

SEXUAL HARASSMENT POLICY

The University of the Arts is committed to maintaining an environment in which students, faculty and staff can pursue academic, artistic and professional excellence. This environment can be secured only through mutual respect and unconstrained academic and professional interchange among faculty, staff and students. Faculty, staff and students of the University are entitled to participate in and obtain the benefits of University programs, activities and employment without being discriminated against on the basis of their sex, race, religion, creed, age, ethnicity, national origin, pregnancy, disability, sexual orientation or military status. The University regards any act of sexual harassment or harassment because of race, religion, creed, age, ethnicity, national origin, pregnancy, disability, sexual orientation or military status to be a violation of the standards of conduct required of all persons associated with the institution. The prohibition against sexual harassment and other forms of harassment applies to all interactions occurring on campus, in University facilities, or within the context of University-related activities. The rights defined by this policy apply to all faculty, staff and students of the University, and the obligations are binding on all faculty and staff as part of their employment, regardless of tenure or years of service, and all students, regardless of academic status. Harassment constitutes a serious offense and the University will take all necessary disciplinary actions to eradicate it from the University. Those who commit harassment prohibited by this policy are subject to the full range of discipline, up to and including immediate

dismissal from the University faculty or employment, or expulsion from the University, as appropriate. The prohibitions set forth in this policy include acts of retaliation against members of the University community who have filed complaints under this policy.

What Is Harassment/Sexual Harassment?

Harassment can take many forms, and is not necessarily sexual in nature. It may be, but is not limited to, unwelcome physical contact, intimidation, words, messages and sometimes even jokes and pranks. Keys to determining whether conduct is harassment include (i) whether it is unwelcome or unwanted; (ii) whether it is of the type that a reasonable, objective person would find offensive, hostile or abusive; and (iii) whether the harassment is based on a protected status such as gender, race or religion.

The term “sexual harassment” has a special meaning and refers to unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, advancement or success at the University; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual; or (3) such conduct has the purpose or effect of creating an intimidating, hostile, offensive or abusive working or educational environment, or otherwise unreasonably interferes with an individual’s terms and conditions of employment or enrollment as a student.

Sexual harassment also may include:

- unwanted physical contact or conduct of any kind, including sexual touching, lewd gestures, or flirtation;
- unwelcome sexual advances or propositions;
- requests for sexual favors;
- verbal abuse, threats or jokes of a sexual nature;
- demeaning, insulting, intimidating, or sexually suggestive comments about an individual or his or her dress or body;
- the display in the workplace of demeaning, insulting, intimidating or sexually suggestive objects, words or pictures, including nude photographs;
- the broadcast, publication, communication or electronic mailing of demeaning, insulting, intimidating or sexually suggestive written or recorded messages or images.

Although these examples of conduct may constitute harassment, it must be stressed that some of the types of conduct outlined above do not always rise to the level of prohibited harassment. Each situation must be evaluated in context.

Similarly offensive conduct directed at an individual because of his or her race, religion, creed, age, sexual orientation, national origin, pregnancy, disability or military status also may constitute prohibited harassment.

Staff/Student Interaction – Additional Prohibitions

In addition to the general prohibitions against harassment of any type, the University imposes an obligation on its staff members with regard to their interactions with students. No staff member may ask for a date, make a sexual advance to a student, or in any other way become romantically or sexually involved with a student. This rule is for the protection of students, staff and the University. If a staff member has any doubt or question about whether his or her relationship with a student violates this policy, the staff member should refrain from further interaction with the student and contact the Director of Personnel Services for advice. A staff member may not use, in any way, his or her status as a staff member to intimidate a student or advance a personal or sexual relationship.

Procedures for Reporting Sexual Harassment

A student, employee or faculty member who feels that he or she has been the victim of harassment, must promptly report, either orally or in writing, the harassment to (i) the Director of Personnel Services, who also serves as the Equal Opportunity Officer for the University; or (ii) the Provost when the alleged harassing party is a member of the faculty; or (iii) the dean of students when the alleged harassing party is a student. The matter should be reported as soon as possible after the conduct has occurred, so that it can receive prompt and appropriate attention. If, for any reason, the student, employee or faculty member is uncomfortable discussing such matters with one of the above officials, he or she must promptly report the matter to the President, or if they are unavailable, to the most senior available administrator.

In the event that a complaint of harassment — formal or informal, written or oral, from the alleged victim or otherwise — is made to an administrator, faculty member or staff supervisor other than those specifically identified above, that administrator, faculty member or staff supervisor must: (a) inform the person making the complaint that the matter will be referred to the Director of Personnel Services; (b) ask the person making the complaint to write down the conduct or event(s) believed to be harassment, or record the complaint and obtain the alleged victim’s agreement that the record is accurate; and (c) promptly report, either orally or in writing, such complaint to the Director of Personnel Services. Every University administrator, faculty member and staff supervisor has a duty to maintain a workplace/educational environment free of any form of harassment.

Investigation Process

In the event of any report, orally or in writing, of harassment, a prompt inquiry will be made to determine whether any harassment has occurred. If a preliminary inquiry into the matter indicates there may be validity to the charges, then the University will promptly proceed with a formal, thorough and impartial investigation. If such a formal investigation proceeds, interviews and/or statements will be obtained from all available involved parties, including the accuser, the accused and witnesses, if any. If applicable, documents and other evidence will be reviewed. During the investigation, intermediate measures — such as scheduling changes to avoid contact between the parties — may be taken to ensure that further harassment does not occur. The investigator(s), upon completion of the factual investigation, will reach factual conclusions, summarize them in writing, and report them to the Director of Personnel Services. Based upon the factual investigation and conclusions, and any other information that becomes available, the Provost, Dean of Students or Director of Personnel, in consultation with the investigator(s), will reach a conclusion as to whether harassment occurred.

Remedial and Disciplinary Measures

If harassment is found, the University will take immediate steps to stop the harassment, implement appropriate corrective and disciplinary action, and initiate any necessary preventive measures to ensure the harassment does not occur again. Even if the University concludes that harassment did not occur, or that it is unable to determine one way or the other what occurred due to the lack of verifiable or credible evidence, the University may take disciplinary or preventive measures, such as training and monitoring, to ensure harassment does not occur in the future. Within 14 days of the complaint to one of the above officers (or after a longer period, if needed), the Director of Personnel Services, in conjunction with the Provost, or the Dean of Students, as applicable, has the authority, after investigation, to resolve the matter with or without the imposition of sanctions. A written record of the complaint, any investigation and the resolution of the complaint will be kept in a confidential file in the Director of Personnel Service's office. Any conclusion from the inquiry or investigation will be communicated to both the accuser and the accused, stressing the confidentiality and anti-retaliation provisions outlined in this policy.

The accuser and the accused shall have the right to review the written factual findings and conclusions of the investigator.

Further Review

If the complaining party or the accused party is not satisfied with the resolution of the matter, he or she may request a meeting with the President within seven days of being informed of the proposed resolution. The complaining party and the named harassing party have the right to appear before the President, or the President's designated representative for the matter, to provide information and to answer questions. The Provost may provide additional information relating to the investigation and alleged harassment. At the conclusion of any such review, the President shall either affirm the prior conclusion or recommend alternative action. A written determination will be issued, and both the complaining party and the accused will be informed of this decision. No further University review is available. If a recommendation for dismissal is not upheld after exhaustion of the tenured faculty appeal process, the President shall nonetheless take remedial actions, including disciplinary actions short of dismissal, which are reasonably calculated to prevent any future harassment. Such actions are not subject to further review.

Retaliation Prohibited

Retaliation or reprisal of any kind against anyone reporting allegations of harassment, or cooperating in an investigation of such a report, is strictly prohibited. Such retaliation shall be considered a serious violation of this policy and shall be punishable by discipline up to and including termination, regardless of whether the charge of harassment is substantiated. Examples of prohibited retaliation include: threatening reprisals against the employee or student who complained or cooperated in the investigation; unfairly changing the evaluations, assignments or working conditions of such a student or employee; or otherwise continuing any harassment against such person. If an employee or student is found to have intentionally lied about a claim of harassment, or brought the claim in bad faith, knowing that the allegation is false, then that employee or student may be subject to discipline.

Questions Regarding the Harassment Policy and Procedure

All questions regarding this Policy and Procedure should be directed to the Director of Personnel Services or to the Dean of Students.

SMOKING POLICY

The University of the Arts maintains a smoke-free environment. Smoking is permitted only out of doors and 15 feet from building entrances and exits.

SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by The University of the Arts may not make solicitations or distribute literature at the University at any time for any purpose. The University recognizes that students and alumni may have interests in events and organizations outside the University. However, students and alumni may not make solicitations or distribute literature concerning these activities on the University campus or by electronic mail.

STUDENT RECORDS

In 1974, the Congress of the United States enacted the Family Educational Rights and Privacy Act (FERPA), Public Law 93-380, as amended, setting out requirements designed to protect the privacy of students. Specifically, the statute governs 1) access to records maintained by certain educational institutions and agencies, and 2) the release of such records. In brief, the statute provides that such institutions must provide students access to official records directly related to themselves and an opportunity for a hearing to challenge such records; that institutions must obtain the written consent of the student before releasing personally identifiable data from records to other than specified exceptions; and that students must be notified of these rights.

Student Rights

As such, all students of The University of the Arts have the following rights with regard to educational records maintained by the University:

- A. The right to review educational records that are maintained by the University. These records generally include all records of a personally identifiable nature; however, they exclude the financial records of parents and confidential letters and statements of recommendation received prior to June 1, 1975.
- B. The right to inspect and review records. Such requests may be made by completing an "Access Request for Educational Records," which is available in the Office of the Registrar. Upon receipt of a request an appointment will be made to review records within 45 days.
- C. The right to appeal misinformation in the files. If a student believes any information in the file is inaccurate or misleading, that individual may request, in writing, the custodian of the record to amend, delete, or otherwise modify the objectionable material. If said request is denied, the student may request that a hearing be held to further pursue the request. At this hearing, the student may be represented by a person of his or her choice, if so desired. If after the hearing the request to amend is again denied by the University, the student has the right to place in the file a statement or other explanatory document, provided that such statements or documents relate solely to the disputed information.
- D. The right to appeal violation of rights. If a student believes that any of his or her rights have been violated by the University, he or she should make such facts known to the dean of students in writing. If the dean of students does not resolve the matter and the student still feels that his or her rights have been violated, he or she may so inform the Department of Education in writing.
- E. The right to file a complaint with the US Department of Education. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C.
- F. The right to select a physician or other appropriate professional, at personal expense, to review records on a student's behalf, that have been created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional while an individual has been a student at the University, filed with The University.

Definitions:

- A. The Educational Record maintained by the University will consist of:
 - Directory information as noted above
 - Application for admission
 - Applicant's secondary school records
 - Cumulative University of the Arts records of grades, credits, grade-point average, and academic actions
 - Correspondence (or copies thereof) re: admission, enrollment, registration, probation
 - Student petitions
 - Disciplinary actions
 - Departmental appraisals and evaluations of student progress
- B. The Educational Records do not include:
 - Parents' and students' confidential financial documents
 - Counseling psychologists' files
 - Health Office files
 - Faculty and staff memoranda/files retained for personal/professional use
- C. Educational Records are maintained by the following:
 - Office of the Registrar
 - Office of Student Affairs & the Dean of Students
 - Financial Aid Office
 - Finance Office
 - Office of Continuing Studies
- D. A dependent student is defined as one who is declared a dependent by his or her parents for income-tax purposes. A student is defined as a person who attends or has attended the University. Persons who have applied to but who have not attended the University as an enrolled student are not covered under FERPA.

University Rights & Responsibilities

- A. The University may not generally release any information outside the University that is maintained in educational records without prior consent or waiver. However, the University does have the right to release the following information:
- Name
 - Address
 - Email address
 - Telephone listing
 - Date and place of birth
 - Major field of study
 - Participation in officially recognized activities
 - Dates of attendance
 - Degrees and awards received
 - The most recent previous educational institution attended by the student
 - Enrollment status

If a student does not wish any of this information made public, either in a directory of students or in any other manner, the student must inform the Office of the Registrar no later than the end of the third week of classes each semester of the information not to be released.

- B. The University may disclose FERPA-related information without consent to school officials when there is a legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic, or research or support staff position (including law enforcement unit personnel and health staff); or a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- C. While release of information from educational records to outside parties requires the student's explicit consent, the following exceptions do not require the student's consent:
- Compilation of general enrollment data for reports required by U.S. Government and Commonwealth of Pennsylvania Authorities;
 - Participatory information-sharing with educational service associations such as the College Scholarship Service and the American Council on Education;
 - Information about an individual student in the event of a personal emergency that is judged to threaten the health and/or safety of that student;
 - Compliance with judicial orders and lawfully issued subpoenas;
 - Reference by appropriate University of the Arts faculty and professional staff.
 - In cases of violent crime, the results of any disciplinary proceeding conducted by the University against an accused student to the alleged victim.
 - The status of a student who is a Registered Sex Offender.

Any release of information as outlined above that identifies an individual student and requires that student's consent will be recorded in his or her permanent record.

- D. The University reserves the right to inform parents/guardians of dependent students where it deems appropriate — specifically when it has cause to believe that a student's status at the University may be in jeopardy due to disciplinary reasons.
- E. Requests for the records of a deceased student must be accompanied by a notarized statement from the executor of the estate of the deceased approving the release of records. Requests concerning students who have long been deceased will be evaluated by the University based on legitimate educational interest.

WEAPONS

Students are not permitted to have weapons on campus including, but not limited to, firearms of any kind, kung fu sticks, shuriken, knives (other than eating utensils), cap guns, ammunition and explosives (or explosive chemicals), among other dangerous weapons or substances. Students found to be in possession of such weapons or substances are subject to sanctions ranging up to expulsion from the University.

WORKPLACE VIOLENCE

The University is committed to maintaining a safe working, learning, and living environment for all members of the University community. Threats, acts of aggression, and violence are unacceptable in the University community. Any such threat or violent act, regardless of intent, will be considered serious misconduct and may be the basis for disciplinary action, up to and including dismissal. In addition, the University prohibits the possession of firearms, explosives, and other dangerous weapons on campus and at University functions off-campus (see weapons policy).

SECTION 8

STUDENT CODE OF CONDUCT & PROCEDURES

COMMUNITY STANDARDS AND THE STUDENT CONDUCT SYSTEM

The overriding principal of the Student Code of Conduct at The University of the Arts is the promotion of a civil educational environment for all community members. Within the student code is an expectation that each has both the freedoms and the responsibilities of being an adult student-artist.

As appropriate to an institution of higher education, standards of performance and social conduct are generally more demanding than those required of the general public.

It is assumed that students are mature and responsible individuals. By accepting registration at The University of the Arts, each student agrees to accept responsibility for compliance with academic regulations, course syllabi and conduct regulations as listed in the Student Handbook, the Course Catalog, and regulations pertaining to any specific operation within the University.

The principal responsibility for proper conduct rests with each student, and as much as possible, each is encouraged to resolve conflicts of individual rights and responsibilities him/herself. The University will become involved, however, when a student cannot resolve a conflict him/herself; when there exists a reasonable basis to believe that laws have been broken; when there could be or is a potential for personal harm or property damage; or when there exists a reasonable basis to believe that University regulations have been violated.

No sanction shall be brought against a student accused of a violation of the Student Code of Conduct until a judicial body has reviewed the complaint, made a decision and issued a disciplinary sanction, except in those matters handled directly by the Dean of Students or instances of academic dishonesty handled by faculty members in accordance with policies set forth in their syllabi and the academic integrity policy in the Course Catalog. Students wishing to appeal academic decisions made by faculty members should consult the Academic Grievance Procedure section of the Course Catalog for guidelines.

Should a student's presence on campus create a threat to the safety or well-being of other members of The University of the Arts community, the University reserves the right to immediately suspend that student from campus until the time of a hearing. Additionally, the University reserves the right to resolve a case and sanction a student, including suspension, without a hearing where such action is deemed necessary or appropriate by the President of the University.

Definitions

The following definitions refer to The University of the Arts judicial procedures and processes only:

1. The term "University" means The University of the Arts;
2. The term "student" includes both full-time and part-time, pursuing undergraduate or graduate studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students";
3. The term "University official" includes any person employed by the University or an out-sourced auxiliary service who performs assigned administrative or professional responsibilities, including conducting classroom activities;
4. The term "Student Life staff" includes resident assistants, coordinators/hall directors, and the Director of Student life;
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University, including any University auxiliary service employee and vendors;
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the University;
7. The term "University organization" means any number of persons who have complied with the formal requirements for University recognition/registration;
8. The term "judicial body" means any person or persons authorized to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions; exercise disciplinary action following a proper hearing. The University will exercise this right in cases where its reputation or orderly functions as an academic community are involved;
9. The term "appellate body" means any person or persons authorized to consider the appeal of a judicial body's determination that a student has violated the Student Code of Conduct or the sanctions imposed by the judicial body;
10. The term "University policy" is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, and the Course Catalog;
11. The term "hearing officer" means the person present during judicial hearings responsible for ensuring that due process, as defined by the Student Handbook, is followed. The hearing officer in Campus Standards Committee hearings is the chair. In all other hearings, one individual serves as both the hearing officer and the "judicial body."

Jurisdiction of the University Conduct System

The University Conduct System will hear complaints concerning violations of University policy or regulations whenever the conduct in question occurs in any of the following circumstances:

1. If it occurs on the campus or in any University facility;
2. If it occurs while the student who is charged was attending or participating in any University-related activity, i.e., study abroad, field trip, social event, activity sponsored by a recognized student organization; or
3. If the conduct, whenever and wherever it occurs, calls into question the student's suitability as a member of the University community. Unlawful acts of violence, violations of another's civil rights, hazing, the unlawful sale or possession of drugs, the unlawful use of alcoholic beverages and crimes against persons or property are examples of conduct that will subject a student to the judicial system regardless of where the conduct occurs. In cases involving student behavioral problems that occur off campus, the University reserves the right to initiate disciplinary action in the interest of preserving its reputation and orderly functioning. The fact that a student's conduct may also constitute a crime in violation of local, state, or federal law does not limit the ability of the University to discipline the student for that conduct. The University, therefore, reserves the right to submit a complaint to the judicial system even if the same conduct is or may become the subject of a criminal case.

STUDENT CODE OF CONDUCT

In addition to the policies listed in various sections of this handbook, the University of the Arts Student Code of Conduct outlines behaviors that are prohibited at the University. The specific items are not meant to serve as an exhaustive list, but as a general guideline for addressing student behavior. The University reserves the right to address other behaviors that occur that are considered detrimental to the learning environment and/or health and safety of the University community.

To that end, prohibited behavior at the University of the Arts includes the following:

- 1. Academic dishonesty or misconduct including, but not limited to, cheating and plagiarism;**
 - a. Cheating: using or attempting to use unauthorized materials, information, or study aids in any educational exercise.
 - b. Plagiarism: representing the ideas or language of another as one's own in any educational exercise.
 - c. Fabrication: falsifying or inventing any information or citation in an educational exercise.
 - d. Denying others access to information or material.
 - e. Facilitating academic dishonesty: assisting another student to cheat, plagiarize, and/or fabricate information.
- 2. Non-academic dishonesty, including, but not limited to, theft, attempted theft, possession of stolen property, forgery, and falsification of information provided to any University official;**
 - a. Lying: any statement, action, or behavior with the intent to deceive.
 - b. Possession or use of a fake ID.
 - c. Stealing: knowingly taking an item or items without the owners expressed permission.
 - d. Eluding or evading: any statement, action, or behavior with the intent of hiding the truth, including running or hiding from University personnel.
 - e. Aiding and abetting: knowingly encouraging, assisting and or being an accessory to any act prohibited by the Student Code of Conduct.
- 3. Conduct which threatens the physical or psychological health and/or safety of any person (including the person committing the act) or the sanctity of the campus, including, but not limited to physical or sexual assault;**
 - a. Sexual Misconduct.
 - b. Sexual Harassment.
 - c. Sexual Assault/Rape.
 - d. Physical Attack.
 - e. Hazing.
 - f. Harassment: any act, whether written or verbal, via online or in person, that belittles, intimidates, or threatens the safety of a member of the University of the Arts community.
 - g. Failure to maintain personal health, whether physical, mental or emotional, in such a way that it threatens the safety and security of the individual or the University community.
 - h. Use or possession of firearms, fireworks, or other weapons that could be considered lethal, including those weapons in which the person has a permit.
- 4. Damage to or misuse of public, private, personal or University property;**
 - a. Property Damage, either to an individual's or the University's property.
 - b. Removing approved postings and/or residence life notices or bulletin boards.
 - c. Littering, applying graffiti, and/or other behavior which threaten the cleanliness and appearance of the University.

- d. Use of fire equipment, including sprinklers, extinguishers, and hoses, in any manner for which it was not intended.
 - e. Defenestration: throwing objects outside of window or from balcony or roof.
- 5. Violation of policies as described in the Student Handbook, the Course Catalog, the UArts Housing Agreement and all other rules governing University facilities, programs and services including, but not limited to the following;**
- a. Violation of Student Life policies (see Residential Living policies section)
 - b. Purchase, possession, use, sale or distribution of alcohol.
 - c. Possession of limited amount of alcohol paraphernalia for display purposes.
 - d. Distribution or attempted distribution of a drug, including prescription medication.
 - e. Illegal use or possession of a drug, including prescription and over-the-counter drugs.
 - f. Manufacturing of any drug, including growing marijuana for any purpose.
 - g. Possession or use of drugs and/or drug paraphernalia.
 - h. Distribution or attempted distribution of alcohol to any person under the legal drinking age.
 - i. Accessing prohibited areas in the residence halls, including but not limited to, fire escapes, balconies, and basements.
- 6. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures, other University activities or activities authorized to take place on University property;**
- 7. Disorderly conduct including acts which breach the peace;**
- a. Disruptive behavior.
 - b. Unauthorized entry, whether peacefully or by force, into a prohibited area or residence hall apartment in which there is no documented reason for being present.
 - c. Urinating in public.
- 8. Non-compliance with the directions of University or civil authorities performing official duties, including failure to give proper identification when requested and repeated unexcused non-attendance of classes;**
- 9. Violation of a student's rights or privileges and verbal or written harassment, discrimination, abuse and/or disrespect of any person;**
- a. Harassment: any act, whether written or verbal, via online or in person, that belittles, intimidates, or threatens the safety of a member of the University of the Arts community.
 - b. Acts or abusive language, either in public or via online sources.
- 10. Violation of statutes, laws, ordinances and/or regulations of the City of Philadelphia, Commonwealth of Pennsylvania (or other states, when applicable) and the United States of America.**

CONDUCT REVIEW PROCESS

Any member of the University community may initiate the conduct review process against any student for alleged violations of the Student Code of Conduct generally within two to three months of the alleged violation(s) by submitting a complaint in written form to the dean of students. Student Life and Public Safety staff initiate charges in writing through their supervisor by completing an incident report after addressing a violation. Charges filed by all other members of the community must be prepared in writing and directed to the Dean of Students. Alleged violations of the Student Code of Conduct generally may be adjudicated by one of three types of judicial body on campus, depending upon the nature and seriousness of the charges (see below for levels of violations), the location of the event and/or the number of students involved:

- Student Life Coordinators generally address lower-level violations by residents living within their respective residence areas;
- Professional staff members of the Division of Student Affairs generally address intermediate-level violations and cases involving commuter students or multiple residents from different living areas;
- The Campus Standards Committee, consisting of students, faculty, and/or administrators generally conducts hearings to address violations of the most serious nature that have the potential to result in University suspension or expulsion. The Committee is advised by the dean of students who appoints a trained administrator to serve as the chair.

There are two exceptions to the above-stated procedures. With respect to non-academic matters, exceptions to this policy may be made by the Dean of Students, at his/her discretion. With respect to academic dishonesty, faculty may choose to follow policies and procedures described in their course syllabi.

Anyone with questions about the judicial process should contact the Office of Student Affairs and Dean of Students at 215-717-6617 during regular business hours.

GENERAL CONDUCT REVIEW PROCEDURES

All University hearings are open only to members of the University community and those people that have specific involvement in the case, and only at the discretion of the hearing officer. The University conduct review process shall be conducted by a judicial body according to the following guidelines:

1. All charges of misconduct shall be presented to the accused student in written form generally between two and 15 business days after the student has been notified;
2. Hearings shall be conducted in private. Admission of any person to the hearing shall be at the discretion of the hearing officer;
3. The respondent and the complainant have the right to be accompanied throughout the hearing by advisors of their choice selected from among members of the University community. Only when the student is exposed to concurrent criminal charges or civil liability may a respondent request to have legal counsel as an advisor. An advisor, including legal counsel, may not speak on behalf of the respondent or address the judicial body. The names of the advisors must be provided to the hearing officer at least two working days prior to the hearing in order to be approved;
4. The respondent and the complainant may present as witnesses only those persons with first-hand knowledge of the alleged incident or violation or others having information which can otherwise be shown to be credible. The decision to hear testimony from witnesses having information other than first-hand shall be made by the judicial body or the hearing officer;
5. In hearings involving more than one accused student, the hearing officer, at his/her discretion, may permit the hearings concerning each student to be conducted separately;
6. All procedural questions are subject to the final decision of the hearing officer. Technical rules of evidence and other "due process" rights associated with courts are not applicable to the University conduct review process;
7. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the hearing officer. Assumptions, speculations, or references to prior, unreported incidents will not normally be permitted;
8. After the hearing, the judicial body shall determine (by majority vote in Campus Standards Committee hearings) whether the student has violated each section of the Student Code that the student is charged with violating. The judicial body's decision shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct (preponderance of evidence);
9. There shall be a written record of all hearings before a judicial body for use by the appellate body; a copy of this is not available to the accused or the complainant. The record shall cite the violation(s), the decision (responsible or not responsible), a brief statement of the facts upon which the finding is based, and the sanction(s). Generally, there shall be no audio/visual recordings of hearings other than those conducted by the Campus Standards Committee;
10. Failure to obey the summons of a hearing officer or failure to attend one's own hearing does not preclude the case from still being heard and a decision being rendered; and
11. Decisions made by a judicial body shall be final, pending the normal appeal process. Following a hearing, the hearing officer shall advise the accused and the complainant in writing of the decision of the hearing and of the sanction(s) imposed, if any, within three business days whenever possible.

CAMPUS STANDARDS COMMITTEE HEARING PROCEDURES

It is at the discretion of the Dean of Students (or his/her designee) whether or not a case is heard by an individual student affairs administrator or by the Campus Standards Committee (CSC). CSC hearings are open only to those people that have specific involvement in the case. The complainant shall at all times have the burden of proof, upon preponderance of the evidence, that the respondent has violated the Student Code of Conduct.

1. The chair shall call the meeting to order formally, announcing the date and time.
2. The due process coordinator shall introduce the purpose of the hearing, outline the conduct process and identify roles for those attending the hearing. (The due process coordinator is responsible for ensuring that procedures are followed as outlined in this handbook and as such, may interject as needed during the proceedings).
3. All parties involved will introduce themselves by name and role at the hearing (panel member, respondent, complainant, witness, advisor).
4. The chair shall read the charges and the respondent will provide a preliminary indication of whether he/she is responsible or not responsible for those charges.
5. The complainant shall present his/her opening statement and present his/her complaint.
6. Members of the Campus Standards Committee may ask questions of the complainant, respondent, and all witnesses for the purpose of fact finding and clarification;
7. The respondent may question the complainant and witnesses as they appear;
8. The respondent shall present his/her opening statement and present his/her response.
9. Members of the Campus Standards Committee may ask questions of the complainant, accused student, and all witnesses for the purpose of fact finding and clarification;
10. The chair, or relevant witnesses if present, will read into record any additional pieces of information, witness accounts, etc that are deemed necessary and relevant for the case.

11. Campus Standards Committee members may call witnesses from either side after all original testimony has been heard for the purpose of fact finding and clarification;
12. The complainant may present a closing statement;
13. The respondent may present a closing statement;
14. All parties except Campus Standards Committee members shall be excused from the hearing room while the Campus Standards Committee discusses the case to determine their decision and appropriate sanction(s).
 - a. Their decision will be made at the time of the hearing unless unusual circumstances make deferment necessary; and
 - b. A majority vote of Campus Standards Committee members present is sufficient to declare a decision and sanction(s).
15. The complainant and accused student will remain in the vicinity of the hearing during the committee's deliberation, unless excused by the committee;
16. The respondent shall be called back to the hearing room to be verbally informed of the decision and sanction(s), if rendered at the time of the hearing. Any sanctions imposed are effective immediately, unless otherwise indicated;
17. At the discretion of the chair, the complainant will be informed of the outcome either at the hearing or at a later date, not to occur more than 48 hours after the hearing.
18. A transcript of the hearing is made by audio recording. Transcripts may not be shared with any persons not directly involved in the hearing;
19. In case of an appeal, a copy of the transcript is available to either party upon request at cost for the transcription service.

THE ROLE OF THE ADVISOR

If requested at least 48 hours prior to a hearing, the hearing officer may approve the respondent to have an advisor present during the proceedings. An approved advisor must be a member of the University of the Arts community and is not permitted to speak at the proceedings. Prior to the hearing, the hearing officer will meet with the advisor to provide information about the code of conduct and to answer any questions they may have about the proceedings. The hearing officer cannot answer questions about the incident itself or the student's responsibility. The advisor is permitted to meet with the respondent in advance of the hearing and to be present at the hearing and the outcome. The advisor's role is to provide guidance to the respondent with regards to what to ask and how to act, what questions to ask, and how to prepare their case. Advisors are able to share notes with the respondent at the hearing.

SANCTIONS

The following sanctions, among others, may be imposed upon any student found to have violated the Student Code of Conduct:

1. Warning – A written notice to the student that he or she is violating or has violated the Student Code of Conduct;
2. Loss of privileges – Denial or restriction of specified privileges or use of specified facilities for a designated period of time;
3. Fines;
4. Conflict mediation;
5. Restitution – Compensation for loss, damage or injury through the payment of money or through appropriate work requirement related to the offense;
6. Referral to support services/educational programs;
7. Service-work assignments – Service to the University or other related discretionary assignments;
8. Probation – Defined as the middle status between good standing and suspension. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating the Student Code of Conduct during the probationary period;
9. Mandated room reassignment or residential suspension – Behavior merits immediate relocation of the student to another campus residence or removal from the University's residence halls;
10. Living/learning contract – Disciplinary letter placing the student on probation; this letter is signed by the student requiring him/her to satisfy certain sanctions within a period of time;
11. Failing assignment or course grade (in cases of academic dishonesty only) – If the sanction is failure of the course, an "F" will be given and will appear on the transcript, the student will not be allowed to drop the course, even within the drop period. A reason for the "F" will not appear on the student's transcript, except in the case of suspension or expulsion due to academic dishonesty;
12. Persona non grata – Prohibition from a specific or all campus property and/or activities. Violation of a persona non grata sanction may subject the violator to arrest for trespass;
13. Suspension – Removal from classes and other privileges or activities as a student for a designated period of time. Suspension from the University will result in automatic "W" grades in all classes in the semester of the suspension. A suspended individual must turn in campus photo identification, University keys and all other University property at the time the suspension goes into effect and are considered persona non grata. Conditions for readmission may be specified;

14. Expulsion – Permanent removal from classes and other privileges or activities as a student. Expelled individuals must turn in campus card photo ID, University keys and all other University property at the time expulsion goes into effect and are considered persona non grata.

More than one of the above sanctions listed may be imposed for any single violation. Other than University expulsion, disciplinary sanctions shall not be made part of the student's academic transcript but shall become part of the student's permanent record. A student's record is, therefore, subject to review by those authorized to request it, such as transfer higher-education institutions and future employers and in other cases when the student initiates the disclosure.

The following sanctions, among others, may be imposed upon student groups or organizations:

1. "1" through "8" sanctions listed above;
2. Deactivation – Loss of privileges, including University recognition, for a specified period of time.

When a student organization engages in some act of misconduct, the University may take action not only against the student(s) involved, but also against the organization itself.

Standard Sanctions

In recognition that no two circumstances are identical, the following tables provide guideline for sanctions for standard violations. Actual sanctions may vary based on the situation and nature of the infraction.

TABLE 1: STANDARD SANCTIONS (FIRST VIOLATION) *Assumes student is found RESPONSIBLE*

Violation	Hearing Type	Probation	Fine	Warning	Parents Notified	Alcohol.edu	D/A Assessment	No Contact Order	Drug Test	Persona Non Grata	Res Change	Restitution/Comm Svce	Loss of Privileges	Suspension (Housing)	Suspension (University)	Expulsion
Alcohol (Possession of Paraphernalia)	AD	One (1) Semester	\$100*	*	*	X										
Alcohol (Possession, Use)	AD	One (1) Semester	\$250		X	*	*									
Defenestration	AD	One (1) Semester		*							X	*		*		
Drug: Marijuana (Possession, Use)	AD	Two (2) Semesters	\$450		X		X		X					*		
Drug: Marijuana (Sale, Distribution)	CSB		\$450*		X					X				X	X	*
Drug: Other (Possession, Use)	AD/CSB	Two (2) Semesters*	\$450*		X		X		X					X	*	
Drug: Other (Sale, Distribution)	CSB		\$450*		X				X	X				X	X	*
Fire Safety	AD/CSB	One (1) Semester	\$300							*	*	X	*	*	*	
Lying	AD/CSB	One (1) Semester	\$100									*	*			
Noise Violation	AD			X							*					
Guest Policy	AD	One (1) Semester*		*									*			
Pets	AD	One (1) Semester	\$25 p/d											*		
Sexual Assault	CSB				X			X		X			*	X	X	X
Smoking	AD	One (1) Semester	\$50									*				
Theft	AD/CSB	Two (2) Semesters*						*		*		X	*	*	*	X
Unauthorized Access	AD	One (1) Semester	\$50							*	*	*	*			
Vandalism	AD	Two (2) Semesters								*	*	X	*	*		
Violence/ Fighting	AD/CSB	Two (2) Semesters						X		*	*	X	*	*	*	*
Weapons	AD/CSB	Two (2) Semesters*						*		*	*		*	*	*	*

x Recommended sanction, regardless of the severity of the violation and the circumstances surrounding the incident.

* Possible sanction, based on the severity of the violation and the circumstances surrounding the incident.

TABLE 2: STANDARD SANCTIONS (SECOND VIOLATION) *Assumes student is found RESPONSIBLE*

Violation	Hearing Type	Probation	Fine	Warning	Parents Notified	Alcohol.edu	D/A Assessment	No Contact Order	Drug Test	Persona Non Grata	Res Change	Restitution/Comm Svce	Loss of Privileges	Suspension (Housing)	Suspension (University)	Expulsion
Alcohol (Possession of Paraphernalia)	AD	Two (2) Semesters	\$250			X					*	X				
Alcohol (Possession, Use)	AD	Two (2) Semesters	\$350		X	X	X					X		*		
Defenestration	AD	One (1) Semester									X	X		*		
Drug: Marijuana (Possession, Use)	AD				X		X		X		X			X	X	X
Drug: Other (Possession, Use)	CSB				X		X		X		X			X	X	X
Fire Safety	AD	Two (2) Semesters	\$500		X							X		X		
Lying	AD/CSB	Two (2) Semesters	\$200										*	*	*	
Noise Violation	AD	One (1) Semester	\$25								*					
Guest Policy	AD	One (1) Semester									*		X	*		
Pets	AD	One (1) Semester	\$25 p/d								*		X	X		
Smoking	AD	Two (2) Semesters	\$100		X											
Theft	AD/CSB	Two (2) Semesters	\$250					*		*		X	X	X	*	*
Unauthorized Access	AD	One (1) Semester	\$100									X	X	*		
Vandalism	AD	Two (2) Semesters	\$250									X	X	X		
Violence/ Fighting	AD/CSB	Two (2) Semesters						X		*		X	X	X	*	*
Weapons	AD/CSB	Two (2) Semesters						*		*		X	X	X	*	*

x Recommended sanction, regardless of the severity of the violation and the circumstances surrounding the incident.

* Possible sanction, based on the severity of the violation and the circumstances surrounding the incident.

TABLE 3: STANDARD SANCTIONS (THIRD VIOLATION) *Assumes student is found RESPONSIBLE*

Violation	Hearing Type	Probation	Fine	Warning	Parents Notified	Alcohol.edu	D/A Assessment	No Contact Order	Drug Test	Persona Non Grata	Res Change	Restitution/Comm Svce	Loss of Privileges	Suspension (Housing)	Suspension (University)	Expulsion
Alcohol (Possession of Paraphernalia)	AD	Two (2) Semesters	\$350										X	X		
Alcohol (Possession, Use)	AD				X						X			X	X	
Defenestration	AD	One (1) Semester	\$250							X		X	X	X		
Fire Safety	AD														X	
Lying	AD/CSB												X	X	X	
Noise Violation	AD	One (1) Semester	\$50								X		X	X		
Guest Policy	AD	Two (2) Semesters	\$100										X	X		
Smoking	AD	Two (2) Semesters	\$250		X									X	*	
Unauthorized Access	AD	Two (2) Semesters	\$250								X		X	X	*	
Vandalism	AD	Two (2) Semesters	\$500								X	X	X		X	*
Violence/Fighting	CSB							X			X				X	*
Weapons	CSB										X				X	X

x Recommended sanction, regardless of the severity of the violation and the circumstances surrounding the incident.

* Possible sanction, based on the severity of the violation and the circumstances surrounding the incident.

INTERIM SANCTIONS

In certain circumstances, the Dean of Students (or his/her designee) may impose a University or residence-area suspension pending an assessment and/or a hearing before a judicial body. Interim suspension may be imposed to:

1. help ensure the safety and well-being of members of the University community or preservation of University property;
2. help ensure the student's own physical or emotional safety and/or well-being;
3. help prevent disruption or interference with the normal operations of the University.

During interim suspension, students may be denied access to the residence area and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the dean of students (or his/her designee) may determine to be appropriate.

In certain circumstances, the Dean of Students (or his/her designee) may impose an interim residence suspension, mandated room reassignment or other restrictions prior to a hearing before a judicial body.

Whenever interim sanctions are imposed, a hearing convenes at the earliest possible time. The interim sanction(s) may remain in effect until a final decision has been reached, including any appropriate appeals process.

APPEALS

The accused student(s) or the complainant(s) may appeal a decision made by a judicial body. A request for an appeal must be submitted in writing to the Dean of Students (or his/her designee) within two business days (48 hours) of the decision. Generally, the Dean of Students (or his/her designee) will direct an appeal to the supervisor of the hearing officer, who will make a final decision in the case. The Dean of Students will generally hear appeals of residential suspensions; the Vice President for Enrollment, Retention and Student Affairs will hear the appeal of University suspensions or expulsions.

The written request for any appeal must be based upon one or more of the following reasons, which must be specifically specified in the appeal:

1. Violation of University judicial procedures;

2. Misinterpretation of the policies alleged to be violated;
3. New evidence not reasonably available at the time of the hearing;
4. Improper or excessive sanction(s);
5. Decision not supported by a preponderance of evidence.

Upon receipt of the appeal, the appellate body will do one of the following:

1. Accept to hear the case at his/her discretion;
2. Refuse to hear the case for lack of sufficient reason for appeal;
3. Request that another hearing be conducted;
4. Investigate and amend the decision and/or sanction.

Appeals of decisions made by the Campus Standards Committee are handled as follows:

1. The Dean of Students hears appeals of non-academic decisions made by the Campus Standards Committee, except in cases where the Dean is the complainant or a witness in the matter. (In such instances, appeals will go to the Vice President for Enrollment, Retention & Student Affairs);
2. The Provost (or his/her designee) hears appeals of academic decisions made by the Campus Standards Committee.

In appeals by the accused involving claims of improper or excessive sanctions, decisions following appeal cannot result in more severe sanctions for the accused student. Review of the audio transcript or other supporting materials will be available to the appellate officer at his/her request. The decision and sanction(s) resulting from any appeal will be sent to the respondent, complainant, president of the University and/or persons and offices notified of the original sanction(s).

The University of the Arts reserves the right to change and/or add to the policies, procedures and programs described in the student handbook and will make reasonable efforts to inform students of such changes and/or additions as they become necessary.

SECTION 9

GUIDE TO PHILADELPHIA

AIRLINES

Philadelphia International Airport Information, 215-937-6800
American Airlines, 800-433-7300
Continental Airlines, 800-523-3273
Delta Airlines, 800-221-1212
Southwest Airlines, 800-435-9792
United Airlines, 800-241-6522
US Air, 800-428-4322

ART SUPPLY STORES

Blick, 1330 Chestnut Street, 215-545-3214
Pearl, 417 South Street, 215-238-1900
Utrecht, 301 S. Broad St., 215-546-7798

ATM/MAC LOCATIONS

Furness Hall Lobby
Broad & Walnut Sts.
13th & Walnut Sts.
Broad & Locust Sts.
15th & Locust Sts.
16th & Locust Sts.
18th & Spruce Sts.
9th & South Sts.
2nd & South Sts.
2nd & Pine Sts.

BANKS

TD Bank North, 17th & Walnut 888-751-9000
Wachovia, 123 S. Broad St., 215-985-8237
PNC Bank, 230 South Broad St., 215-772-2010
Citizens, 1417 Walnut St., 215-561-1438

BOOKSTORES

The UArts Bookstore, 307 South 13th St., 215-875-0373
Barnes & Noble, 18th & Walnut Sts., 215-665-0716
Borders, 1 South Broad St., 215-568-7400
Joseph Fox, 1724 Sansom St., 215-563-4184
The Book Trader, 7 N. 2nd St., 215-925-0517
UPenn Bookstore, 3601 Walnut St., 215-898-7595

COFFEE SHOPS

Mean Bean Co., 1112 Locust St., 215-925-2010
Last Drop, 1300 Pine St., 215-893-9262
Starbucks, Broad & Pine Sts.; 15th & Latimer Sts.; 1528 Walnut St.
Xando/Cosi, 235 S. 15th St.; 1720 Walnut St.
Passero's, 230 S. Broad St., 215-546-2515

HEALTH CARE SERVICES

Jefferson Family Medicine

833 Chestnut Street, Suite 301, 215-955-7190. After office hours, call the same number and ask to speak to the "on-call doctor."

Birth Control, Pregnancy and Family Planning

Planned Parenthood, 1144 Locust Street, 215-351-5550
Jefferson Family Medicine, see above
Elizabeth Blackwell Center, 1124 Walnut St., 215-923-7577
CHOICE hotline, 215-923-7577, www.choice-phila.org

Sexually Transmitted Diseases

Jefferson Family Medicine, see above

The Mazzoni Center, 809 Locust St., 215-563-0652

Circle of Care, Free HIV testing, 260 S. Broad St., Suite 1000, 215-985-6837

Substance Abuse

Horizon House, 120 S. 30th Street, 215-386-3838

Diagnostic & Rehabilitation Center, 229 Arch St., 215-625-8000

Alcoholics Anonymous, 1218 Chestnut St., Suite 1004, 215-574-6900

Narcotics Anonymous, 215-440-8400

Mental Health

Hall Mercer, 245 South 8th St., 215-829-5433

Suicide and Crisis Intervention Line, 215-686-4420

Eating Disorders

The Renfrew Center, 475 Spring Lane, 215-482-5353

American Anorexia/Bulimia Association of Philadelphia, 215-221-1864

Philadelphia Department of Public Health

District #1, Broad & Lombard Sts., 215-875-6570

Dental

Penn Dental, 34th & Walnut Sts., 215-573-8400

Temple University Dental School, 1801 N. Broad St., 215-707-2900

Dr. L. Parrish & Dr. J. Jasionowicz (emergency dentistry), 225 South 17th St.,
Suite 1401, 215-545-5455, emergencydentist247.com

Philadelphia County Dental Referral Service, 215-925-6050

Lesbian, Gay, Bisexual, Transgender Resources

The Mazzoni Center, 809 Locust St., 215-563-0652

The William Way Community Center, 1315 Spruce St., 215-772-2220

Philadelphia Lesbian and Gay Taskforce, 1616 Walnut St., 215-772-2000

Resource/Hotlines

Community AIDS hotline, 215-985-AIDS

Toll-free AIDS hotline 1-800-590-2439

Suicide Hotline, 215-686-4420

Women Organized Against Rape, 215-985-3315 or 215-985-3333 (24 hour)

Domestic Violence Hotline, 1-800-799-7233

Department of Public Welfare, 1-800-692-7462

MALLS

The Gallery, 901 Market St., 215-625-4962

Liberty Place, 1625 Chestnut St., 215-851-9055

MARKETS / PHARMACIES

L & M Food Market, 1206 South St., 215-731-1963

Spruce Market, 1523 Spruce St., 215-735-3382

Whole Foods, 10th & South Sts., 215-733-9788

CVS, 15th & Spruce Sts. 215-790-3290

Rite Aid, 215 South Broad St., 215-735-3593

MOVIE THEATERS

Ritz at the Bourse, 4th & Ranstead Sts., 215-925-7900

Ritz Five*, 214 Walnut St., 215-925-7900

UA Riverview, 1400 S. Columbus Blvd., 215-755-2219

The Bridge, 40th & Walnut Sts., 215-386-7971

*Student discounts with UARTS I.D. card

MUSEUMS

Academy of Natural Sciences, Benjamin Franklin Parkway at 19th St, 215-299-1000
Fabric Workshop and Museum, 1222 Arch St., 215-568-1111
Masonic Temple, 1 N. Broad St., 215-988-1900
Mutter Museum, 19 S. Broad St., 215-563-3737
Philadelphia Museum of Art, Benjamin Franklin Parkway at 26th St., 215-763-8100
(admission is free with valid UArts student ID)
Pennsylvania Academy of Fine Arts, 118 N. Broad St., 215-972-7600
Rodin Museum, Benjamin Franklin Parkway at 22nd St., 215-568-6026
Rosenbach Museum and Library, 2008 Delancey Pl., 215-732-1600
The Franklin, 222 N. 20th St., 215-448-1200
The Mummers Museum, 11.00 S. 2nd St., 215-336-3050

NEIGHBORHOOD RESTAURANTS

Italian Bistro, 211 South Broad St., 215-731-0700
Applebee's, 215 South 15th St., 215-772-2791
Domino's Pizza, 716 South St., 215-592-8534
Irish Pub, 1123 Walnut St., 215-925-3311
Mandarin Garden, 1736 Chestnut St., 215-564-4845
Moriarty's, 1116 Walnut St., 215-627-7676
More Than Just Ice Cream, 1119 Locust St., 215-574-0586
Society Hill Pizza, 1410 South St., 215-545-4747
The Bean Cafe, 615 South St., 215-629-2250
Subway, 106 S. 16th St., 215-561-1481
Paolo's Pizza, 1336 Pine St., 215-545-2482
McDonalds, 1706 Walnut St., 215-545-9574
Wendy's, 42 S. 15th St., 215-569-4087
Wok and Tofu, 1034 Spruce St., 215-925-1706
For more local info, visit <http://citypaper.net>

POST OFFICES

Broad & Chestnut Sts.
20th & Chestnut Sts.
13th & Market Sts.
Penn Center/Suburban Station, 16th & JFK Blvd

PUBLIC TRANSPORTATION

Train Stations

Suburban Station, 16th & JFK Blvd.
Market East Station, 12th & Market Sts.
30th Street Station, 30th & Market Sts.

Subway Travel

Market-Frankford (the blue line) travels east-west
Broad St. Line (the orange line) travels north-south

Transportation Telephone Numbers

Amtrak Trains, 215-824-1600
Greyhound Bus, 215-231-2222
PATCO, 856-772-6900
Philly Phlash, 215-4-PHLASH (downtown loop)
SEPTA, 215-580-7800

TAXICAB SERVICES

Academy Cab, 215-333-3333
City Cab, 215-492-6500
Olde City Taxi, 215-338-0838
Quaker City Cab, 215-728-8000

THEATERS

Academy of Music, Broad & Locust Sts., 215-893-1935
Arts Bank, Broad & South Sts., 215-545-0590
Forrest Theater, 11th & Walnut Sts., 215-923-1515
Kimmel Center, 260 S. Broad St., 215-790-5800
Merriam Theater, 250 S. Broad St., 215-732-5446
Walnut St. Theater, 8th & Walnut Sts., 215-574-3550
Wilma Theater, Broad & Spruce Sts., 215-546-7824

VIDEO RENTALS

Beaux Art Videos, 1000 Spruce St., 215-923-1714
Spruce Street Video, 252 S. 12th St., 215-985-2955
TLA Video, 1520 Locust St., 215-735-7887
West Coast Video, 212 S. 15th St., 215-985-3600

RELIGIOUS ORGANIZATIONS

Baptist

First Baptist Church, 123 S. 17th St.
New Central Baptist Church, 2139 Lombard St.

Catholic

St. John the Evangelist, 21 S. 13th St.
St. Patrick's, 242 S. 20th St

Episcopal

Church of the Holy Trinity, 1904 Walnut St.
St Mark's Church, 1625 Locust St.

Greek Orthodox

St. George Greek Orthodox Church, 256 South 8th St.

Latter Day Saints

Church of Jesus Christ of the Latter Day Saints, 3913 Chestnut St.

Lutheran

Church of the Holy Communion, 2110 Chestnut St.

Methodist

Arch Street United Methodist Church, Broad & Arch Sts.

Presbyterian

Tenth Presbyterian Church, 17th & Spruce Sts.

Unitarian

First Unitarian Church, 2125 Chestnut St.

Hindu

Samarpan Hindu Temple, 6515 Bustleton Ave.

Islamic

Muhammads Mosque of Islam No. 12, 2508 N. Broad St.

United Muslim Movement, 810 S. 15th St.

Jewish

Philadelphia-Area Students
Multi Campus Philly Hillel, <http://phillyhillel.org/>
Traditional Egalitarian
Gershman Y Congregation, 401 S. Broad St.
Conservative
Beth Zion Beth Israel Temple, 18th & Spruce Sts.
Reform

Union for Reform Judaism, 1511 Walnut St.

Orthodox

Lubavitch House, 754 S. 9th St.

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