



2020 – 2021

**STUDENT
HANDBOOK**

Property of: _____

Address: _____

Phone #: _____

E-mail: _____

In case of emergency, please notify:

_____	_____
Name	Phone #

The information in this book was the best available at press time. Policies and procedures are subject to change.

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GENERAL INFORMATION

University Mission

University of the Sciences prepares students to become leaders, innovators, and skilled practitioners in the sciences, the health professions, and related disciplines. We deliver excellence in teaching, research, and service through a safe and supportive environment in which our students live, learn, and succeed.

University Vision

University of the Sciences will be recognized as a leader of science and healthcare education and research. We provide interdisciplinary, collaborative educational experiences and global opportunities that inspire our graduates, faculty, and staff to promote positive change. Graduates will be pursued because they are compassionate healthcare providers, critical thinkers, and diplomats of change, effecting innovative transformation for the betterment of society.

University Values

- We champion innovation in inter-professional education, teaching, and research.
- We embrace scholarship, developing technology, and life-long learning.
- We foster entrepreneurship, professionalism, and collaboration, building upon our proud legacy as the first pharmacy school in the country.
- We cultivate respect, diversity, citizenship, civility, and inclusiveness.
- We pursue quality, integrity and sustainability in all aspects of university life.
- We engage our community and contribute to its vitality.

A Brief History of University of the Sciences

Two hundred years ago, in 1821, the proud legacy of University of the Sciences began when 68 Philadelphia apothecaries met in Carpenters' Hall to establish improved scientific standards and to train more competent apprentices and students. These visionaries sought to enhance their vocation, as well as protect public welfare. A year later, they organized and incorporated the Philadelphia College of Pharmacy (PCP), the first college of pharmacy in the nation.

As the college began to grow in enrollment, curriculum, and stature, matriculation became coeducational in 1876 and curriculum expanded beyond pharmacy to include bacteriology, biology and chemistry. In 1921, the institution became Philadelphia College of Pharmacy and Science, granting baccalaureate degree, master's and doctorate degrees.

As the world of science advanced through the decades, the college expanded its curriculum. The college also enhanced the role of the humanities and social sciences in its science-based curricula. In February 1997 the institution gained university status from the Commonwealth of Pennsylvania. In recognition of the broad spectrum of new health and science programs introduced by the institution, the college changed its name to

reflect the broader range of academic opportunities offered to its students. On July 1, 1998, Philadelphia College of Pharmacy and Science unveiled its new identity as University of the Sciences in Philadelphia.

Today, the University continues to build on the founders' esteemed reputation and is now home to over 30 degree-granting programs from bachelor's through doctoral degrees and three colleges: Philadelphia College of Pharmacy; Misher College of Arts and Sciences; and Samson College of Health Sciences. In 2020-21, the University celebrates its Bicentennial with a celebration of the past, present and future of USciences.

A Lasting Legacy

In the course of its nearly two centuries of existence, the University has launched the careers of many innovative and pioneering individuals in the field of health care, including the founders of six of the world's leading pharmaceutical companies. Alumni have also made significant contributions in fields beyond pharmacy, from pioneering the use of X-rays (Martin Wilbert, Pharmacy – 1890) to motor oil additives (Vincent J. Cease, Pharmacy – 1956) to rechargeable batteries (Paul J. Nigrey, Chemistry – 1970). Numerous modern-era alumni have made contributions in nearly every aspect of pharmacy, science, and health sciences.

The legacy of achievement in the healthcare and science fields is evident in the accomplishments of current students and recent alumni who continue to showcase their many talents and demonstrate they are proven everywhere they go.

Student Affairs

Mission Statement and Goals

The Division of Student Affairs contributes to the mission of the University through the development of students as leaders, innovators, and practitioners through quality student-centered programming and services that support their emotional, intellectual, personal, and ethical growth.

To accomplish its mission, Student Affairs focuses on programs and services to:

- Support the student in scholarly pursuits and the pursuit of career and personal aspirations
- Enhance student learning
- Promote student development
- Promote a shared sense of community
- Facilitate the development of life skills
- Create and maintain a support network that includes partnerships among faculty, administration, and staff
- Engage students in opportunities for productive citizenship
- Promote the health and well-being of students
- Encourage an environment that is inclusive and respectful of individual differences
- Develop a viable organization that is responsive to the needs of students and proactive in its preparation of students for the future

UNIVERSITY POLICIES

Policies on Alcohol and Other Drugs

Alcohol Use Policy

The goal of the Alcohol Use policy at University of the Sciences is to foster alcohol awareness and responsible drinking practices, for students who choose to drink, and to promote the health and safety of the faculty, staff, and students. With the growing problems of alcohol and drug abuse in our society the University seeks to encourage a campus social life that does not emphasize the role of alcoholic beverages in either private or group activities. This policy allows those of legal age an opportunity to develop responsible behaviors for the use of alcohol.

1. The possession and consumption of alcoholic beverages on the University campus and at University-related events off campus are regulated by the laws of the Commonwealth of Pennsylvania. These laws make it unlawful for persons under 21 years of age to purchase, attempt to purchase, consume, possess, or transport any alcoholic beverages. It is also unlawful to serve, sell, or furnish alcoholic beverages to persons under 21 years of age.
2. Any University-related organization or student(s) holding a function on or off campus will be subject to the following guidelines:
 - a. If alcohol is to be served, the host's supervisor or advisor must be notified in writing in advance of the event. At this time, a process to screen minors must be described, and an individual must be designated to be responsible for compliance with the policy.
 - b. If alcohol is to be served and underage persons may be present, a process must be in place to screen minors. During the social function while alcoholic beverages are available, the sponsor or the designee must be in attendance and must observe the area where alcoholic beverages are served and prohibit underage persons from obtaining alcoholic beverages.
 - c. If alcohol is to be served, food and nonalcoholic beverages must also be available in a prominent place and in adequate amounts. Alcoholic beverages must be clearly labeled as such.
 - d. Grain alcohol and alcohol that is more than 150 proof or 75% alcohol by volume is hereby prohibited.
 - e. Visibly intoxicated persons must not be served alcohol.
 - f. Advertising to members of the University campus for any social functions or campus events must not refer to the availability of alcoholic beverages, either specifically or in code. "Advertising" defined here includes flyers and posters as well as all social media announcements, email, and text.
 - g. No student government funds may be used to purchase or supply alcohol.
3. Alcoholic beverages are prohibited at all times in the residence halls. Violations will be subject to student conduct procedures as outlined in the Residence Life Handbook.
4. Consumption of alcoholic beverages is prohibited in public areas of the campus, except under special circumstances with approval of the President.
5. Violations of this policy may be adjudicated through the Student Conduct Process.

Drug-Free Environment Policy

Recognizing the wide variety of health risks associated with the use of alcohol and other drugs, the University is committed to maintaining a drug-free environment for its employees and students. Because of our special responsibility as an educator in health sciences, we have implemented a campus-wide program to increase awareness concerning alcohol and substance abuse. The Alcohol Use Policy provides information on the regulated, legal use of alcohol for University organizations. The Substance Abuse Policy provides information on available counseling, rehabilitation, and assistance programs for those experiencing problems with alcohol or other drugs.

The University prohibits the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance on the University campus. Controlled substances may be appropriately used in a supervised classroom or research setting. Federal law requires compliance with this policy to maintain a person's status with the University. The law also requires that the institution be notified of any criminal drug statute conviction for a violation occurring in the workplace and/or a University-sponsored clerkship or traineeship site. Students must notify the Dean of Students and their college dean within five days of any such conviction.

Anyone so convicted must participate satisfactorily in an approved drug abuse assistance or rehabilitation program to resume his or her status with the institution. The University's Student Conduct Policy and Substance Abuse Policy outline additional information and requirements for disclosure and continued enrollment or employment.

In addition to any legal sanctions imposed in conjunction with the unlawful use of alcohol or controlled substances, violations of this policy will also be subject to appropriate internal action whether remedial, rehabilitative, and/or disciplinary. If the offender is an employee, the appropriate action will be determined by the Supervisor and the Director of Human Resources. If the offender is a student, the case will be referred to the Dean of Students and/or the Office of Student Conduct for resolution.

Drug Screen Policy

Students who are required to participate in experiential education as part of their academic program may be required to complete a drug screen and provide documentation of a negative drug screen as a condition of participation in experiential learning. Students must sign a release to have this information reported to the assigned experiential learning site and the University. The type of drug screen required may vary dependent upon each experiential site; therefore students should coordinate with their respective college's experiential learning coordinator for more detailed information.

Students who have a positive drug screen or fail to comply with this policy may not be able to complete their experiential learning assignment. Students who test positive for drugs or fail to comply with this policy are responsible for any additional costs or delays in their experiential education that may result; this may include delayed progression in their program, a delay in graduation, and/or the inability to successfully complete their program. Any student who has a positive drug screen will be referred to the University [Substance Use Disorder Policy](#).

Safe and Drug-Free School Act Policy

The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires that the university adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students. This document is being published to comply with the provisions of this act.

This document outlines the following:

1. The University's standards of student conduct pertaining to use of alcohol and illicit drugs and the range of sanctions imposed for violations of these standards of student conduct.
2. Selected local, state and federal laws regulating alcohol and illicit drugs.
3. Rehabilitation and counseling policies.
4. Health risks associated with the use of illicit drugs and tobacco.

Please note, this document not contain all applicable information and is not intended to be inclusive of all laws and health risks. The USciences Student Handbook contain full copies of all university policies pertaining to alcohol and other drug use and abuse. The Student Handbook is available online at: <https://www.usciences.edu/student-life/student-handbook.html>.

Introduction

Recognizing the wide variety of health risks associated with the use of alcohol and other drugs, University of the Sciences is committed to maintaining a drug-free environment for its students. Because of our special responsibility as an educator in health sciences, we have implemented campus-wide programs and policies to increase awareness concerning alcohol and substance abuse. The **Drug-Free Environment Policy** provides information on the use of controlled substances. The **Alcohol Use Policy** provides information on the regulated, legal use of alcohol for University organizations. The **Medical Amnesty Policy** provides information on sanctions involved in emergencies when alcohol or other drugs may be involved. The **Substance Use Disorder Policy** provides information on available counseling, rehabilitation, and assistance programs for those experiencing problems with alcohol or other drugs.

Controlled Substances

(See: [Drug-Free Environment Policy](#))

1. The University prohibits the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance on the University campus. Controlled substances may be appropriately used in a supervised classroom or research setting.
2. Federal law requires compliance with this policy to maintain a person's status with the University. The law also requires that the institution be notified of any criminal drug statute conviction for a violation occurring in the workplace and/or a University-sponsored clerkship or traineeship site. Students must notify the Dean of Students and their college dean within five days of any such conviction.
3. Anyone so convicted must participate satisfactorily in an approved drug abuse assistance or rehabilitation program to resume his or her status with the institution. The University's Student Conduct Policy and Substance Use Disorder Policy outline additional information and requirements for disclosure and continued enrollment.
4. In addition to any legal sanctions imposed in conjunction with the unlawful use of alcohol or controlled substances, violations of this policy will also be subject to appropriate internal action whether remedial, rehabilitative, and/or disciplinary. The case will be referred to the Dean of Students and/or the Office of Student Conduct for resolution.

Alcohol Use

(See: [Alcohol Use Policy](#))

The goal of the alcohol use policy at USciences is to foster alcohol awareness and responsible drinking practices and to promote the health and safety of the faculty, staff and students. With the growing problems of alcohol and drug abuse in our society, the University seeks to encourage a campus social life which does not emphasize the role of alcoholic beverages in either private or group activities. This policy would allow those of legal age an opportunity to develop rational habits for the use of alcohol.

1. Alcoholic beverages are prohibited at all times in the residence halls. Violations will be subject to student conduct procedures as outlined in the Residence Life Handbook.
2. Consumption of alcoholic beverages is prohibited in public areas of the campus, except under special circumstances with approval of the President.
3. The possession and consumption of alcoholic beverages on the USciences campus and at University related events off campus is regulated by the laws of the Commonwealth of Pennsylvania. These laws make it unlawful for persons under 21 to purchase, attempt to purchase, consume, possess or transport any alcoholic beverages. It is also unlawful to serve, sell or furnish alcoholic beverages to persons under 21.
4. Any University-related organization or student(s) holding a function on or off campus will be subject to the following guidelines:
 - a. If alcohol is to be served, the host's supervisor or advisor must be notified in writing in advance of the event. At this time, a process to screen minors must be described, and an individual must be designated to be responsible for compliance with the policy.
 - b. If alcohol is to be served and underage persons may be present, a process must be in place to screen minors. During the social function while alcoholic beverages are available, the sponsor or the designee must be in attendance and must observe the area where alcoholic beverages are served and prohibit underage persons from obtaining alcoholic beverages.
 - c. If alcohol is to be served, food and nonalcoholic beverages must also be available in a prominent place and in adequate amounts. Alcoholic beverages must be clearly labeled as such.
 - d. Grain alcohol and alcohol that is more than 150 proof or 75% alcohol by volume is hereby prohibited.

Medical Amnesty

(See: [Medical Amnesty Policy](#))

The University of the Sciences is committed to ensuring our students' health, safety, and well-being. To that end, the University seeks to reduce barriers for students who may need to seek emergency assistance for themselves or other students when alcohol or other drugs may be involved.

1. Any student who actively seeks to contact a member of the University Staff or certified emergency medical personnel for a medical emergency where their or another person's health or safety may be in jeopardy will not be referred to the Office of Student Conduct as it relates to alcohol or other drugs.
2. Recognized University organizations, student groups, or students that may be hosting or sponsoring an event who actively seek to contact a member of the University Staff or certified emergency medical personnel for a medical emergency where a member or guest of that organization has their health or safety in jeopardy will not be referred to the Office of Student Conduct as it relates to alcohol or other drugs.

While individuals who invoke the medical amnesty policy for themselves or other fellow students will not be referred to the Office of Student Conduct as it relates to alcohol or other drugs, individuals may be required, depending on the circumstances, to complete educational and/or health requirements as deemed necessary by the Office of the Dean of Students. These educational and/or health requirements may include, but are not limited to, an on-line or in-person

educational program, a substance abuse evaluation, independent treatment as warranted, and/or appropriate follow-up with Student Health and Counseling (SHAC). Students who fail to complete required programs will be charged with an alleged violation of the Code of Student Conduct.

Standards of Student Conduct Pertaining to the Use of Alcohol and Illicit Drugs & Sanctions imposed for violations of these standards of student conduct.

The Student Handbook contains a list of prohibited behaviors that apply to all students, whether undergraduate, graduate, doctoral, or professional.

- Alcohol. Regardless of a student's age, the possession, consumption, distribution, or sale of alcohol or paraphernalia in any University property is prohibited unless approved by the University President or designee. Additionally, underage drinking and/or public intoxication is prohibited both on and off campus. Students are accountable for being in the presence of unauthorized alcohol on campus. (See Alcohol Use Policy for further information).
- Drugs: a. Possession/Consumption. Possession or consumption of illegal drugs or other controlled substances for a nonmedical purpose; b. Sales/Distribution. The manufacturing, sale, distribution, or offer of transfer of illegal drugs and/or other controlled substance; c. Drug Paraphernalia. Possession or use of drug paraphernalia; d. Inappropriate Care. Inappropriately providing care, dispensing or prescribing medicine without the proper supervision, authority, or license.

A level system is used to classify alcohol and drug violations. The Director of Student Conduct (or designee) will tentatively determine the applicable level prior to the commencement of any hearing. This tentatively determined level may change based on the information presented during the hearing process and will be affirmed prior to sanctioning if the student is found responsible or accepts responsibility for the violation(s).

There are three levels for alcohol and drug violations. In general, Level 1 violations are those which represent 'low risk use' and are considered minor in nature, whereas Level 3 violations are of a more serious nature and represent 'severe risk use'. Levels are selected based on a number of factors, including, but not limited to: the nature and seriousness of the offense, the age of the student, impact on the community, and previous conduct history of the student.

In addition to the sanctions listed above, a student may be required to participate in online and/or group workshops, complete a Substance Abuse Evaluation, and may be referred to the Dean of Students for the initiation of the Substance Use Disorder.

Selected Local, State and Federal Regulations

Controlled Substances

1. The Controlled Substance, Drug, Device and Cosmetic Act (PA Act 64) prohibits the manufacture, distribution, sale or acquisition of controlled substances by misrepresentation or forgery as well as the knowing possession of controlled substances unlawfully acquired except in accordance with the Act. Penalties for first time offenders of the Act range from one year imprisonment, \$5,000 fine or both to fifteen years or \$250,000 fine or both.

A person eighteen years of age or older who is convicted of delivering a controlled substance to a minor shall be sentenced to up to 90 days in prison. If the delivery or possession with intent to deliver the controlled substance occurs within 1,000 feet of a school, the minimum sentence is at least two years in prison.

2. The Pharmacy Act of 1961, 63 PA CSA 390-8; makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation, subterfuge, or by forgery or by alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine or both.
3. The Pennsylvania Motor Vehicle Code 75 PA CSA 3101 et seq., prohibits driving under the influence of alcohol or a controlled substance, or both. A person convicted of this offense will be sentenced a maximum of six months and a \$300 fine for a first offense.
4. Federal Drug Laws: The Controlled Substances Act, 21 USC 801 et seq., are similar to the PA Act. Schedules of controlled substances are established and it is unlawful to knowingly or intentionally to manufacture, distribute, dispense, or possess with the intent to distribute or dispense a controlled substance. Penalties range from life in prison and a fine up to \$4,000,000 or both for possession of a large quantity of controlled substances to one year in prison and a fine up to \$5,000 for simple possession. Distribution to a minor by a person eighteen years or older carries double and triple the penalty. Double penalties also apply to the distribution or manufacture of controlled substances within 1,000 feet of a school.

Medical Cannabis

Although the Commonwealth of Pennsylvania permits the possession and controlled use of medical marijuana, the federal government classifies marijuana as a Schedule I drug under the Controlled Substances Act. The Controlled Substances Act prohibits the use, possession, cultivation, or sale of marijuana, even for medical purposes.

As a recipient of federal funding, USciences is subject to the Controlled Substances Act, and must also comply with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, which require USciences to maintain a drug-free campus and workplace. Therefore, the use and/or possession of marijuana is prohibited on any University property or at any University sponsored programs/events. Students who violate the University alcohol and drug policies will be held accountable through the student conduct process and will be subject to disciplinary sanctions.

Additional requirements, related to the use of controlled substances, exist for students who are considering pursuing certain healthcare related careers and professional programs. As an example, students who wish to participate in clinical education coursework, must submit a criminal background check annually. These students should be aware that a positive criminal background check could lead to an inability to participate with field experience sites, not graduating on time, dismissal from the program, and/or an inability to become licensed in some healthcare or healthcare related professions. Students in these programs may also be subject to drug testing based upon the employment policies of the clinical facilities. Students who have a positive drug screen or fail to comply with this policy may not be able to complete their experiential learning assignment. Please see the Drug Screen Policy for further details.

Alcohol

The PA Liquor Code, 47 PA CSA 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth of Pennsylvania. The Code as well as portions

of the PA Crimes Code, 18 PA, CSA 6307 et seq., provide for the following:

1. It is a summary offense for a person under the age of 21 to attempt to purchase, consume, possess of knowingly and intentionally transport any liquor or malt brewed beverages. It is a crime for any person under 21 years of age to possess an identification card falsely identifying that a person under 21 years of age is 21 years of age or older or to attempt to purchase alcoholic or malt or brewed beverages by using a false identification card. It is also a crime to misrepresent one's age knowingly and falsely to obtain a liquor or malt or brewed beverages. It is also a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. It is also a crime to hire, request or induce any minor to purchase from an unlicensed source any liquor, malt or brewed alcoholic beverage. A first offense will result in a 90-day suspension of driving privileges and a fine up to \$500. A second offense will result in a fine up to \$1,000 and a one-year suspension of driving privileges.
2. It is a crime to intentionally and knowingly sell or purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor. It is also a crime to intentionally, knowingly, or recklessly manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. The minimum fine is \$1,000 for a first offense and \$2,500 for subsequent violations.

Rehabilitation and Counseling

Substance Use Disorder Policy

(See: [Substance Use Disorder Policy](#))

The Substance Use Disorder policy reflects the institution's concern about any member of the University family who may be experiencing a problem with alcohol and/or drug abuse (referred to hereafter as substance abuse). The aim of the policy is to encourage and support the recovery of all impaired members of the University community. The Substance Use Disorder Policy is initiated by the Dean of Students in conjunction with the college dean. The Dean of Students will assist the student in obtaining an evaluation from an independent clinical expert and coordinating any recommended aftercare program. The Dean of Students receives the evaluation as well as recommendations for treatment and aftercare services for policy participants and coordinates the treatment component of the policy. Clinical decisions regarding the diagnosis and treatment are made by external experts.

1. The University recognizes that dependence upon any psychoactive substance is a debilitating condition, which requires medical, psychological and social assistance.
2. The University will support the continued enrollment of any impaired person provided he
3. or she agrees to undergo evaluation and, when necessary, treatment for a substance use disorder. In the event treatment is recommended, the impaired person will:
 - a. Enter a treatment program without delay;
 - b. Complete the treatment program;
 - c. Participate in an aftercare program.
4. The University will not support continued enrollment of anyone found responsible or guilty through conduct action or legal prosecution of:
 - a. Illegal possession of controlled substances with intent to divert or distribute.
 - b. Stealing controlled substances.

Students in need of confidential counseling can utilize the following resources:

Student Counseling	215-596-8536	Alcoholics	215-923-7900
Student Health	215-596-8980	Anonymous	
Livengrin	215-638-5200	Narcotics	215-440-8400
Princeton House	800-242-2550	Anonymous	
		Rehab After Work	215-546-2200

Health Risks of Drug and Alcohol Use

<u>Classification</u>	Examples	Effects
Alcohol	beer, wine liquor	delirium, depression, breakdown of inhibitions, impairment of judgement and coordination, hallucinations, nausea, unconsciousness, obesity, brain and liver damage, ulcers
Amphetamines	Dexedrine, Biphphetamine, Benzedrine, Methedrine	euphoria, decreased, appetite, rapid speech, convulsions, stomach disorders, skin disorders, insomnia, delusions, psychosis
Anabolic Steroids	Synthetic testosterone, body building drugs	mood elevation of depression, liver damage, increase or decrease in sex drive, retention of sodium and fluids, high blood pressure, jaundice
Barbiturates	Amytal, Chloral Hydrate, Doriden, Nembutal, Phenobarbitol	euphoria, decreased alertness, impaired coordination, confusion, irritability, drowsiness, slurred speech
Caffeine	coffee, cola, No-Doz, tea	increased alertness, insomnia, restlessness, upset stomach, irritability
Cannabis	marijuana, hashish, Tetrahydrocannabinol (THC)	laziness, nervousness, bronchitis; mood changes; clumsiness and confusion; bloodshot eyes; sore throat; increased heart rate; problems with memory, concentration, and learning
Cocaine	Coke, Crack, Snow	confusion, chronic insomnia, paranoia, violence, increased blood pressure and heart rate, headaches, feeling of things crawling under the skin, damage to nasal septum when snorting, depression, convulsions
Ecstasy (Actual class is a combination stimulant and mild hallucinogen)	MDMA, MDA, X, E, Methyldioxymethamphetamine	MDMA generally produces a relaxed and euphoric state. However, it has been shown to damage, kill or deplete serotonin in the brain, which can result in depression. Short-term effects include heightened energy levels, muscle pain, and impaired sexual performance.
GHB, GLB, Gamma-butyrolactone, butyrolactone gamma, butyrolactone	GHB, GLB, Blue Nitro, Revivarant, Serenity 2, Gamma G, GHRE, Thunder Weight Belt Cleaner	Promoted for weight loss, to induce relaxation and sleep; to help muscles recover. Causes nausea, vomiting, headaches, irritation of mucus membranes in the body, slow breathing, slow heart rate, abrupt unconsciousness or coma and respiratory distress, seizures, death. Increases risk for personal injury, sexual assault, and general assault.
Hallucinogens	LSD, PCP, DMT, Mescaline, Psilocybin	panic, anxiety, exhaustion, psychosis, increased energy
Inhalants	glue paint thinner, model cement, spot remover, hair spray, cleaning fluids, correction fluid, lighter fluid, laughing gas	dizziness and clumsiness, confusion, headaches, violence, unconsciousness, hypersensitivity, rapid heartbeat, reduced muscle reflex control
Narcotics	Opium, Morphine, Codeine, Heroin, Hydromorphone, Meperidine (Pethidine), Methadone	euphoria, nausea, constricted pupils, respiratory depression
Tobacco, Nicotine	cigarettes, snuff, pipe tobacco, e-cigarettes, juul, hookah	constriction of blood vessels; dizziness; increase in pulse, heart rate, and blood pressure; dry mouth

		and throat; cancer of the lungs, esophagus, throat, cheek, lips, mouth, trachea, larynx, and nasal cavity, arteriosclerosis
Tranquilizers	Equanil, Librium, Thorazine	drowsiness, blurred vision, jaundice, dizziness, blood cell destruction, suppression of aggression, coma

Tobacco Use Policy

The University is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campus. This policy outlines the prohibition of all tobacco products on all campus property, in owned or leased and operated buildings, recreation areas, and outdoors, as well as, the enforcement procedures.

1. Consistent with a tobacco-free University and in support of Philadelphia law number 050063-A, the sale and use of all tobacco products is prohibited on campus property, indoors and outdoors.
2. The University prohibits the smoking or carrying of lighted tobacco products in all indoor facilities, including interior connections to buildings, covered walkways, all building stairwells, hallways, fire escapes, parking structures, University owned vehicles, indoor or outdoor athletic events, and during all University-sponsored indoor or outdoor events.
3. The use of all tobacco products is prohibited on University property owned or leased, in operated buildings, recreation areas, and outdoors. Individuals who use tobacco and travel off-campus are encouraged to be a Good Neighbor and must maintain a distance of at least 20 feet from any building entrance or window as indicated by Philadelphia law.
4. Community members will hold each other accountable for compliance with the policy and will share the responsibility for adhering to and enforcing the policy. Concerns should be brought to the attention of the individuals responsible for the university facility or area in question, appropriate supervisor, or other University officials. Additionally Public Safety personnel patrolling the campus will instruct individuals to adhere to the tobacco-free policy and respond to any complaints regarding the policy. Individuals who refuse to cooperate with the Public Safety Officer's directive will be asked to provide their names and show identification. The Public Safety Officer will file a report and issue fines as may be defined by the Cabinet or designee. If the individual is an employee or student at USciences, a copy will be forwarded to Human Resources or to the Student Conduct Office, whichever is appropriate.
 - a. Students who are in violation of the tobacco-free policy may be referred to the Student Conduct Office. Students documented for a violation will go through the [Student Conduct process](#).

For additional information and resources, please visit: <http://www.usciences.edu/tobacco-free/>.

Substance Use Disorder Policy

This policy reflects the institution's concern about any member of the University family who may be experiencing a problem with alcohol and/or drug abuse (referred to hereafter as substance abuse). The aim of the policy is to encourage and support the recovery of all impaired members of the University community. The Substance Use Disorder Policy is initiated by the Dean of Students in conjunction with the college dean. The Dean of Students will assist the student in obtaining an evaluation from an independent clinical expert and coordinating any recommended aftercare program. The Dean of Students receives the evaluation as well as recommendations for treatment and aftercare services for policy participants and coordinates the treatment component of the policy. Clinical decisions regarding the diagnosis and treatment are made by external experts. Questions concerning the Substance Use Disorder Policy should be directed to the Dean of Students at 215.596.8950.

1. The University recognizes that dependence upon any psychoactive substance is a debilitating condition that requires medical, psychological, and social assistance.
2. The University is committed to a comprehensive educational program to prevent substance abuse among its students and staff.
3. The University encourages the treatment and recovery of any person who seeks assistance or who has been identified as potentially having a substance use disorder by his or her college dean or the Dean of Students. Assistance and referrals for treatment will be provided through the Dean of Students. The cost for any external evaluation and any related fees are the responsibility of the student.
4. The University will not perform random testing for drugs; however, drug screens may be required as a condition of participation in experiential education and/or our NCAA athletics program.
5. All matters relating to substance abuse and subsequent treatment will be confidential.
6. The University will support the continued enrollment or employment of any impaired person provided he or she agrees to undergo evaluation and, when necessary, treatment for a substance use disorder. In the event treatment is recommended, the impaired person will:
 - a. Enter a treatment program without delay
 - b. Complete the treatment program
 - c. Participate in an aftercare program

*Students enrolled in the Doctor of Pharmacy Program are required to enroll and actively participate in the Secundum Artem Reaching Pharmacists with Help (SARPH) program. SARPH is supported by the Pennsylvania State Board of Pharmacy and is designed to support the recovery of impaired pharmacy students and pharmacists through interaction with peers and random drug monitoring. The duration of enrollment in the SARPH program will be for the duration of the student's enrollment in the PharmD program or three years, whichever is longer. When applicable, students progressing into the profession after graduation, but who have not completed a minimum of three years in the SARPH program, will continue to be enrolled in the program, under its contract, until they have successfully completed the minimum three-year monitoring

requirement.

7. The University will not support continued enrollment or employment of anyone found responsible or guilty through conduct action or legal prosecution of:
 - a. Illegal possession of controlled substances with intent to divert or distribute
 - b. Stealing controlled substances
8. All decisions regarding individual treatment and aftercare will:
 - a. Be made by an outside independent organization in consultation with the student
 - b. Be in accordance with the student's ability to participate successfully in these programs
9. The facility that will provide an evaluation and treatment plan must be approved by the University.

The University reserves the right to dismiss a student who fails to comply with the terms of the Substance Use Disorder Policy. In such matters, the decision for dismissal will be referred to the college dean by the Dean of Students.

Anti-Hazing Statement and Policy

NOTE: *The following anti-hazing policy is compliant with the Timothy J. Piazza Anti-hazing Law, 18 Pa. C.S. §2801, et seq. A copy of the policy and Act 80 report can be found online at <https://www.usciences.edu/student-life/fraternity-sorority-life/index.html>.*

University of the Sciences does not tolerate hazing. Any student group, student organization, team, or other persons associated with a student organization found responsible of Hazing, Aggravated Hazing, or Organizational Hazing under this policy, whether occurring on or off campus, may face disciplinary action from the University, and may also face criminal charges under state law, including the Timothy J. Piazza Anti-hazing Law, 18 Pa. C.S. S2801, et seq.

I. RATIONALE

The purpose of this document is to state the University of the Sciences Anti-Hazing Policy; identify how University of the Sciences will enforce this Policy; and identify resources for reporting violations of this Policy.

II. ENTITIES AFFECTED BY THIS POLICY

- Application
 - Individual Students
 - An individual who attends or has applied to attend or has been admitted to the institution

- Organizations
 - A fraternity, sorority, association, corporation, order, society, corps, club or service, social or similar group, whose members are primarily students or alumni of an organization, or the university.
 - A national or international organization with which a fraternity or sorority or other organization as enumerated under paragraph 1 is affiliated.
- Other person's associated with an organization
- Jurisdiction
 - This policy applies to any acts of Hazing, Aggravated Hazing, or Organizational Hazing occurring on or off campus.

III. DEFINITIONS

- University of the Sciences adheres to the Timothy J. Piazza Anti-hazing Law. The Timothy J. Piazza Anti-hazing Law defines hazing to include: Hazing, Aggravated Hazing, or Organizational Hazing (defined below) are each prohibited by University of the Sciences Policy. It shall not be a defense that the consent of the minor or student was sought or obtained. It is also not a defense that the conduct was sanctioned or approved by the organization.
 - Hazing: A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the items listed below in (1) – (6). Hazing shall NOT include reasonable and customary athletic, law enforcement or military training, contests, competitions, or events.
 - 1) Violate Federal or State criminal law.
 - 2) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm.
 - 3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
 - 4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
 - 5) Endure brutality of a sexual nature.
 - 6) Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.
 - Aggravated Hazing: A person commits the offense of aggravated hazing if the person commits a violation of section 2802 (relating to hazing) that results in serious bodily injury or death to the minor or student and:
 - 1) The person acts with reckless indifference to the health and safety of the minor or student; or

- 2) The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.
- Organization Hazing: An organization that intentionally, knowingly or recklessly promotes or facilitates a violation of section 2802 (relating to hazing) or 2803 (relating to aggravated hazing).

IV. POLICY PROCEDURES

- Enforcement
 - Any violation of this Policy shall be deemed a violation of the University of the Sciences Student Code of Conduct and applicable laws. All allegations of Hazing, Aggravated Hazing, or Organizational Hazing will be investigated by the Dean of Student and/or Director of Student Conduct.
- Reporting
 - Members of the University community including students, staff, and faculty will report all suspected activities of hazing. These activities should be reported to the Dean of Students' Office located on the 1st floor of Whitecar Hall. The Dean of Students' Office can be reached at 215-596-8950.

V. SANCTIONS

- Anyone found responsible for violating this Policy may face disciplinary action up to and including expulsion from the University. This refers to students, student organizations, or those associated with the University.
- Penalties may include any of the following:
 - 1) The imposition of fines;
 - 2) The withholding of diplomas or transcripts pending compliance with the rules of payment or fines'
 - 3) The rescission of permission for the organization to operation on campus or to otherwise operate under the sanction or recognition of the institution;
 - 4) The imposition of probation, suspension, dismissal, or expulsion.

VI. RELATED DOCUMENTS

- Pennsylvania General Assembly CHAPTER 28 ANTIHAZING <https://www.legis.state.pa.us/cfdocs/legis/LI/consCheck.cfm?txtType=HTM&ttl=18&div=0&chpt=28>
- Pennsylvania General Assembly 2018 Act 80 <https://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=2018&sessInd=0&act=80>
- USciences Code of Ethics and Conduct <https://www.usciences.edu/administrative-offices/compliance/index.html>

- University of the Sciences Act 80 Report <https://www.usciences.edu/student-life/fraternity-sorority-life/index.html>

Campus Weapons Policy

I. POLICY STATEMENT

All students, former students, faculty, employees (except for USciences Public Safety Officers and law enforcement officers acting within the scope and course of their employment), former employees, customers, vendors, and visitors are prohibited from possessing, carrying, or storing weapons on their person, on University premises and in any vehicle on campus without specific authorization from the Director of Public Safety.

II. RATIONALE

The health, safety, and welfare of students, faculty, and staff is of the utmost importance to the University. The presence of weapons poses a direct and substantial threat to the safety of our faculty, students, employees, and visitors to our campus.

III. ENTITIES AFFECTED BY THIS POLICY

All full-time and part-time University employees (including contracted employees) and students.

IV. DEFINITIONS

“Weapons” includes any device, instrument, material, or substance that under any circumstances is readily capable of causing death or injury. Weapons include but are not limited to rifles, shotguns, handguns, pellet or BB guns, starter pistols, dangerous knives, sling-shots, billy clubs, blackjacks, makeshift weapons, martial arts weapons, explosive materials, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion or mechanical means.

“University premises” includes land owned and/or controlled by the University, including those premises leased by the University.

V. POLICY PROCEDURES

All students, former students, faculty, employees (except for USciences Public Safety Officers and law enforcement officers acting within the scope and course of their employment), former employees, customers, vendors, and visitors are prohibited from possessing, carrying, or storing weapons on their person, on University premises and in any vehicle on campus.

This prohibition includes licensed firearms or weapons and applies to all that are licensed to carry firearms or concealed weapons.

Requests for exceptions from this policy must be addressed in writing to the Director of Public Safety. Requests will be reviewed by the President's cabinet in their sole discretion and either approved or denied, with decision in writing to both the Director of Public Safety and the requestor.

The University shall have the right to seize, without notice, any firearm or weapon from any persons on the USciences campus.

VI. SANCTIONS

Violation of this policy may result in disciplinary action up to and including termination and expulsion. In addition, any person authorized to carry a weapon on campus, including any USciences Public Safety Officer who uses a weapon in an unauthorized or inappropriate way is subject to disciplinary action up to and including termination and expulsion.

Cancellation of Classes

In the event of severe weather or other emergency, information regarding cancellation of classes at University of the Sciences will be available through the following methods:

- Radio and TV – Information will be broadcast by number on KYW Newsradio (1060 AM) and by name on WTXF Fox TV-29. The broadcast number assigned to the University is 117 for cancellation of day classes and 2117 for cancellation of evening classes
- Internet
 - Visit www.KYW1060.com
 - Visit the home page of the University website (www.usciences.edu) under News
 - Visit www.emergency.usciences.edu
- Telephone
 - Call KYW Newsradio at 215.224.1060 (automated)
 - Call the University's Severe Weather Hotline at 215.596.USIP (8747)
- University Emergency Notification System – Students, faculty, and staff who subscribe to this system will receive updates and campus-wide alerts about emergency situations or inclement weather conditions on users' cell phones, PDAs, and e-mail. (For more information on this system, see Public Safety in the Student Services section of this Student Handbook.)

- To sign up, visit <http://alert.usciences.edu>

Computing/Acceptable Use Policy

University of the Sciences is a completely connected campus. Every classroom, office, and residence hall room is directly connected to the Internet. Wireless access is available throughout campus. Public access computers are available in various labs across campus. The University also provides e-mail accounts to all students as well as access to many digital resources.

Privileges:

All students may have an e-mail account if they are willing to be responsible citizens on the Internet.

Responsibilities:

Students must abide by the University's Acceptable Use Policy (www.usciences.edu/policies/ethcluse.html). University account holders are expected to behave responsibly, ethically, and legally with respect to hardware and software owned and run by the University.

Students must not:

- Share their account password with others
- Attempt to gain unauthorized access to the University-owned system or use the University's network to gain unauthorized access to other systems
- Send mass mailings (i.e., "spamming") or chain letters, since this greatly slows down our and others' servers
- Send harassing, intimidating, or threatening messages by e-mail
- Use the University's equipment or network for commercial activities
- Post copyrighted text or art onto public sites
- Copy, store, install, display, or distribute copyrighted music, movies, or other electronic media via the Internet through the University systems or networks without the permission of the copyright owner (See Digital Copyright Policy below)
- Use University computers, systems, or networks to transmit defamatory, harassing, fraudulent, obscene, threatening messages, or any communications prohibited by law

Failure to abide by these policies, and others described in the Acceptable Use Policy, will lead to disciplinary action and may result in the loss of e-mail privileges. Violations of this policy should be reported to the University Conduct Officer.

Digital Copyright Policy

The Digital Millennium Copyright Act of 1998 prohibits students from copying, storing, displaying, or distributing copyrighted material through University systems or networks without the permission of the

copyright owner. File sharing of copyrighted materials without the express written permission of the owner constitutes a violation of this federal statute. Students violating this statute may be subject to prosecution by law enforcement entities and will be subject to sanctions imposed by the Student Conduct Committee of the University.

Software Statement

Computer programs are protected by copyright law—Section 117 of the 1976 Copyright Act as amended in 1980—governing the use of software. It is the intent of the University to adhere to the provisions of copyright laws in the area of microcomputer software. It is also the intent of the University to comply with the license agreements and/or policy statements contained in the software packages used in the University. In circumstances where the interpretation of the copyright law is ambiguous, the University shall look to the applicable license agreement to determine appropriate use of the software.

Student E-mail Accounts

Official University communications with students are done through the student's University e-mail address. Examples of this essential communication include emergency alerts, billing, financial aid, residential issues, and accessing WebAdvisor (including online registration). The University of the Sciences Emergency Notification System provides immediate information to the cell phone number and e-mail address provided by the student at the time of registration with the System.

It is the responsibility of the student to update their contact information as needed. It is also the student's responsibility to check his/her University e-mail address regularly. Student e-mail is Web-based and can, therefore, be checked anywhere there is an Internet connection at <https://mail.usciences.edu>

Copyright Policy

University of the Sciences expects that all members of its community, including students, will adhere to the United States Copyright Act (see www.copyright.gov/title17) and the related acts that further define the proper use of copyrighted materials. University students should be familiar with the provisions of the Copyright Act. For links to online related materials about copyright, see www.usciences.edu/policies/USPcopyright.shtml.

DVDs rented or purchased for home use may be shown on campus only as part of a class session to enrolled students. An instructor should be present to lead a discussion during or after viewing.

Multiple copies of limited amounts of copyrighted materials may be made, but for classroom use only. While it is not a violation of the Copyright Act to use others' ideas (which cannot be copyrighted), using ideas without attribution may cause you to be charged with plagiarism and be subject to academic discipline.

Everything on the Internet is copyrighted, whether or not there is a copyright statement. See the [Computing/Acceptable Use Policy](#) on for further information on the penalties associated with the unlawful use of materials obtained from the Internet.

Any use or reproduction of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of “Fair Use” guidelines provided in the Copyright Act; otherwise, the individual responsible for use or reproduction may be liable for infringing the copyright under existing laws. In the case of a court action for damages, a finding of willful infringement:

- Would preclude the University from paying any judgment rendered against the faculty, staff, or student
- Would preclude paying any attorney’s fees or costs, which the said individual would incur in conjunction with a lawsuit
- May render the said individual liable to the University for any damages that the University is liable to pay

Criminal Background Check Policy

Healthcare institutions affiliated with University of the Sciences for student experiential education or clinical rotations mandate that all students complete a criminal background check as a requirement for placement into their facility. This requirement is driven by the following internal and external reasons:

- To protect the safety and well-being of patients and clients in settings where they are in direct contact with University students
- To meet accreditation requirements or policies of the host institution
- To avoid potential liability issues for both the host organization and University of the Sciences
- To assist students in identifying and addressing any criminal record that may impact their ability to complete their experiential education requirements and/or their ability to become licensed as a professional

All full- and part-time students enrolled in professional, clinical, or other programs involving professional or therapeutic learning activities or practice with the public are subject to the Criminal Background Check Policy.

Criminal background checks will be required for students entering the first professional year of the program and will be repeated at intervals determined by each program. Additional background checks in the pre-professional or professional years may be required as a condition of participation in experiential education or clinical courses, community service activities, or as mandated by University policy.

Some clinical sites may require that a student undergo an additional, specific criminal background check and/or screening in addition to those generally required by University of the Sciences. If required by an assigned

clinical rotation site (e.g., Veterans Administration facility using an Office of Homeland Security mandated check or pediatric clinical sites requiring child abuse clearances), the student must submit to the check consistent with site policy and procedure.

Successful completion of experiential education courses is required for completion of many University programs that require clinical or other experiential practice with the public. Student eligibility for participation in experiential education is contingent upon completion of criminal background checks. Students who choose not to participate in the criminal background check process will be unable to progress to the experiential education component of their professional program, will not be able to complete their degree requirements, and will not be eligible for licensure.

Students who have a criminal record identified by the background check may not be allowed to progress into the experiential education or clinical rotations depending on the outcome of the review process. The review process is conducted by a University faculty committee.

Students unable to complete experiential education requirements due to lack of compliance with the Criminal Background Check Policy or due to a positive criminal record incompatible with experiential placement will be withdrawn from their academic program and, if they choose to continue their studies at University of the Sciences, will be required to change their major to another program.

Students are responsible for all costs associated with criminal background checks. Students should direct any questions about their academic program's specific requirements under this policy to their program directors or college deans.

Digital and Internet Communications Policy

All digital and internet communications utilizing the name or branding of University of the Sciences or USciences, a University organization, or a University event must be approved by the Marketing Department prior to deployment.

Disability Services Policy

University of the Sciences recognizes that a diverse campus community is essential to enriching intellectual exchanges and enhancing cultural understanding and, as such, values equality of opportunity, mutual respect, and an appreciation of diversity. Therefore, the University is committed to providing reasonable accommodations to all members of the University community who have documented disabilities.

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the ADA Amendments (ADAAA) prohibit discrimination against qualified individuals with disabilities in the programs, services, and activities of public entities, including post-secondary institutions. Therefore, the University has both a legal obligation and an ethical commitment to provide reasonable accommodations for otherwise qualified individuals. This applies to virtually all aspects of campus activities, including employment, academic studies, student programming, and services provided to the community at large. The University's reasonable

accommodation process is intended to provide reasonable support to meet the individual needs of this diverse population, which includes prospective and enrolled students involved in the University's services and programs. Accommodations may be altered based on the student's needs; changes in the law; or changes in the University's curriculum, programs, job requirements, or services.

If you are a student who may have a disability and would like to request accommodations, please contact the Office of Student Accommodations at 215.596.8758 or by email at osa@usciences.edu.

Accommodations Appeals Process for Students

Consistent with the spirit of the Americans with Disabilities Act (ADA), the University of the Sciences, determines disability accommodations through a deliberative process involving disability services professionals, appropriate members of the University community, and the individual student with disabilities themselves.

At times, however, a student may disagree about the appropriateness of an accommodation decision as part of the deliberative process. Often these disagreements arise because of some misunderstanding or miscommunication. In many cases, additional dialogue between the parties, or obtaining additional documentation, can clear up any confusion and can lead to a quick and effective solution.

Accommodations Appeals Processes

The University is committed to providing reasonable accommodations for students with documented disabilities. Occasionally, students may disagree with decisions made by the OSA regarding the reasonableness of requested accommodations. Students who feel that they were denied reasonable accommodations may appeal these decisions by submitting an appeal in writing to the OSA's Program Coordinator for Student Accommodations within ten (10) business days of the denial. The OSA will work with students to try to informally resolve any concerns. If the Informal Appeals Process does not result in a mutually agreeable outcome, students may appeal unresolved issues by following the Formal Appeals Process.

Informal Appeals Process

The Program Coordinator for Student Accommodations will review any written appeals and the students' files. Then, the Program Coordinator will meet with students to discuss their requests. In order to reach a decision, the OSA may also request additional disability documentation, ask to consult with treating healthcare providers, or collaborate with other faculty/staff or outside experts. Review processes are conducted as quickly as possible. Students will receive written responses from the OSA upholding or rescinding accommodations decisions within ten (10) business days of the meeting.

If students disagree with subsequent appeals decisions or are unsatisfied with the Informal Appeals Process, they can submit written notice to the OSA of their decision to continue with the Formal Appeals Process.

Formal Appeals Process

Students can begin the Formal Appeals Process by sending an appeal in writing to the Associate Dean of Students within ten (10) business days of receiving a letter upholding the denial of accommodations.

The Letter of Appeal must include the following information:

- Student's name, address, and University ID number
- Description of the accommodations denial
- Explanation of why they believe the accommodation(s) should be considered reasonable
- Additional supporting information
- Desired outcome
- Date when the informal appeals decision was issued by the OSA

Upon receiving the Letter of Appeal, the Associate Dean of Students or another designee from Student Affairs, will consider the appeal and render a decision within ten (10) business days. The determination will be provided to the student in writing at that time. The determination is final and cannot be appealed within the University.

External Complaint

Students who feel that the University is out of compliance with their obligations to people with disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as amended (ADA AA), may seek resolution through private legal means. Students may file a formal grievance against the University or a written complaint with the Office of Civil Rights of the Federal Department of Education.

Discrimination and Harassment Policy

Policy Statement

Discrimination, harassment, and related retaliation are prohibited. University of the Sciences is committed to maintaining a positive learning, working, and living environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment and learning opportunities and prohibits discriminatory practices, including harassment; therefore, the University expects all relationships among persons in the workplace and/or learning environment to be professional and free of bias, prejudice, and harassment.

This policy exceeds the requirements of applicable law as our policy offers protection to all individuals in circumstances that might not be determined to be illegal. Thus, bullying, stalking, discrimination, and

harassment—which do not meet all of the criteria for unlawful discrimination or unlawful harassment—are also prohibited under this policy. Discrimination and harassment are also illegal under certain circumstances.

Discrimination:

The University does not discriminate in the admission, employment, or administration of its programs on the basis of gender, pregnancy, age, disability, race, color, religion, creed, national origin, veteran status, marital status, sexual orientation, gender identity, or in violation of federal, state, and local laws or executive orders.

Harassment:

The University does not tolerate harassment, in any form, including the creation of an intimidating, hostile, or offensive working, learning, or living environment.

Retaliation:

The University will neither engage in, nor tolerate, retaliation of any kind against any individual who makes a complaint of prohibited discrimination or harassment or against anyone who serves as a witness or who otherwise participates in the investigatory process.

The Affirmative Action Officers (AAO) is responsible for addressing all grievances related to discrimination and sexual harassment and, in cooperation with the Office of Human Resources and the Division of Student Affairs, seeks to support and advance these principles by providing leadership and coordination to ensure that the University adheres to equal opportunity, affirmative action, and nondiscrimination policies.

For questions and concerns regarding equal employment opportunity policies, please contact: Associate Director of Human Resources, Marcia Conrad at 215.596.7533

Policy Purpose

This policy was established to provide methods for addressing and resolving complaints of discrimination, harassment, and/or retaliation in accordance with University policy.

Policy Definitions

Complainant: A person who is subject to alleged discrimination, harassment, or related retaliation.

Respondent: A person whose alleged conduct is the subject of a complaint.

False Complaint or False Information: Occurs when a person knowingly or recklessly alleges a false complaint of discrimination, harassment, or related retaliation or provides false information during the course of an investigation.

Discrimination: The failure to treat similarly situated people in the same way because of a bias or prejudice.

Unlawful Discrimination: Discrimination is unlawful when directed toward a person because they are a member of a protected class, which results in an adverse employment or academic action.

Harassment: A form of discrimination that is defined as unwelcome conduct directed toward an employee or student when:

- Such conduct creates an intimidating, hostile, or offensive academic, employment, or living environment
- Submission to, or rejection of, such conduct by an individual is used as a basis or factor in decisions affecting the terms or conditions of employment or education of any individual
- Submission to, or rejection of, such conduct by an individual is used either explicitly or implicitly as a basis for academic or employment decisions affecting the individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance

There are many types of harassment, including but not limited to, sexual, racial, bullying, psychological, religious, stalking, and physical assault. The conduct that creates harassment can be verbal, physical, visual, or retaliatory.

Unlawful Harassment: Harassment based on an individual's membership in a protected class that is severe and/or pervasive.

Protected Class: Individuals or groups protected from discrimination and harassment by law. Protected classes include gender, pregnancy, age, disability, race, color, religion, creed, national origin, veteran status, marital status, sexual orientation, and gender identity.

Intimidating, Hostile, or Offensive Environment: Is when the conduct is severe or pervasive enough to create a work and/or learning environment that a reasonable person would consider intimidating, hostile, or offensive. Offensive conduct may include, but is not limited to: offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, comments, staring, offensive objects or pictures. The determination of whether an environment is hostile, intimidating, or offensive must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing, an off-hand comment, or an isolated incident (unless extremely serious) while not necessarily illegal may still violate University policy.

Sexual Harassment: Includes unwelcome or unwanted sexual advances, sexual attention, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature or other offensive behavior directed toward a person because of, or on account of, his or her gender, whether by a person of the opposite or same gender. Such conduct constitutes sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or learning environment. Additionally, see the Sexual Misconduct & Relationship Violence Policy.

Bullying: Is a type of harassment that is repeated, unwanted, offensive, and malicious behavior, which undermines an individual or group through persistently negative attacks. Bullying can take one or more of the following forms:

- Verbal abuse
- Offensive conduct, both verbal and nonverbal, which is threatening, humiliating, patronizing, demeaning, and/or intimidating
- Interference with and/or sabotage of work or academic performance

Stalking: Is a form of harassment that involves ongoing and/or continual pestering of an individual, either in person, in written or electronic formats, or on the telephone. Stalking can also involve following, spying on, alarming, or causing one or more individuals distress, and it may involve violence or fear of violence.

Physical Assault: Is a form of harassment and a criminal offense that brings harm to an individual by way of a physical attack. If you have been attacked, it is important that you seek help immediately. If a charge of assault is being pursued through the criminal courts, the University will determine whether and at what stage it is appropriate to initiate its internal procedures.

Psychological Harassment: Is behavior intended to cause distress through hostile, inappropriate, and unwanted conduct, verbal comments, actions, or gestures that affects an individual's dignity, integrity, and/or self-image. Psychological harassment has many forms, the most common being verbal abuse. Examples include constant negative remarks; repeated criticism or sarcasm; intimidation; threats; insinuations; and efforts to humiliate, circulate false information concerning, or socially isolate one or more individuals. Psychological harassment can cause physical and psychological illness.

Retaliation: Occurs when adverse actions are imposed against individuals who have reported allegations of harassment or discrimination or have participated in a harassment or discrimination investigation.

Affirmative Action Officer: The individual who may investigate allegations of discrimination, harassment, and related retaliation.

Human Resources Representative: A Human Resources professional from the Office of Human Resources who may investigate allegations of discrimination, harassment, and related retaliation.

Supervisors: A supervisor is anyone who has the authority to hire, promote, discipline, evaluate, grade, or direct faculty, staff, or students. This includes anyone who manages or supervises others, including but not limited to, faculty, teaching assistants, resident advisors, coaches, and anyone who leads, administers, advises, or directs University programs.

Appointing Authority / Disciplinary Authority(s): An appointing authority is the individual(s) with the authority or delegated authority to make ultimate personnel decisions concerning a particular employee. A disciplinary authority is the individual(s) who, or office that, has the authority or delegated authority to impose discipline upon a particular employee or student.

Policy Scope

This policy prohibits harassment, discrimination, and retaliation by or against all individuals, including faculty and staff, students, all visitors, contractors, and other third parties on University property or in other University academic or related settings. Thus, the prohibitions on inappropriate behavior in this policy apply not only in the workplace and/or learning environment itself but also to all other work-related settings, such as off-site meetings, clinical rotations, internships, field work, athletic events, business trips, and business-related social functions.

The conduct of students is governed by policies described in this Student Handbook and administered by the Division of Student Affairs. The conduct of faculty, staff, visitors, contractors, and other third parties is governed by this policy and administered by the Office of Human Resources.

Students and University employees engaged in experiential learning/teaching at sites off-campus who are involved in an alleged harassment/discrimination situation, must report this to the appropriate authorities at the site. Students and University employees are responsible for familiarizing themselves with the policies and procedures for reporting such allegations to the site.

All members of the University community are both protected under and restricted by this policy. It is important to remember that all of the conduct and behaviors prohibited under this policy apply to all oral, written, and visual communications, including but not limited to, e-mail, voice mail, Internet communications and searches, and other technology-assisted communications.

Reporting an Incident

Harassing incidents should be reported as quickly as possible, so that the University may respond promptly, equitably, and in a manner that moves toward eliminating such behavior or conduct. The University will make every reasonable effort to ensure the confidentiality of all parties involved.

Students, staff, faculty, or third parties who experience or witness harassment involving students should contact the Office of the Dean of Students at 215.596.8950 After normal business hours or at the discretion of the individual, Campus Security may be contacted at 215.596.7000.

Process

The Dean of Students will coordinate, as needed, with Public Safety, the AAO, or other appropriate administrators to investigate the complaint. Based on the findings, an individual may be subject to remedial, rehabilitative, and/or disciplinary action through the grievance process, student conduct process, or other administrative avenues as appropriate. (See [Student Grievance Policy](#) or [Student Conduct Policy](#))

Hazardous Materials on Campus Policy

The presence of hazardous materials poses a direct and substantial threat to the safety of our community and, therefore, is prohibited in or on any property owned, managed, leased, or controlled by the University.

This policy does not include the University-authorized use of chemicals and materials for educational purposes. However, the unauthorized removal or misuse of laboratory or hazardous materials is strictly prohibited.

Hazardous materials, for the purpose of this policy, are defined as any substances that are possessed, prepared, and/or used for the purpose of producing a combustible reaction or detonation or to create an unsafe environment in or on any property owned, managed, leased, or controlled by the University.

The University reserves the right to seize any hazardous materials from any or all persons in or on any property owned, managed, leased, or controlled by the University.

Violation of this policy may result in separation from the University and may require notification of the proper authorities.

Health Policies

To ensure the continued health and well-being of students, University of the Sciences requires all students comply with the following policies:

- Medical and Immunization Policy
- Proof of Health Insurance Policy

MEDICAL AND IMMUNIZATION POLICY

Policy Statement

University of the Sciences requires all entering students to provide a complete medical history and health evaluation (i.e. Physical Exam) and to fulfill the following vaccination and immunity requirements:

- **Tuberculosis screening**
- **Hepatitis B:** Three doses of vaccine **AND** Positive Hepatitis B Surface Antibody Titer (IGg) is required once series is completed proving immunity.
- **Polio:** Primary series required
- **Tetanus-Diphtheria-Pertussis:** Primary series (four doses) of DTap, DTP, DT or Td **AND Tdap booster** after May 2005
- **Varicella:** Two doses of vaccine **OR** positive antibody titer (IGg) proving immunity.
- **Measles Mumps Rubella (MMR):** Two doses of MMR vaccine or individual vaccines **AND** a positive antibody titer (IGg) proving immunity.
- **Meningococcal:** ALL Students residing in University housing are **REQUIRED** to obtain the Meningococcal Vaccine after their 16th birthday

Students can comply with this policy by completing the Student Health Record, which includes the physical exam, vaccination, and immunity requirements.

Rationale

This policy is designed to comply with mandates from federal, state, and local health agencies, as well as to support the uninterrupted academic progress of students.

Entities Affected By This Policy

All incoming undergraduate and graduate students; undergraduate students who graduate from the University and return as a graduate student.

Definitions

Antibody – A protein produced by the body's immune system when it detects harmful substances; to help stop harm to the body

Antibody Titer – A laboratory test that measures the level of antibodies in a blood sample. The amount of antibodies determines the strength of the body's immune response.

Immunity – Resistance to a certain disease

Student Health Portal – A website where health documents are uploaded and sent to your electronic medical record

Student Health Record – A packet of forms including a physical exam, vaccination record, and immunity test instructions

SHS – acronym for Student Health Services

Vaccination – Administration of a vaccine to help the immune system develop protection (antibodies) from a disease.

Policy Procedures

Students must download the Student Health Record from the Student Health Services (SHS) webpage.

The Student Health Record must be completed by the student and their Health Care Provider, as indicated.

Completed Student Health Records and laboratory results must be uploaded to the Student Health Portal by the first Friday in August (for fall students) or the first Friday in January (for spring students).

Sanctions

Students who do not have a completed Student Health Record on file at SHS by the deadline, will incur a \$25 late fee, charged to the Student Account at the close of the Course Registration “Drop/Add” period.

Students who still do not have a completed Student Health Record on file after the late fee charge, will incur a Health Hold for the following semester. Health Holds prevent students from registering and dropping for classes, viewing final grades, and obtaining transcripts.

Related Documents

Student Health Record: <https://www.usciences.edu/student-life/student-health-and-counseling/health-services-access/forms.html>

Student Health Portal Registration Instructions: <https://www.usciences.edu/student-life/student-health-and-counseling/SHPortalRegistration.pdf>

PROOF OF HEALTH INSURANCE POLICY

Policy Statement

University of the Sciences is committed to insuring the academic success and overall health and wellness of our student body. As such, students must maintain active health insurance coverage while in attendance at the University. Students are required to purchase the USciences Student Health Insurance Plan (SHIP) each academic year. Students who have insurance coverage may apply for a waiver to opt out of the SHIP.

Any student requesting to opt out of the SHIP must demonstrate active enrollment in an insurance plan with comparable coverage. If a student’s insurance coverage cannot be verified, does not meet the comparable coverage requirements, or the student does not complete the waiver application to opt out of the SHIP, he or she will be automatically enrolled in the SHIP on a mandatory basis and responsible for payment of the premium. The waiver application is available online during the scheduled waiver periods and must be submitted by the stated deadline.

In order to be eligible for a waiver from the SHIP, a student's personal health insurance plan must offer equivalent or greater benefits than what the SHIP offers. You must complete the online waiver each academic year in order to verify that the basic benefits provided by the SHIP are included in your current health insurance policy. If any of these benefits are not covered through your current policy, you will not be considered sufficiently insured and will be required to enroll in the SHIP. The basic benefits for comparable coverage are:

- Annual deductible less of \$2,500 per person, per plan year
- Annual plan maximum limit of at least \$500,000
- Coverage for pre-existing conditions
- Coverage for inpatient and outpatient medical services in the Philadelphia region (i.e. physician visits; day surgery fees)
- Coverage for laboratory tests and radiology

- Coverage for inpatient and outpatient mental health and substance abuse treatment up to 30 days in the Philadelphia region
- Coverage for prescription drugs (can be a separate plan)

Approved waivers are effective for the current academic year. A new waiver application must be submitted by the appropriate deadline each academic year, even if coverage has not changed. It is the student's responsibility to notify the Insurance Coordinator immediately of any changes in health insurance coverage during the academic year.

The University regularly audits students to ensure active health insurance coverage throughout the academic year. If coverage cannot be verified or if the University deems that your insurance does not meet the minimum requirements, you will be enrolled in the SHIP on a mandatory basis and responsible for payment of the premium.

Students without health insurance are required to enroll in the SHIP. All International F-1 Visa students are required to enroll in the SHIP each academic year, regardless of credit load. International students are automatically enrolled in the SHIP at the close of the waiver period. Any International student who is sponsored by their government is eligible to request an exemption from the SHIP.

Students are informed of the waiver periods, deadlines, waiver status, and any billing through their USciences email account. Additional information regarding compliance deadlines, plan eligibility, benefits and rates may be accessed online at: www.usciences.edu/insurance or by contacting the Insurance Coordinator, Ms. Alicia C. Miller, MPH, CHES at 215.596.8536 or a.miller@usciences.edu.

Rationale

The University's health insurance requirement serves to insure the academic success and overall health and wellness of our student body. We have found that healthy students and those with timely access to healthcare services are more academically successful. The policy is consistent with the Patient Protection and Affordable Care Act and the American College Health Association's *Standards for Student Health Insurance Benefits Programs*. In addition, health insurance coverage is a prerequisite for participation in experiential training for any student enrolled in a health professional program at the University.

Entities Affected By This Policy

This policy applies to undergraduate students registered for at least 6 credits, graduate students registered for at least 5 credits, and all International F1 Visa students matriculated in an on-ground academic program. This policy does not apply to students matriculated in on-line academic programs.

Definitions

Comparable coverage: Health insurance coverage that offers equivalent or greater benefits than what the student health insurance plan offers. A list of these requirements can be found in the “Policy Statement” section and online at www.usciences.edu/insurance under the “Waivers” section.

Qualifying Life Event: Involuntary loss of personal health insurance coverage (i.e. divorce; loss of employment; aging out) or a change in eligibility status (i.e. marriage; new family member)

SHIP: Acronym that stands for student health insurance plan

Waiver [Application]: A document that provides proof of health insurance coverage and relinquishes or opts out of coverage with the Student Health Insurance Plan.

Policy Procedures

Prior to first attendance at the University and **annually** thereafter, all half and full-time students must complete the online student health insurance enrollment/waiver process.

Enrolling the USciences SHIP. Students without health insurance are required to enroll in the SHIP. The enrollment application is available online during the scheduled waiver periods. Students who do not have an enrollment or waiver application on file will be automatically enrolled in the SHIP on a mandatory basis. The waiver periods are listed below:

Fall: 07/01 – Drop/Add Deadline (All students)
Spring: 12/01– Drop/Add Deadline (Incoming and newly eligible students)
Summer: 05/01 - 06/30 (Incoming and newly eligible students)

All International F-1 Visa students are required to enroll in the SHIP each academic year, regardless of credit load. International students are automatically enrolled in the SHIP at the close of the waiver period.

Students are informed of the waiver periods, deadlines, enrollment status, and any billing through their USciences email account.

Opting Out of the USciences SHIP. Students with personal health insurance coverage must complete a waiver application demonstrating active enrollment in an insurance plan that has coverage comparable to the SHIP. The waiver application is available online during the scheduled waiver periods. All waiver applications and documentation must be received by the stated deadline. The waiver periods are listed below:

Fall: 07/01 – Drop/Add Deadline (All students)
Spring: 12/01– Drop/Add Deadline (Incoming and newly eligible students)
Summer: 05/01 - 06/30 (Incoming and newly eligible students)

If a student's insurance coverage cannot be verified, does not meet the comparable coverage requirements, or if a student does not complete the waiver application to opt out of the SHIP, he or she will be automatically enrolled in the SHIP on a mandatory basis and responsible for payment of the premium.

Students are informed of the waiver periods, deadlines, enrollment status, and any billing through their USciences email account.

International Student Exemptions. Any International student who is sponsored by their government is eligible to request an exemption from the SHIP by submitting an Insurance Exemption Request Form to the Insurance Coordinator by the stated deadline. The Exemption Form is available online at www.usciences.edu/insurance or by contacting the Insurance Coordinator, Ms. Alicia C. Miller, MPH, CHES at a.miller@usciences.edu

Qualifying Events. If personal health insurance coverage is involuntarily terminated, students must show proof of other health insurance coverage or enroll in the SHIP. In order to enroll in the SHIP, students must submit an enrollment application and proof of termination from their current plan to the Insurance Coordinator. **The enrollment application and termination documentation must be received within 30 days of losing personal health insurance coverage in order to be eligible for SHIP coverage.**

Sanctions

Students who fail to complete the waiver process prior to the deadline will be subject to mandatory enrollment in the SHIP and billing of the premium amount to their Student Account upon close of the Course Registration "Drop/Add" Period. Once enrolled in the plan, removal will require a letter of appeal to Student Health and Counseling and be at the discretion of the insurance plan. Any waivers appeals after the stated deadline will incur a processing fee of \$25.00, charged to the Student Account.

If a student's insurance coverage cannot be verified or does not meet the comparable coverage requirements, he or she will be automatically enrolled in the SHIP on a mandatory basis and responsible for payment of the premium.

Students who knowingly misrepresent their insurance coverage status may be subject to referral to the Office of Student conduct, as making a false or misleading statement with the intent to deceive a University official constitutes prohibited conduct as defined by the University.

Related Documents

How to Comply with the University Policy: https://www.usciences.edu/student-life/student-health-and-counseling/HowDoIComply_StudentHealthInsurancePolicy.pdf

Enrollment Application: <https://www.firststudent.info/usciences?type=enrollment>

Waiver Application: <https://www.firststudent.info/usciences?type=waiver>

Benefits Information: https://www.firststudent.com/school_detail/brochures-flyers-sbc-u-sciences/

Insurance Exemption Form: https://www.usciences.edu/student-life/student-health-and-counseling/Exemption_Request.pdf

Late Waiver Application (available through the Insurance Coordinator)

Qualifying Event Application (available through the Insurance Coordinator)

MEDICAL EXCUSES AND CLASS ATTENDANCE

Student Health and Counseling (SHAC) adheres to the recommendations set forth by the American College Health Association www.acha.org concerning medical excuses for missed classes and examinations. Students are encouraged to seek medical treatment at SHAC, however, students should not make appointments for the purpose of obtaining a medical excuse note. **SHAC does not provide medical excuses for students to give to their professors for brief absences (1-2 days) from class due to illness or injury.** Student's absence is at their own discretion and should be discussed with their professors in light of any specific attendance policies noted in the course syllabus. We encourage students to communicate directly with their professors when they are ill or injured and unable to attend class. This is meant to foster direct and open communication between the student and professor, as well as encourage personal responsibility for class attendance decisions.

Students are encouraged to familiarize themselves with and make appropriate use of the University's policies regarding Short Term Leave and Medical Leave of Absence. **Any student who is unable to attend classes for three consecutive days or more due to illness or injury should alert their College Dean or the Dean of Students Office to request a Short Term Leave of Absence** (See the Short Term Leave of Absence policy) https://www.usciences.edu/student-life/student-handbook/student_handbook.pdf

Notifications by the Dean's office will be sent to each professor of the student stating their inability to attend classes due to medical or health reasons. No personal medical information will be disclosed. Students may request a leave of absence through the Dean of Students Office in person at Whitecar Hall, Suite 1000, by calling 215-596-8950, or emailing Dean Heidi Freeman, PhD at h.freeman@usciences.edu.

Absences due to illness do not supersede the specific attendance policy for an instructor. Students are required to contact their professors about their academic standing in class either during or immediately following the medical or health related problem. The determination of a student's academic standing in class is completely within the discretion of the individual instructor.

If a student is diagnosed with a communicable illness that poses a possible threat to the University community, a general notification may be sent to those at risk for exposure to the illness per the recommendation of the Philadelphia Department of Public Health. Efforts will be made not to disclose the infected student's name. The University cannot assume responsibility for deductions and assumptions made by others, but will make every effort to anticipate and address any concerns. Students who are diagnosed with a communicable disease and

those who may not be immunized against an offending vaccine-preventable disease may be required to leave campus until their illness or the risk to the University community is resolved. For additional information, contact the Student Health Center at 215.596.8980.

Students with a medical condition that may require multiple short absences due to symptom management or recurring medical appointments /treatments may be eligible for an accommodation through the Office of Student Accommodations. For more information, contact Kaitlyn Martin, M.Ed., Program Coordinator for Student Accommodations at kmartin2@usciences.edu.

Housing Policy

Based upon research in the field of higher education, we know that living in university housing facilitates the overall adjustment to college, enriches the educational experience, and increases the likelihood of success. For this reason, all first (U1) and second-year (U2) students whose parent's or legal guardian's permanent address is a distance greater than 30 miles from campus at the time of enrollment deposit are required to live in University Housing. This requirement applies to all incoming and transfer students that are classified by the Registrar as first (U1) or second-year (U2) students.

Summer housing is available while classes are in session. For more information, contact the Department of Residence Life at 215.596.8756 or visit www.usciences.edu/reslife.

For additional housing policies, see the Residence Life Handbook. A copy may be obtained online at www.usciences.edu/reslife.

Identification Cards Policy

Identification cards are issued to all University students, faculty, and staff members. ID cards should be worn at all times and be shown upon request of any faculty member, security person, administrator, or official member of the University staff. ID photos for most new students are taken during the summer welcome program. Those students not attending this program can have photos taken during the Incoming Student Welcome Program in August, at which time all new students will be issued their cards. If a student is unable to or is not an on-campus student, then arrangements for issuing an ID card need to be made through Public Safety, Parking Office. These cards are multiuse cards supplying the following services:

1. **Security** – The cards have the student, faculty, or staff member's name, photo, and identification number or department. The cards are to be worn at all times and allow easy identification by our Department of Public Safety.
2. **Library Access** – The cards are encoded with a barcode, which is used by the library to check out materials.

3. **Residence Hall Access** – Access to individual residence halls is restricted only to the resident students, and the cards provide pass/fail verification of resident status. The cards are also used to verify staff’s access to the buildings.
4. **Meal Plans** – The cards provide access to the dining hall as well as the declining balance account for a la carte food purchases.
5. **Devils Dollars** – (Security and Campus Services ID Card) – Students can deposit money into Devils Dollars account that can be used to make purchases or pay for services at many locations on campus. With the Devils Dollars web site, students can monitor their card usage, check their balance, add funds from banking accounts or credit cards and allow their family members access to their account to add funds. Go to Public Safety Office in the back of Wilson.

A fee of \$10.00 is charged to replace a lost ID card with a check of from Devils Dollars. For subsequent lost cards, there will be a fee of \$25.00—no exceptions. Arrangements can be made to replace the card at the Public Safety ID office located in back of Wilson Student Center. Cards are not transferable, remain the property of the University, and must be surrendered upon disassociation from the University.

Logo Policy

Students must request permission to use the University of the Sciences logo or any of the official University graphics (such as “Drake”) from the Marketing Department. The Marketing Department will approve appropriate usage of the logo and will provide the high-resolution files needed to reproduce the logo directly to the vendor. Contact the Marketing Department’s web/graphic designer Gina Kernan at g.kernan@uscience.edu.

Medical Amnesty Policy

The University of the Sciences is committed to ensuring our students' health, safety, and well-being. To that end, the University seeks to reduce barriers for students who may need to seek emergency assistance for themselves or other students when alcohol or other drugs may be involved. To achieve this goal, the University has adopted the following medical amnesty policy:

- Any student who actively seeks to contact a member of the University Staff or certified emergency medical personnel for a medical emergency where their or another person's health or safety may be in jeopardy will not be referred to the Office of Student Conduct as it relates to alcohol or other drugs.
- Recognized University organizations, student groups, or students that may be hosting or sponsoring an event who actively seek to contact a member of the University Staff or certified emergency medical personnel for a medical emergency where a member or guest of that organization has their health or safety in jeopardy will not be referred to the Office of Student Conduct as it relates to alcohol or other drugs.

Students that commit other University or criminal violations (i.e., vandalism, disorderly conduct, possession of false identification, sale to minors) associated with the incident may be referred to the Office of Student Conduct. No part of this policy will preempt any civil or criminal charges/proceedings brought forth by non-University parties. While individuals who invoke the medical amnesty policy for themselves or other fellow students will not be referred to the Office of Student Conduct as it relates to alcohol or other drugs, individuals may be required, depending on the circumstances, to complete educational and/or health requirements as deemed necessary by the Office of the Dean of Students. These educational and/or health requirements may include, but are not limited to, an on-line or in-person educational program, a substance abuse evaluation, independent treatment as warranted, and/or appropriate follow-up with Student Health and Counseling (SHAC). Students who fail to complete required programs will be charged with an alleged violation of the Code of Student Conduct.

Students are allowed to invoke this policy as needed; however, repeated use of the policy may give rise to the need for further action by the University to ensure the health, safety and well-being of a member of the community.

Organizations or students hosting or sponsoring an event have a duty to maintain a safe environment for their members and guests. Please refer to the guidelines outlined in the Alcohol Use Policy in the Student Handbook. Any student organizations or students that fail to act appropriately during a medical emergency may be charged with an alleged violation of the Code of Student Conduct.

Off-Campus Address and Emergency Contact Information Policy

To ensure that students receive important University information whether residing in the residence halls or off-campus, all students (full-time and part-time students; all undergraduate, professional, and graduate students) are required each academic year to submit their local (in-session) address, including cell phone number, to the University. This is the address where students live while they are attending classes during the fall and spring semesters and summer sessions.

In addition, all students are required to provide the University with the name, relationship, and current telephone number of a person whom they designate as their emergency contact person. Emergency contacts will only be contacted by University officials in the event that a student is involved in an emergency situation, most often an unexpected health emergency.

Providing their in-session address and emergency contact information to the University ensures that students will receive all information provided by the University for a variety of issues, including accessing student services, and safety and security in the University City community. In addition to providing the University with a local (in-session) address, all students are strongly encouraged to register with the University's Emergency Notification System to receive updated emergency information via text message to their cell phone or designated device.

It is the responsibility of each student to provide updated address and emergency contact information by the end of the add/drop period of each fall, or newly enrolled semester if entering the University during the spring semester or summer session. Additionally, students are asked to provide updated information when relocating to a new address if they move during the academic year. This information will be used only for educational purposes and is regulated by the Family Educational Rights and Privacy Act (FERPA).

Failure to provide a local address and emergency contact information or providing a false or incomplete address or contact information may result in a hold on a student's account. This will prevent any further registration activities, use of WebAdvisor, and receiving transcripts, and it may also include referral to the Office of Student Conduct.

When students log on to WebAdvisor at the beginning of the fall semester each year, or if entering the University in spring or summer, students will be directed to update their local address and emergency contact information online through WebAdvisor. This process can be completed in minutes and is required on an annual basis each academic year.

Preferred Name Policy

I. POLICY STATEMENT

- a. It is the policy of the University of the Sciences that students and employees be allowed to select a preferred name that will be used when available to identify them. The University will not inquire as to the reason for the preferred name request unless there is evidence of abuse or use for the purposes of misrepresentation.

II. RATIONALE

- a. The University maintains an environment of inclusion and understanding for all members of the community. In the spirit of this inclusion students or University employees are able to identify a preferred name.

III. ENTITIES AFFECTED BY THIS POLICY

- a. Students - All currently enrolled students have the opportunity to submit a preferred name request.
- b. University Employee – Any employee of the University may contact Human Resources to submit a preferred name request.

IV. DEFINITIONS

- a. Legal Name of Record – The name that appears on records of birth or other affiliated government documents (i.e. Birth Certificate, Passport, Social Security Card, Certificate of U.S. Citizenship).
- b. Preferred Name - Applies only to first name; Last or family names can only be changed with a court order or a marriage certificate.

V. POLICY PROCEDURES

- a. Any student who wishes to request a preferred name should complete a Preferred Name Request Form (available on the University Portal) and submit to the University Registrar's Office.
- b. Any University Employee who wishes to request a preferred name should contact Human Resources.
- c. Disclaimers – The University:
 - i. Will make a good faith effort to update applicable reports and systems to reflect preferred names, including on class rosters, diplomas, commencement programs, e-mail alias, and University provided student ID cards.
 - ii. May use the preferred name on internal and external communications including those sent to the home address.
 - iii. Will retain the legal name of record in the University Student Information System (SIS) to be used for all government verifications and reporting, paychecks, transcripts, financial aid documents and tax forms.
 - iv. Will inform students that the use of a preferred name may not be possible with students who are participating in experiential experiences or internships sites with 3rd parties to the University.

- v. Reserves the right to deny or remove any preferred name for misuse, including but not limited to misrepresentation, attempting to avoid legal obligation, or the use of highly offensive or derogatory names, with or without notice.

VI. SANCTIONS

- a. Alleged misrepresentation, misuse, abuse, or non-compliance will be reported to the Office of Student Conduct for students or the Office of Human Resources for University employees.

VII. RELATED DOCUMENTS

N/A

Social Media: Policy Considerations

Facebook, Twitter, and many other online communities serve as a window to the world for students. Online communications are not, however, private conversations, so users of social media should be mindful of what others will see.

The following are just some of the policy considerations students need to keep in mind when setting up an account with an online community.

Safety

There are reports that college students have been stalked through the use of an online community. How does that happen? Sharing too much personal information is the problem. With greater access to the information placed on the Internet, including the information displayed through social media, concerns for safety have increased. Incidents involving college students across the country have occurred as a result of too much information sharing within online communities.

Students should be aware that virtual communities, like the tangible ones, include individuals who may abuse the open access to information for inappropriate and sometimes illegal and detrimental purposes. Identity theft is also a growing concern, particularly with electronic and easy means for communicating.

Conduct

University of the Sciences seeks to prepare students to become leaders, professionals, and contributing members of society; therefore, students are expected to uphold the policies and values of the institution at all times. Students should remember to reference the [University Mission](#) as a guideline to the appropriate means of communicating with members of the University community; specifically, “We accept our responsibility to conduct our affairs in a collegial manner and with a firm sense of integrity.” University Values hold true whether students are communicating through e-mail, face-to-face, or through the use of an online community.

The conduct and behavior of University students via social media will not be regularly monitored by University officials, but should a violation come to the attention of a University official in the normal course of business, the student will be held accountable. If a student profile on an online community includes pictures or text that implicates a student in a conduct violation, that information is admissible during conduct proceedings. Students are prohibited from bullying online and also making threats online. Violations of University policies are subject to the Student Conduct Process, and members of the University community who wish to report a violation may contact the Office of Student Conduct in the Student Affairs Complex in Whitecar Hall. (See [Student Conduct Process](#) for more information.)

Internet Presence

Prospective employers have begun to use social media as a means to screen potential employees. Just as a student might check voicemail messages to make sure that a professional message is going out to callers, students want to make sure that a professional image is also conveyed through the social media networks. Employers, parents, and many others may gain access to the messages and images students display on social media pages. Students should consider whether the image projected is the one they intend to convey and that once posted online, may remain there indefinitely with no option for removal.

Additionally, the image of the University is an important consideration to bear in mind when establishing a page on the Internet via social media or other site on the Web. The University requires students to obtain permission to use the logo or other copyrighted and trademark protected images of the University. (For more information see [Copyright Policy](#) and [Logo Policy](#))

Responsibility

With privilege comes responsibility. The use of social media via the University's network is a privilege, and students, faculty, and staff are given that privilege through access to the network and the use of a University e-mail account. Any misuse of a University e-mail account and violations of the [Student Conduct Policy](#) may result in the revocation of privileges to use a University e-mail account. Any misuse of University computers, networks, and systems may also result in additional charges through the Student Conduct Process. (See [Computing/Acceptable Use Policy](#).)

Members of the University community, including students, faculty, and staff, are considered members of the University regardless of whether they are on the physical campus or in the community, including the virtual community. Students, as members of the University community, are expected to uphold the greatest degree of integrity and to uphold the standards of conduct as outlined in the policies in this Student Handbook. Students are expected to be responsible to others as well as themselves and to act responsibly and respectfully when communicating with others. Any student who engages in conduct that violates the process of the University, irrespective of the location of the incident and including social media, is subject to the penalties outlined in the Student Conduct Policy; but more importantly, students have the responsibility to maintain their own reputation and safety; mature use and moderation of social media are increasingly more important, both personally and professionally. (For more information on expectations, please see the [Computing/Acceptable Use Policy](#))

What is libel? What is defamation? According to Webster’s Dictionary, the definition of “libel” is a false statement or representation published tending to expose another to disgrace. “Defamation” is the making of harmful statements that impact negatively on the reputation of a person. If a student puts onto social media information that is not true and may serve to negatively impact a person’s reputation—possibly their livelihood—that student may be subject to the Student Conduct Process for causing harm by defaming another or making libelous statements.

Parking Enforcement Policy

The Department of Public Safety is responsible for the enforcement of parking policies and parking regulations for all parking lots owned, operated, or managed by the University. Individuals found in violation of University Parking Policies are subject to the following fines, booting, and/or towing of the vehicle in violation.

- First violation: \$20 fine
- Second violation: \$40 fine
- Any subsequent violation may result in your vehicle being booted/towed
 - Boot removal fee is \$75
 - The fee for towing by the private towing company is \$150 plus a \$25 per-day storage fee; the towing fee is subject to change without notice by the contracted towing company

All fees associated with parking violations are processed through the Office of Public Safety, ID Office.

Parking Citation Appeal Process

1. To appeal a parking citation, a written appeal must be submitted within 10 days of the date of receiving the citation. Appeals should be e-mailed to dps@uscience.edu.
2. The appeal letter must explain why the violation in question should be rescinded or mitigated.
3. If an appeal is not received on time, the appeal request will be denied.
4. All appellants will receive a written answer within 30 days.

Photo/Video Releases and Usage

Photos/videos of University of the Sciences students taken by University staff or designees during University functions and/or events on or off University property may be used in University advertising, social media, and/or on the website without prior approval of individuals portrayed. If for any reason you do not want your image included, contact the Division of Student Affairs (215-596-8950).

Printed Materials Policy

All printed materials (e.g., publications, T-shirts, etc.) utilizing the name or branding of University of the Sciences or USciences, any University organization, or a University event may contain an official logo but must be approved by an advisor where appropriate and the Marketing Department prior to printing.

Public Safety and Crime Statistics Policy

The University of the Sciences, in compliance with **the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)** and **the College and University Security Information Act of 1988**, reports annually to its current and prospective students and employees. The report contains statistics for the previous three years pertaining to reported crimes that have occurred on-campus; in certain non-campus buildings or property that is owned or controlled by University of the Sciences; and on public property within, or immediately adjacent to, and accessible from the campus.

The report also includes institutional policies concerning campus security, such as policies concerning alcohol use, drug use, and crime prevention; reporting of incidents; and the rights of sexual assault victims.

Additional disclosures required of the University, beginning with the Annual Security Report due on October 1, 2014, include revised hate crime statistics, law enforcement relationships, emergency response and evacuation procedures, missing student notification, and fire safety information and statistics. The additional disclosures will be included in the annual report due October, each year. The report will be posted on the Public Safety Website as it becomes available.

If you believe there has been a violation of one or more of the provisions of the College and University Security Information Act or the Clery Act, you may file a complaint at the Department of Public Safety. The complaint will be forwarded to the Director of Public Safety who will respond in writing to the complaint within five business days from the date the complaint is received. If, after receiving the reply to the complaint, you still feel that the violation has been committed, and not corrected, you may appeal to the Vice President of Finance, who has the ultimate responsibility to receive and resolve such complaints.

A copy of the Annual Security and Fire Safety Report (ASFSR; CLERY Report) is available by:

- Visiting <http://www.usciences.edu/studentlife/public-safety/clery-report.pdf>
- Contacting the Department of Public Safety at 215.895.1117

For more information on Public Safety, visit: <http://www.usciences.edu/studentlife/publicsafety/default.aspx>.

Any questions or concerns should be directed to Michael Lapotasky, Director of Public Safety at 215.895.1190, e-mail dps@usciences.edu.

Sexual Misconduct Policy

Policy Statement

The University of the Sciences (the “University”) is committed to maintaining a safe and healthy educational and work environment in which no member of the University community is denied the benefits of, or discriminated against as it relates to, any University program or activity, on the basis of sex, sexual orientation, or gender identity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual’s ability to participate in or benefit from University programs or activities.

This policy identifies how students and employees can report prohibited conduct to the University confidentially and what resources are available both on and off campus to aid them, including employees’ and student’ rights to notify local law enforcement and their right to also decline to notify such authorities. It identifies the University’s Title IX Coordinator and Deputy Coordinators, describes the Coordinator’s role in compliance with Title IX, the Clery Act and VAWA, and provides information about how reports of prohibited conduct are assessed, investigated and resolved.

Violations of this policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the University.

Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

Nothing in this policy shall be construed to abridge academic freedom and inquiry, principles of free speech, or the University’s educational mission.

POLICY PURPOSE

The University is devoted to fostering a climate of respect and security on campus as it relates to preventing, educating and responding to acts of prohibited conduct and adhering to Clery, Title IX, and VAWA regulations. This policy serves to demonstrate the University’s commitment to:

- Disseminating clear policies, procedures, and processes for responding to prohibited conduct reported to the University;
- Delivering prevention, education and awareness programs, as well as ongoing training and public-service campaigns, so that students and employees may identify what behavior constitutes prohibited conduct; understand how to report such misconduct; recognize warning signs of potentially abusive

behavior and ways to reduce risks; and learn about safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of prohibited conduct against a person;

- Engaging in investigative inquiry and resolution of reports that are adequate, reliable, impartial, prompt, fair and equitable;
- Supporting complainants and respondents equally and holding persons accountable for established violations of this policy; and
- Providing a written explanation of the rights and options available to every student or employee, whether they be a complainant or respondent.

JURISDICTION

This policy applies to sexual or gender-based harassment that is committed by students, faculty, staff, University appointees, or third parties, whenever the misconduct occurs:

- On University of the Sciences property; or
- Off University of the Sciences property, if:
 - the conduct was in connection with a University or University-recognized program or activity; or
 - the conduct may have the effect of creating a hostile environment for a member of the University community.

MONITORING AND CONFIDENTIALITY

A number of resources are available at the University and in the area to assist those who have experienced gender-based or sexual harassment, including sexual violence.

Individuals considering making a disclosure to the University and/or individuals offering University resources should make sure they have informed expectations pertaining to privacy and confidentiality. The University is committed to providing as much assistance as possible and is committed to helping individuals make informed decisions with respect to disclosures.

It is important to understand that, while the University will treat information it has received with appropriate sensitivity, University personnel may nonetheless need to share certain information with those at the University responsible for stopping or preventing sexual or gender-based harassment. For example, University officers, other than those who are prohibited from reporting because of a legal confidentiality obligation or prohibition against reporting, must promptly notify the appropriate University entity about possible sexual or gender-based harassment, regardless of whether a complaint is filed. Such reporting is necessary for various reasons, including to ensure that persons possibly subjected to such conduct receive appropriate services and information; that the University can track incidents and identify patterns; and that, where appropriate, the University can take steps to protect the University community. This reporting by University officers will not necessarily result in a complaint; rather, the University or Title IX Coordinator, in consultation with the

appropriate University department or entity, will assess the information and determine what action, if any, will be taken. Information will be disclosed in this manner only to those at the University who, in the judgment of the Title IX Coordinator, have a need to know.

Should individuals desire to discuss an incident or other information only with persons who are subject to a legal confidentiality obligation or prohibition against reporting, they should ask University officers for information about such resources, which are available both at the University and elsewhere. University officers are available to discuss these other resources and to assist individuals in making an informed decision.

RESOURCES

Title IX Team Contact Information

Role	Name	Phone	Email	Office location
Title IX Coordinator	Jessica White Rickmond	215-596-7635	j.rickmond@gmail.com	Whitecar Hall
Deputy Title IX Coordinator - Students	Ross Radish	215-596-8950	r.radish@uscineces.edu	Whitecar Hall
Deputy Title IX Coordinator – Faculty/Staff	Ruth Roberts	215-596-8697	rroberts2@uscience.edu	4100 Chester Ave

Additional Campus Resources

Confidential Resources for Students	Student Health And Counseling (SHAC) Whitecar Hall 215/596-8536
Confidential Resources for Employee	Employee Assistance Program http://higheredeap.com
Student Resources	Dean of Students Whitecar Hall 215/596-8950 Public Safety Alumni Hall 215/596-7000 Title IX Investigator 215-596-7041

Employee Resources	Human Resources 4100 Chester Avenue 215/596-8930
Sexual Assault Resources <i>(available for students and employees)</i>	Philadelphia Sexual Assault Response Center (PSARC)* 300 E. Hunting Park Ave 215/425-1625 Women Organized Against Rape (WOAR) 215/985-3333 information@woar.org National Sexual Assault Online Hotline online.rainn.org
Domestic/Dating Violence Resources <i>(available for students and employees)</i>	Women in Transition witinfo@helpwomen.org 215/751-1111 Women Against Abuse 866/723-3014 Menergy 215/242-2235
Outside Agencies	U.S. Department of Education, Office for Civil Rights (OCR) https://www2.ed.gov/about/offices/list/ocr/ U.S. Equal Employment Opportunity Commission (EEOC) https://www.eeoc.gov/ Pennsylvania Human Relations Commission (PHRC) https://www.phrc.pa.gov/

*The Victims Compensation Assistance Program (VCAP) is available to help victims of sexual assault who may not be able to afford or do not want their insurance billed for the cost of a forensic rape examination. Students who seek services at the Philadelphia Sexual Assault Response Center (PSARC) or a qualifying medical clinician for a forensic rape examination may make a claim to VCAP.

Additional links to off-campus support resources are available at the below link:
<https://www.usciences.edu/student-life/student-health-and-counseling/related-links-resources.html>

The complete Sexual Misconduct Policy can be found online at
<https://www.usciences.edu/administrativeoffices/compliance/sexualmisconductpolicy.html>

Student Conduct Policy

INTRODUCTION

The University of the Sciences student conduct system fosters an environment that contributes to the mission and goals of the University by allowing students to explore their actions in a safe environment that is fair, just, and without any preconceptions. When students engage in prohibited conduct, the student conduct process is used to assert and uphold the Student Conduct Policy. If a student is found responsible for a policy violation, the Office of Student Conduct and Grievances will work with the student to explore the cause of the action and address any underlining challenges or concerns. Ideally, students should be able to accept the consequences of their actions and acknowledge the effects these actions may have had on others.

All members of the USciences community have a collective responsibility for modeling behavior of the highest integrity in any academic, personal, and professional pursuits. The University is committed to the education and guidance of our students with regard to responsible, ethical, and professional behaviors. It is vital that they understand that inappropriate academic, social, and professional conduct will have consequences. The impact of this conduct may not only be detrimental to the student involved, but to their classmates, the University, and society.

To that end, the University community of faculty, administration, staff, and students will address student conduct issues with dignity, fairness, and respect as a caring educational body. Conduct processes are educational proceedings and are not designed to punish students, but rather, exist to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. When necessary, sanctions will be assigned to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations.

It is our expectation that such a student will work toward personal change in order to meet the social, academic, and professional standards of the University, as well as society at large. The aim is to facilitate the necessary personal and professional development of students, so that they demonstrate academic, personal, and professional behavior of the highest integrity. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in the USciences community.

JURISDICTION

The Student Conduct Policy applies to the conduct of individual students and all University affiliated student organizations. For the purposes of student conduct, the University considers an individual to be a student from

the time of admission to the University, through the actual awarding of a degree or permanent removal from the University, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These policies also apply to behaviors that take place on the campus, at University sponsored events/trips, and also applies beyond the geographic limits of the University; thus, conduct action is appropriate regardless of where student misconduct occurs or where the student resides.

Additionally, the Student Conduct Policy may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. While the University does not regularly search for this information, it may take action if such information is brought to the attention of University officials.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, and/or obtain official transcripts, and/or graduate. All sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled, but reported after the accused student has graduated, the University may invoke these procedures and if the former student is found responsible, the University may revoke that student's degree.

Finally, conduct action may also be appropriate regardless of whether law enforcement officials have taken criminal action and, where such action has been taken, regardless of the outcome of the criminal system. A student who is, or has been, under investigation by any law enforcement agency for any potential violation must report to the Dean of Students when they become aware of such investigation. Any student who has a "no contact" or restraining order applicable to any University community member must report this information to the Dean of Students.

DEFINITIONS

The term "**Accountable**" means to answer for and accept ownership of one's action, words, or intent.

The term "**Complainant**" means any person who submits a charge alleging that a student(s) or student organization violated the Student Conduct Policy.

The term "**Conduct Advisor**" means a person who may attend an Administrative Hearing and/or Conduct Board Hearing with the complainant or respondent for the purposes of providing moral support and procedural guidance. The Conduct Advisor must be a University Community member, except where required by law. The Conduct Advisor may confer quietly with their advisee, exchange notes, and suggest questions to their advisee.

The Conduct Advisor does not have a speaking role during the hearing and may only speak to the person they were invited to support. The advisor may not make a presentation or otherwise represent the party bringing the complaint or the respondent during the hearing.

The term “**Hearing Officer**” refers to the individual designated to coordinate and supervise a specific incident that will be processed under the Student Conduct Policy. Hearing Officers may be members of the Residence Life professional staff or faculty and staff from the Student Conduct Committee. Before individuals other than the Director of Student Conduct and Grievances may serve as a Hearing Officer, they must complete training on the student conduct system determined appropriate by the Director of Student Conduct and Grievances.

The term “**Incident**” means an event, action, or communication that is reported to the Office of Student Conduct and Grievances as a potential violation of a University policy.

The term “**Not Responsible**” as an outcome to a hearing means that there was insufficient information to determine that the respondent’s behavior violated the Student Conduct Policy.

The term “**Office of Student Conduct and Grievances & Grievances**” refers to the department designated by the University to facilitate the Student Conduct Process and the Student Grievance Process, educate the campus community on the process, maintain records, and evaluate the program. The Office shall maintain communication with the Chairs of the Student Conduct Committee. The Office will appoint a Hearing Officer for each hearing.

The term “**preponderance of the evidence**” refers to the evidentiary standard that is used to determine if a student is responsible for a policy violation. The preponderance standard is satisfied when it is “more likely than not” that the responding student is in violation of a policy.

The term “**Respondent**” means any student(s) or student organization accused of violating the Student Conduct Policy.

The term “**Responsible**” as an outcome to a hearing means that that there was sufficient information to determine that the respondent’s behavior violated the Student Conduct Policy.

The term “**University Community Member**” means any person who is a student, faculty member, University official, contractor or vendor with a contract with the University, or any other person employed by the University. During experiential learning, the site coordinator is considered a University community member. A person’s status in a particular situation shall be determined by the Office of Student Conduct and Grievances.

The term “**Witness**” means any person with information relevant to an incident.

PROHIBITED BEHAVIORS

The University considers the behavior described in the following section as inappropriate for USciences community. These expectations and rules apply to all students, whether undergraduate, graduate, doctoral, or professional. Members of the community are encouraged to report all incidents that involve the following behaviors or actions, which may trigger the initiation of the student conduct process. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined under this policy.

1. **Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, any University processes including conduct and academic integrity hearings. Some examples include:
 - a. falsification, distortion, or misrepresentation of information;
 - b. failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
 - c. attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
 - d. harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
 - e. failure to comply with the sanction(s) imposed by the campus conduct system;
 - f. influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

2. **Academic Dishonesty.** Any act or attempted act of academic dishonesty including, but not limited to:
 - a. **Fabrication.** Presenting information for a classroom assignment, exam, or lab procedure that is fictitious or falsified. Examples include, but are not limited to, listing invented references for a report assignment or concealing the identity of the source of information presented in an assignment by omitting the secondary source identification.
 - b. **Cheating.** Deceiving or misrepresenting the acquisition of a skill or body of knowledge. Examples include, but are not limited to, copying from another student's exam; aiding in the attainment of the answers to an exam; allowing another student to copy from another exam; impersonating another student during a class or exam; the use or possession of unauthorized materials (e.g. books, notes, calculators, "cheat-sheets", electronic devices, etc.).
 - c. **Plagiarism.** Presenting, **whether intentional or unintentional**, of the words or ideas of a source as if they are the student's own words or ideas. This applies to unpublished and published material. Examples include, but are not limited to, presenting in a written report a direct quote without quotations and an appropriate reference; paraphrasing without providing an appropriate reference; copying the writings (sentence, paragraph, or an entire work) or graphic materials of a fellow student or another source and not giving credit to the author; reusing one's own work

developed for another purpose (self-plagiarism). Students should familiarize themselves with the specific standards of the University by referring to resources available in this Student Handbook, the Library, and academic departments. (See [Appendix A](#) for further information on plagiarism).

- d. **Unauthorized Collaboration.** Collaborating without specific permission from an instructor or in a manner that does not allow the faculty member to determine individual work. Examples include, but are not limited to, working on a group project and then submitting the group work as your own or working with a partner to whom you were not assigned.
 - e. **Facilitating Academic Dishonesty.** Knowingly helping someone else to commit an act of academic dishonesty. Examples include, but are not limited to, giving someone a paper or homework to copy from, allowing someone to cheat from your test paper, signing another student into a class, and using another student's clicker.
 - f. **Abuse of Academic Materials.** Any act that damages, appropriates or disables academic resources so that others cannot use them. Examples include, but are not limited to, destruction of books, journals or periodicals; stealing books or articles; and deleting, or damaging computer files intended for others' use.
 - g. **Deception and Misrepresentation.** Lying about or misrepresenting your work, academic records or credentials. Examples include, but are not limited to, forging signatures; altering documents; forging letters of recommendation; falsifying credentials in an application; and providing false information to an instructor concerning a formal academic exercise (e.g., giving a false excuse for missing a deadline, falsely claiming to have submitted work, or falsifying information on a peer assessment).
 - h. **Electronic Dishonesty.** Using network access inappropriately, in a way that affects a class or other students' academic work. Examples include, but are not limited to, using someone else's authorized computer account to send and receive messages; breaking into someone else's files; gaining access to restricted files; disabling others' access to network systems or files; knowingly spreading a computer virus; and obtaining a computer account under false pretenses. For more information, please refer to the University Computing Policy in the Student Handbook.
 - i. **Other Academic Dishonesty:** Other types of academic dishonesty relevant to the work in particular disciplines or particular courses including failure to comply with academic directives, instructions, or syllabus.
3. **Alcohol.** Regardless of a student's age, the possession, consumption, distribution, or sale of alcohol or paraphernalia in any University property is prohibited unless approved by the University President or designee. Additionally, underage drinking and/or public intoxication is prohibited both on and off campus. Students are accountable for being in the presence of unauthorized alcohol on campus. (See [Alcohol Use Policy](#) for further information).

4. **Animals.** Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs), and pets as outlined in the Residence Life Handbook, are not permitted on campus except as permitted by law.
5. **Arrest.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Dean of Students within seventy-two (72) hours of release.
6. **Assault.** Assault is defined as a threat or an attempt to cause harm or injury to another person.
7. **Battery.** Battery is defined as the infliction of an injury or unauthorized and unwanted touching that causes harm or injury.
8. **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression. Bullying can take one or more of the following forms: verbal abuse; offensive conduct, both verbal and nonverbal, which is threatening, humiliating, patronizing, demeaning, and/or intimidating; interference with and/or sabotage of work or academic performance.
9. **Co-curricular Violation.** Violation of the Policies on co-curricular activities, or the Rules of Eligibility for Fraternities/Sororities, or the Rules for Student Organization Participation. Student organization leaders may be held to a higher standard of responsibility and may be held accountable if they knew, or should have known, of misconduct of students in the student organization.
10. **Complicity.** Attempting to engage in, soliciting another to engage in, or passively allowing another to engage in prohibited conduct under the Student Conduct Policy.
11. **Computing Violation.** Failure to abide by the Computing/Acceptable Use Policy.
12. **Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of University property or the personal property of another.
13. **Disorderly Conduct.** Students are required to engage in responsible social conduct that reflects positively upon the University's community and to model good citizenship in any community. Conduct that is lewd, indecent or a breach of peace is disorderly. As a member of the University, the University City, and West Philadelphia communities, University of the Sciences recognizes its obligation to respect the members of the University community and its neighbors. As members of the University community, students are required to refrain from behavior that interferes or obstructs the orderly process of the

University or the surrounding community (e.g., excessive noise; inappropriate, loud, or disruptive behavior; or failure to maintain property).

14. **Drugs:**

- a. **Possession/Consumption.** Possession or consumption of illegal drugs or other controlled substances for a nonmedical purpose;
- b. **Sales/Distribution.** The manufacturing, sale, distribution, or offer of transfer of illegal drugs and/or other controlled substance;
- c. **Drug Paraphernalia.** Possession or use of drug paraphernalia;
- d. **Inappropriate Care.** Inappropriately providing care, dispensing or prescribing medicine without the proper supervision, authority, or license.

15. **Endangerment.** Behavior or activities that intentionally or recklessly cause physical harm or endanger the health or safety of oneself or others.

16. **Failure to Comply.** Failure to comply with the reasonable directives of University officials or law enforcement officers during the performance of their duties, or provide identification to University officials or law enforcement officers when requested to do so. Additionally, a student may be charged with failure to comply if they fail to fulfill any sanction(s) levied as a result of a student conduct proceeding or meet with an authorized University official when directed to do so, including participation in an ongoing University investigation.

17. **False/Misleading Statements.** Making a false or misleading statement with the intent to deceive a University official. This includes, but is not limited to, dishonesty, misrepresentation, fraud, forgery, or knowingly using or providing false information, documents, or instruments of identification.

18. **False Report.** Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.

19. **Fleeing the Scene.** Leaving a scene where a violation may have occurred prior to the resolution of the matter.

20. **Financial Responsibilities.** Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.

21. **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:

- a. intentionally or recklessly causing a fire;
- b. failure to evacuate a University controlled building during a fire-alarm;

- c. improper use of fire safety equipment; or
 - d. tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property. Such action may result in a local fine in addition to University sanctions;
22. **Forgery or Alteration.** Forgery or alteration of any document or instrument of identification for any purpose.
23. **Gambling.** Illegal or unauthorized gambling or gaming as defined by state or federal law.
24. **Harassment/Discrimination.** Violation of the University's policy on Harassment and Discrimination.
25. **Hazing.** University of the Sciences adheres to the Timothy J. Piazza Anti-hazing Law. The Timothy J. Piazza Anti-hazing Law defines hazing to include: Hazing, Aggravated Hazing, or Organizational Hazing are each prohibited by University of the Sciences Policy. It shall not be a defense that the consent of the minor or student was sought or obtained. It is also not a defense that the conduct was sanctioned or approved by the organization. Please refer to the anti-hazing policy for the entire anti-hazing policy, which can be found here: <https://www.usciences.edu/student-life/fraternity-sorority-life/anti-hazing-policy.html>
26. **Interference with University Activities.** Intentionally or recklessly interfering with normal University or University-sponsored activities, including, but not limited to: studying, teaching (including class sessions and office hours), research, University administration, or emergency services. Examples include, but are not limited to, loud disruptive continuous noise during class, prohibiting the continuation of a sponsored event through disruptive behavior, or preventing a University official from caring for a person in need.
27. **Parking.** Violation of the University parking regulations.
28. **Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
29. **Smoking.** Smoking and the use of all tobacco products is prohibited on all campus property, in owned or leased and operated buildings, recreation areas, and outdoors areas. Smoking paraphernalia (e.g. hookahs, pipes, bowls, vaporizers, electronic-cigarettes) and devices are also prohibited. See the Smoke and Tobacco-free policy for more information.
30. **Tampering/Fraud.** Tampering with, or the unauthorized or fraudulent use of University property or equipment. Examples include: campus telephone equipment, credit cards, or access codes/passwords.

31. **Theft.** Attempted or unauthorized taking of University property or the personal property of another, including goods, services and other valuables; also includes knowingly taking or maintaining possession of stolen property.
32. **Threatening Behaviors:**
 - a. **Threat.** Behaviors, communications, and/or conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
 - b. **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.
33. **Trademark.** Unauthorized use (including misuse) of University of the Sciences or organizational names, images, logos, or symbols.
34. **Unauthorized Entry.** Misuse of access privileges to University premises, or unauthorized entry into, or use of buildings, including trespassing, propping or unauthorized use of doors for entry into or exit from a University building. Also includes entering, attempting to enter, or remaining without authorization or permission in any University office, residence hall room, University-sponsored event, or University premise.
35. **Unauthorized Soliciting.** Soliciting or canvassing by an individual, group, or organization without proper authorization.
36. **Violation of Residence Hall Policy.** Violation of the residence hall policies as stated in the Residence Life Handbook and/or housing agreement.
37. **Violation of Sanctions.** Failure to make amends as ordered through the Student Conduct Process. If the student violates suspension or expulsion, a Conduct Board Hearing will be convened to address the matter. If the student violates any other sanction, the student will be put on probation for one year or their current probation will be extended for one year. In addition, the Conduct Officer may impose other appropriate sanctions.
38. **Violation of University Policies.** Violating other published University policies or rules.
39. **Weapons.** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives, including the storage of any item that falls within the category of a weapon in a vehicle parked on University property. (See Campus Weapons Policy for more information).

OVERVIEW OF CONDUCT PROCESS

This overview provides a general idea of how the campus conduct proceedings work, however not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include all of the same protections afforded by the courts. Due process, as defined within these procedures, assures written notice and the opportunity for a hearing before an objective decision-maker. No student will be found in violation of a University policy without information showing that it is more likely than not that, a policy violation occurred. Any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

The Office of Student Conduct and Grievances may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means where and as determined appropriate by the Director of Student Conduct and Grievances (or designee).

Filing of Complaints

Any member of the University community may file a complaint against a student or student organization for potential violations of the Student Conduct Policy. Complaints may be filed with the Office of Student Conduct and Grievances. Faculty and staff can access the reporting forms on the University Blackboard page. Anyone else wishing to file a complaint should contact the office at 215.596.8844.

While there is no time limit on filing complaints, it can become difficult to gather information regarding an incident and take action when there is a prolonged delay in filing a complaint. As such, every effort should be made to file a complaint as soon as possible after the event takes place or becomes known, preferably within five days. Complaints filed more than 90 days after the event takes place or becomes known, will be addressed at the discretion of the Director of Student Conduct and Grievances, in consultation with the Dean of Students (or designee).

The Director of Student Conduct and Grievances (or designee) will review the complaint and will determine the initial course of action to be taken. If necessary, the Director of Student Conduct and Grievances (or designee) may request that the complainant gather and/or submit additional information prior to determining how to

proceed. If additional information is recommended, the goal is to have the alleged violation resubmitted within five business days to allow a timely resolution.

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. The Director of Student Conduct and Grievances (or designee) may dismiss a complaint which fails to identify a violation of the Student Conduct Policy.

In matters involving more than one respondent, the Office of Student Conduct and Grievances may permit the matter to be processed either separately or jointly. Separate determinations of responsibility will be made for each responding student.

Notice of Hearing

University email is the primary means of communication with students. Notice of conduct action will be emailed to the student's University issued email account. Once emailed, such notice will be presumptively delivered. Students are responsible for all communication delivered to their University email address. Alternate methods of delivery may be used to deliver notice as necessary.

A scheduled hearing supersedes all classes, examinations, and University functions. Hearings will not be delayed due to scheduling conflicts for anyone except the respondent or complainant, who must obtain prior approval from the Director of Student Conduct and Grievances (or designee). If either party fails to appear to the hearing without receiving prior appropriate approval, the hearing will be conducted in their absence.

Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of the Student Conduct Policy by the organization or its member(s):

- take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- were known or should have been known to the membership or its officers.

Unless the Director of Student Conduct and Grievances determines otherwise, the president of any organization will represent the organization during any conduct proceeding. If the organization is found responsible or admits responsibility for the misconduct, sanctions will be imposed upon the organization collectively. In some cases, individual determinations of responsibility will be made and sanctions may be assigned individually and will be proportionate to the involvement of each individual and the organization.

Withdrawals While Conduct Action is Pending

Conduct action may be taken against a student who withdraws from the University or withdraws from a course after being charged with a violation. The University may choose to hold a hearing, even after the student has withdrawn. The student will be provided with notice of any hearing.

Conduct Holds

At any time after the filing of a complaint, the Office of Student Conduct and Grievances, the Dean of Students, may place a “Conduct Hold” on the student’s account for the purpose of preserving the status quo pending the outcome of proceedings, enforcing a sanction, or ensuring cooperation with the student conduct process. A hold may prevent, among other things, registration, the release of transcripts, and/or the awarding of a degree.

Notification to Victims of Violent Crime

Victims of a crime of violence may request in writing to the Office of Student Conduct and Grievances to be informed of the outcome of a conduct proceeding. In the tragic event the victim is deceased, the next of kin may submit said request.

HEARING PROCEDURES

Depending on the nature of the complaint and circumstances involved, policy violations may be addressed by way of a **Disposition Prior to a Hearing**, an **Administrative Hearing**, a **Conduct Board Hearing**, or through the **Residence Life Conduct Process**.

Disposition Prior to a Hearing

The Office of Student Conduct and Grievances may choose to afford a respondent, based on the severity of the alleged violation and prior conduct history, the opportunity to accept responsibility and the pre-determined sanctions without a hearing.

Where this hearing option is selected, the respondent will receive information pertaining to the alleged violation, along with a Conduct Agreement Form (CAF). The CAF gives the respondent the option of either accepting responsibility, along with the pre-determined sanctions, or denying responsibility. If the respondent denies responsibility, the matter be addressed through an Administrative or Conduct Board Hearing.

The respondent has five business days to return the CAF with their decision. If the respondent does not return the CAF by the deadline, an Administrative or Conduct Hearing will be scheduled.

Administrative Hearing

The Office of Student Conduct and Grievances may invoke administrative hearing procedures to determine whether a student is responsible for violating the Student Conduct Policy. The procedures for administrative hearings vary depending on whether the matter is academic or non-academic in nature.

The Office of Student Conduct and Grievances will notify the complainant and respondent, in writing, of the alleged violation(s) and the date/time of the hearing.

- **Non-Academic Administrative Hearing**

During a non-academic administrative hearing, the parties have an opportunity to provide information related to the complaint, ask questions, and present witnesses. After all pertinent information has been presented, the Hearing Officer shall determine whether the respondent is responsible for violating a policy.. The Hearing Officer will use preponderance of the evidence standard, to make this determination. If the Hearing Officer determines that it is more likely than not, that the responding student violated the Student Conduct Policy, they will be found responsible, and appropriate sanctions will be assigned. The Hearing Officer has the authority to impose all sanctions, other than suspension or expulsion. The Hearing Officer may also decide to forward the matter to the Conduct Board for resolution.

Appeal

A party that does not agree with the outcome of the non-academic administrative hearing may appeal the decision of the Hearing Officer by submitting a written request to proceed with a Conduct Board Hearing within five business days of receiving the hearing outcome letter. A Conduct Board hearing will be scheduled to hear the case and resolve the matter.

- **Academic Administrative Hearing**

During an academic administrative hearing, the parties have an opportunity to provide information related to the complaint, ask questions, and present witnesses. The Hearing Officer will facilitate a discussion between the parties. The Hearing Officer however, cannot determine facts or render a decision in the case. If the parties reach an agreement on the outcome of an alleged violation, the decision is final. If the parties are unable to reach an agreement, a hearing with the Conduct Board will be scheduled to resolve the matter.

Administrative Hearing Procedures

1. Attendance is limited to only those individuals playing a role in the process including: respondents, complainants, Conduct Advisors, witnesses, and representatives of the Office of Student Conduct and Grievances.

2. The parties to a hearing have the right to be accompanied by a Conduct Advisor. The Conduct Advisor must be a University Community member and may not be an attorney, except where required by law. The Conduct Advisor may confer quietly with their advisee, exchange notes, and suggest questions to their advisee. The Conduct Advisor does not have a speaking role during the hearing and may only speak to the person they were invited to support. The advisor may not make a presentation or otherwise represent either party during the hearing.
3. Both parties are permitted to bring witnesses to a hearing. If a witness is not able to attend a hearing, they may provide a written statement which will be presented at the hearing. In-person witnesses may be asked to leave the room before or after their testimony. The exception to this is a witness (referred to as an active witness) who was potentially a victim of the alleged violation. This exception will be made at the discretion of the Director of Student Conduct and Grievances (or designee). Questions of whether potential information will be considered shall be resolved by the Hearing Officer. Unduly repetitive witnesses can be limited at the discretion of the Hearing Officer.
4. Formal rules of evidence are not observed.
5. The Office of Student Conduct and Grievances will collect and retain all records and documents submitted in connection with a hearing. In most cases, evidence will be held for a period of 45 days after a final resolution has been reached.
6. The Office of Student Conduct and Grievances will send official outcome letters to the complainant, the respondent, and the respondent's academic advisor. If the case involved academic dishonesty, the Dean of the student's college will be notified. Additionally, the OSC may send outcome letters to program directors, athletics, or other individuals deemed necessary, at the discretion of the Office of Student Conduct and Grievances. Individuals notified are responsible for maintaining confidentiality.
7. No audio recording will be made.

Conduct Board Hearings

Conduct Board hearings are more formal than administrative hearings. Once scheduled, the Office of Student Conduct and Grievances will notify the complainant and respondent, in writing, of the alleged violation(s), the date/time of their individual pre-hearing meeting, and the date/time of the Conduct Board hearing.

Pre-Hearing Meeting

In advance of a Conduct Board hearing, separate pre-hearing meetings are scheduled for both parties. During the pre-hearing meeting, a representative of the Office of Student Conduct and Grievances will review the

hearing process, answer process-related questions, and inform the parties of the board members who will hear the case. If either party objects to a selected board member, they must submit their objection, in writing, to the Director of Student Conduct and Grievances within two business days of being informed. The Director of Student Conduct and Grievances (or designee) will review the objection and determine if the board member will be unseated. A board member will only be unseated if the Director of Student Conduct and Grievances (or designee) concludes that their bias precludes an impartial hearing of the complaint.

Conduct Board Hearing Procedures

1. Composition of the Board shall consist of a hearing Chair, one faculty representative, one staff representative, and one student representative, drawn from the Student Conduct Committee. For cases involving allegations of academic dishonesty, a faculty member will chair the hearing.
2. Attendance is limited to only those individuals playing a role in the process including: respondents, complainants, Conduct Advisors, witnesses, members the Conduct Board and representatives of the Office of Student Conduct and Grievances.
3. The parties to a hearing have the right to be accompanied by a Conduct Advisor. The Conduct Advisor must be a University Community member and may not be an attorney, except where required by law. The Conduct Advisor may confer quietly with their advisee, exchange notes, and suggest questions to their advisee. The Conduct Advisor does not have a speaking role during the hearing and may only speak to the person they were invited to support. The advisor may not make a presentation or otherwise represent either party during the hearing.
4. Both parties are permitted to bring witnesses to a hearing. If a witness is not able to attend a hearing, they may provide a written statement which will be presented at the hearing. In-person witnesses may be asked to leave the room before or after their testimony. The exception to this is a witness (referred to as an active witness) who was potentially a victim of the alleged violation. This exception will be made at the discretion of the Director of Student Conduct and Grievances. Questions of whether potential information will be considered shall be resolved by the Hearing Officer. Unduly repetitive witnesses can be limited at the discretion of the Hearing Officer and/or Chair.
5. Formal rules of evidence are not observed.
6. After all pertinent information has been presented, the Conduct Board shall deliberate and determine whether the respondent is responsible for any policy violations.. The board will use preponderance of the evidence standard, to make this determination. If the board determines that it is more likely than not, that the responding student violated the Student Conduct Policy, they will be found responsible.

7. Where a respondent is responsible for a policy violation, they may present two members of the University community to serve as character witnesses. The character witnesses may submit a written statement or present in person on behalf of the respondent. The character witnesses' comments are to be limited to what they know about the respondent's character. Character witnesses are not permitted to comment on the student conduct process or on statements made during the hearing. The Conduct Board will hear from character witnesses only if the respondent has been found responsible for a policy violation, but before deliberating on sanctions.
8. The Conduct Board shall be informed of a student's prior conduct history, if any, during the sanction deliberations. Sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.
9. The Conduct Board has the authority to impose all sanctions including suspension or expulsion.
10. The Office of Student Conduct and Grievances will collect and retain all records and documents submitted in connection with a hearing. In most cases, evidence will be held for a period of 45 days after a final resolution has been reached.
11. Outcome letters will be sent to the complainant, the respondent, the respondent's academic advisor, and in academic integrity cases, the Dean of the student's matriculated program. Additionally, the OSC may send outcome letters to program directors, athletics, or other individuals deemed necessary, at the discretion of the Office of Student Conduct and Grievances. Individuals notified are responsible for maintaining confidentiality.
12. The hearing will be audio recorded and the recording will remain the property of the University. Deliberations will not be recorded. Either party may request to review the recording by writing to the Office of Student Conduct and Grievances. The review of the recording must take place in the presence of the Director of Student Conduct and Grievances (or designee) and only approved individuals may review the recording. Recordings may be used during the appeals proceedings. Recordings may only be used in the Grievance Process or other proceedings with the permission of the Director of Student Conduct and Grievances (or designee). Audio recordings will be held for one year or until the end of the appeals process, whichever is longer.

Residence Life Conduct Process

Students residing in University housing (and their guests) are also subject to the residence hall regulations, housing agreement, and the policies in the Residence Life Handbook. Accordingly, the Residence Life professional staff has the primary duty to supervise student behavior in the residence halls.

When misconduct occurs in the residence halls, it will be reported to the Office of Student Conduct and Grievances. In general, a member of the Residence Life staff will address incidents occurring in the residence halls however the following list of examples may warrant a response from the Office of Student Conduct and Grievances. Additional information about the Residence Life Conduct Process can be found in the Residence Life Handbook.

Matters Typically Handled By the Office of Student Conduct and Grievances:

- Incidents involving concerns for a student's health/safety
- Incidents involving the police or law enforcement
- Possession and/or use of firearms, explosives, and dangerous weapons
- Acts of violence or deliberate and obvious threats of intended violence
- Acts of harassment including, but not limited to, sexual harassment, intimidation, and stalking
- Incidents involving acts of major vandalism, theft, or destruction of property
- Possession, use, distribution, and/or sale of illicit/illegal drugs
- Violation of federal, state, and/or local laws when such an action has a significant impact on the University community
- Repeated violations while under intervention, administrative contract, behavioral contract, or mediated agreement (frequent and/or repeated violations after educational, intervention, and treatment programs have been ineffective)
- Misuse of computer systems • Cases with the potential for any sanction above probation (i.e. removal from the halls)

STUDENT CONDUCT COMMITTEE

The Director of Student Conduct and Grievances is responsible for assembling the Student Conduct Committee. The Student Conduct Committee is made up of faculty, staff, and students. Faculty representatives to the Student Conduct Committee are appointed by the University Faculty Senate, in consultation with the Director of Student Conduct and Grievances. From the appointed faculty members, the President of Faculty Senate will appoint two faculty members to serve as Chairs to the Student Conduct Committee. Staff and student representatives are selected by the Director of Student Conduct and Grievances, in consultation with the committee chairs and Dean of Students. All committee members will be committed to upholding the Student Conduct Policy and maintaining confidentiality.

Members of the Student Conduct Committee are required to attend annual training prior to serving on a board hearing. Membership from the previous academic year continues until the new members of the Student Conduct Committee have been trained.

For each Conduct Board hearing, the Board will be chosen from available members of the Student Conduct Committee. Quorum for a Conduct Board hearing consists of a Hearing Chair, one faculty representative, one

staff representative, and one student representative. None of the members of the selected board should have a conflict of interest with either the respondent or the complainant. In the event that a quorum is not reached, all parties must agree to proceed without a quorum. If either party chooses not to proceed under such circumstances, the hearing will be rescheduled as quickly as possible. In exceptional cases—some examples include, but are not limited to, during University breaks, winter and summer breaks, or emergency situations—quorum can be at least two members and a Chair.

Conduct Board hearings for academic matters will be chaired by a faculty representative to the Student Conduct Committee. The Director of Student Conduct and Grievances (or designee) will be in attendance to assure that the University procedures are followed throughout the hearing. For cases involving non-academic matters, the hearing will be chaired by the Director of Student Conduct and Grievances (or designee).

During the deliberations process the faculty, staff, and student representative will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the Student Conduct Policy. The Director of Student Conduct and Grievances (or designee) will be present and available as a resource during all deliberations.

SANCTIONS

Sanctions - Generally

For any finding of responsibility, all students will receive, at a minimum, a written reprimand. In addition, one or more of following sanctions may be imposed upon any student for any single violation of the Student Conduct Policy. Sanctions are intended to provide meaningful opportunities for students to reflect on their rights and responsibilities as members of the USciences community. Educational sanctions endeavor to foster growth and development, encourage integrity and responsible decision making, while protecting the University community. When selecting sanctions, considerations include, but are not limited to: the nature and seriousness of the offense, the age/year of the student, impact on the community, previous conduct history, and established precedents and sanctioning guidelines.

The University reserves the right to impose other sanctions in addition to those listed below in response to specific circumstances of a case. Note: When assigning probation or suspension, the summer semester generally will not count toward the number of semesters assigned. Students remain on probation or suspension during any University breaks (e.g., summer, winter, spring break) that fall during an assigned sanction.

1. **Warning:** An official written notice that the student has violated the Student Conduct Policy and that more severe conduct action may result should the student be involved in other violations while enrolled at the University.

2. **Academic Sanctions:** See ‘Sanctions for Academic Integrity Violations’ for more information.
3. **Alcohol & Drug Sanctions:** See ‘Sanctions for Alcohol & Drug Violations’ for more information.
4. **Behavioral Requirement:** The student is required to participate in educational program(s)/workshops; psychological, physical, or drug/alcohol evaluation(s); or counseling.
5. **Conduct Probation:** The student is not permitted to participate in co-curricular activities for at least one semester. During this period the student is not eligible to participate in any co-curricular activities (e.g. clubs/organizations, Greek fraternities/sororities, athletics, intramural activities, etc.). An activity may occur on or off campus. If more than four members, or 50% of total membership is in attendance (the lower of the two), the gathering is considered an activity. Any alleged violation occurring during this period will likely be reviewed through a Conduct Board hearing and if found responsible sanctions may include suspension or expulsion.
6. **Confiscation:** Items whose presence is in violation of University policy will be confiscated and will become the property of the University. Prohibited items may be returned to the owner at the discretion of the Director of Student Conduct and Grievances, Residence Life Administrator, and/or Public Safety.
7. **Educational Program:** The student is required to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
8. **Educational Reflection Paper:** The student is required to write an educational reflection paper related to the violation.
9. **Fines:** The student is required to pay a monetary amount imposed to cover costs or as a learning outcome.
10. **Health & Safety Inspection:** Students living in the halls may be subject to random room inspection(s) by the Residence Life staff as a result of policy violations. These inspections will not be announced.
11. **Housing Probation:** Official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from University housing.

12. **Housing Reassignment:** The student is required to relocate to another University housing facility. Residential Life personnel will decide on the reassignment details.
13. **Housing Suspension (deferred):** The student is placed on notice that his/her continued ability to reside in University housing is contingent upon the student adhering to all University policies, fully complying with any mandated sanctions, and fulfilling other stipulated requirements. If the student is found responsible for violating any University policy, fails to comply with the sanctions, or does not fulfill other stipulated requirements, immediate suspension from the halls will be considered as a primary response.
14. **Housing Suspension:** The student is removed from University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of the Director of Student Conduct and Grievances and/or the Associate Director of Residence Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the Associate Director of Residence Life (or designee). This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension.
15. **Housing Termination:** The student's privilege to live in, or visit, any University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
16. **Loss of Privileges:** The student will be denied specified privileges (ie. guest privilege, access restrictions, parking, etc.) for a designated period of time.
17. **Parental Notification:** The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under the age of 21 for alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.
18. **Restitution:** The student is required to pay compensation for damage caused to the University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

19. **Revocation of admission and/or degree:** The student's admission to, or a degree awarded from, the University may be revoked for fraud, misrepresentation, or other violations of University standards in obtaining the degree, or for other serious violations.
20. **Service Requirement:** The student or organization is required to complete a specific supervised University service (e.g. community service). All service projects must be approved.
21. **University Suspension (deferred):** The student is placed on notice that his/her continued enrollment is contingent upon the student adhering to all University policies, fully complying with any mandated sanctions, and fulfilling other stipulated requirements. If the student is found responsible for violating any University policy, failing to comply with the sanctions, or does not fulfill other stipulated requirements, immediate suspension will be considered as a primary response.
22. **University Suspension:** The student will no longer be enrolled at University of the Sciences and will lose all rights and privileges of being a student, but may return to the University after a specified period of time, assuming proper conduct on the student's part during this time and the student meets all requirements for returning. While suspended the student is banned from university property, functions, events and activities without prior written approval from the Director of Student Conduct and Grievances. When on suspension, a student may not obtain academic credit at the University or elsewhere toward completion of a degree at University of the Sciences. A permanent notation of the suspension will be placed on the student's official academic transcript.
23. **University Expulsion:** The student is permanently separated from the University. The student will no longer be enrolled at the University and all rights and privileges of a student are revoked. The student is banned from university property and the student's presence at any University sponsored activity or event is prohibited. A permanent notation of the expulsion will be placed on the student's official academic transcript.
24. **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Conduct and Grievances or designee.

Sanctions for Alcohol & Drug Violations

A level system is used to classify alcohol and drug violations. The Director of Student Conduct and Grievances (or designee) will tentatively determine the applicable level prior to the commencement of any hearing. This tentatively determined level may change based on the information presented during the hearing process and will be affirmed prior to sanctioning if the student is found responsible or accepts responsibility for the violation(s).

There are three levels for alcohol and drug violations. In general, Level 1 violations are those which represent 'low risk use' and are considered minor in nature, whereas Level 3 violations are of a more serious nature and represent 'severe risk use'. Levels are selected based on a number of factors, including, but not limited to: the nature and seriousness of the offense, the age of the student, impact on the community, and previous conduct history of the student.

Sanctions for cases involving Alcohol and Drugs may include:

Level 1

- a. fine of \$50
- b. completion of educational requirement
- c. parental notification
- d. additional sanctions as assigned

Level 2

- a. fine of \$75
- b. completion of educational requirement
- c. participation in two substance abuse workshops
- d. parental notification
- e. additional sanctions as assigned

Level 3

- a. fine of \$125
- b. completion of educational requirement
- c. participation in two additional substance abuse workshops
- d. initiation of Drug and Alcohol Abuse Policy (referral to Dean of Students)
- e. substance abuse evaluation
- f. parental notification
- g. additional sanctions as assigned

Sanctions for Academic Integrity Violations

There are four classification levels for all allegations of academic dishonesty. In general, Level 1 violations are considered less severe and typically occur due to a student's inexperience or lack of knowledge regarding the principles of academic integrity, whereas Level 4 violations are considered the most severe or egregious. Levels are selected based on a number of factors, including, but not limited to: the nature and seriousness of the offense, how much of the course grade is affected, the student's class year, and whether the student has any previous conduct history.

The Director of Student Conduct and Grievances will tentatively determine the applicable level prior to the commencement of any hearing. This tentatively determined level may change based on the information

presented during the hearing process and will be affirmed prior to sanctioning if the student is found responsible or accepts responsibility for the violation(s).

Given the expectation of increased maturity and learning, *a Level 1 classification will not be an option for any student (regardless of major) in the third year of a program (and above), or for graduate and professional students*. If these students commit what would typically be considered a Level 1, it will automatically be considered a Level 2. The prohibited conduct currently listed as Level 3 or Level 4 will remain as such for these students.

Once assigned, the level will dictate which of the hearing types is available and which sanctions may be assigned.

A description of each level is provided below.

- **LEVEL 1**

Description: A level 1 violation typically involves a small proportion (e.g., < 20%) of the total course work, is not extensive, and/or occurs on a minor assignment. These violations generally occur due to a student's inexperience or lack of knowledge regarding the principles of academic integrity.

Resolution Options: May be resolved through any of the hearing types

Sanctions:

Academic Sanctions (all student will receive one of the following):

- No credit ("0") for the assignment, quiz, exam, participation; or
- Make-up assignment (with the student receiving only 50% of the earned credit)

Conduct Sanctions (all students will receive one or more of the following):

- Conduct Probation (up to one semester)
- Educational Reflection Paper
- Educational Seminar or Workshop
- Other sanctions (see **Sanctions – Generally** for examples)

- **LEVEL 2**

Description: A level 2 violation includes prohibited conduct that is characterized by dishonesty of a more serious nature or which affects a more significant proportion (e.g., 20<50%) of the course work. A student who has previously been found responsible (or accepted responsibility) for a level 1 violation, will automatically progress to at least level 2.

Resolution Options: May be resolved through any of the hearing types

Sanctions:

Academic Sanctions (all student will receive one of the following):

- No credit (“0”) for the assignment, quiz, exam, participation (grade must be used in calculation of final grade [i.e., this grade cannot be dropped, if applicable]); or
- One letter-grade reduction in the final grade (e.g., B+ → C+);

Conduct Sanctions (all students will receive the following):

- Conduct Probation (one semester or more)

Students may also receive one or more of the following sanctions:

- Educational Reflection Paper
- Educational Seminar or Workshop
- Other sanctions (see **Sanctions – Generally** for examples)

• **LEVEL 3**

Description: This prohibited conduct includes, but is not limited to, dishonesty that affects a major (e.g., ≥ 50%) or essential portion of work done to meet course/program requirements, and/or involves premeditation. A student who has previously been found responsible (or accepted responsibility) for a level 2 violation, will automatically progress to at least 3 level.

Resolution Options: Level 3 violations will automatically go to a Conduct Board Hearing.

Sanctions:

Academic Sanctions (all student will receive one of the following):

- A grade of “D” for the course (this would be the highest grade that the student could earn in the course); or an “F” (if the course is a pass/fail course); or
- A grade of “F” for the course; or
- Failure of Program Requirement

Conduct Sanctions (all students will receive the following):

- Conduct Probation (until 30 days prior to graduation from the University or until the student separates from the University); or
- Suspension (at least one semester) from the University with a permanent notation of suspension on the student’s transcript

Students may also receive one or more of the following sanctions:

- Educational Reflection Paper
- Educational Seminar or Workshop
- Other sanctions (see **Sanctions – Generally** for examples)

- **LEVEL 4**

Description: This prohibited conduct represents the most serious breaches of academic integrity. These cases will automatically go to a Conduct Hearing. A student who has previously been found responsible (or accepted responsibility) for a level 3 violation, will automatically progress to Level 4.

Resolution Options: Level 4 violations will automatically go to a Conduct Board Hearing.

Sanctions:

Academic Sanctions (all student will receive one of the following):

- A grade of “F” for the course; or
- Failure of Program Requirement

Conduct Sanctions (all students will receive the following):

- Expulsion from the University with a permanent notation of expulsion on the student’s transcript

Interim Sanctions

Interim sanctions may be imposed prior to the completion of the student conduct process. Interim sanctions will be imposed: 1) to ensure the safety and well-being of members of the University community or preservation of University property; 2) to ensure the student’s own physical or emotional safety and well-being; 3) if the student is facing allegations of serious criminal activity; or 4) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University. Interim sanctions will be imposed by the Dean of Students (or designee). During interim sanctions, a student may be denied access to the residence halls and/or to the campus (including classes) and/or all other activities or privileges for which the student might otherwise be eligible, as determined by the Dean of Students (or designee). The interim sanctions do not replace the regular process.

STUDENT CONDUCT BOARD APPEALS

Either party may request an appeal of a decision rendered by the Student Conduct Board by submitting a written request to the Director of Student Conduct and Grievances, subject to the procedures outlined below.

All appeals must be filed in writing to the Director of Student Conduct and Grievances within five business days of the notice of the hearing outcome, barring exigent circumstances. Any exceptions are made at the discretion of the Director of Student Conduct and Grievances. and, when appropriate, the Title IX Coordinator.

Grounds for Appeal Requests

Appeals are limited to the following grounds:

1. **New Evidence:** To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included. Evidence introduced that was not known by the respondent or complainant shall be considered new evidence. Evidence that was withheld by the respondent or complainant, or that a party chose not to bring or present, shall not constitute a “question of new evidence” and will not be considered upon appeal.
2. **Procedural Error:** A procedural error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
3. **Sanctions:** The sanctions imposed are substantially disproportionate to the severity of the violation and/or are substantially outside parameters or guidelines set by the University for this type of offense or the cumulative conduct record of the responding student.

Appeal Procedures

The Director of Student Conduct and Grievances will share the appeal by one party with the other party (parties), when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, or request an appeal on the same grounds or different grounds). Any response to the appeal must be filed in writing with the Director of Student Conduct and Grievances within five business days of receipt the original appeal. The original appeal and any response to the appeal will be forwarded to an Appeals Panel for consideration.

Appeals Panel Composition

A three-member Appeals Panels will be drawn from the Student Conduct Committee. Each Appeals Panel will consist of one faculty representative, one staff representative, one student representative. Members of the Appeals Panel may not have prior knowledge of the original case and may not have served on the Board for the initial hearing. The Director of Student Conduct and Grievances (or designee) will serve as a non-voting advisor to the Panel with responsibility of providing the Panel with the record of the initial hearing, ensuring consistency with past practices, and safeguarding a fair process for the complainant and responding student.

Appeals Panel Review

The Appeals Panel will engage in a two-step process. First, the Appeals Panel will determine if the appeal is valid based upon the limited grounds for appeal through a review of the case materials, the written appeal, and any responses to the appeal. A review of the audio recording from the original hearing will only be conducted at the request of the Appeals Panel.

If the appeal fails to meet the requisite grounds, it will be dismissed and the original decision will stand. This decision is final and not subject to further appeal.

If the appeal is determined to be valid, the Appeals Panel may take one of the following actions:

1. **Modify Sanctions:** Where the sanctions are challenged, the Appeals Panel may modify the sanctions if they are found to be substantially disproportionate to the severity of the violation, or are substantially outside parameters or guidelines set by the University for the violation. The Appeals Panel may consider the cumulative conduct record of the responding student in making its decision.
2.
 - a. **Academic Sanction Modification:** Any recommendations for changes to the originally approved course sanction will be reviewed by the faculty member, the faculty member's department chair, and the Director of Student Conduct and Grievances or designee. This review panel will make a final decision on the course sanction based on the level system. This decision is final.
3. **Remand for Rehearing:** The Appeals Panel may send a case back to the original hearing board or call for a new board to hear the case. In general, where new evidence is presented, the matter will be remanded back to the original hearing board to consider the new information. Where the original hearing board may be unduly biased by a procedural error, a new hearing board will be assembled to consider the matter. The decision as to whether a case is sent back to the original hearing board or if a new board will be assembled is made by the Appeals Panel.
4.
 - a. If the Appeals Panel remands the case for a rehearing, the decision of the board hearing the remanded case is final. There is no opportunity to file another appeal for a case that has been remanded for a rehearing, except in the event of a significant procedural error.
5. **Affirm Original Decision:** The Appeals Panel may affirm the original decision of the Student Conduct Board.

The Office of Student Conduct and Grievances will inform the parties of the Appeal Panel's decision within approximately 10 business days. The imposing of sanctions rendered during the original Conduct Hearing will be deferred while an appeal is pending, except when the Office of Student Conduct and Grievances, in consultation with the Dean of Students, determines the sanction should be upheld immediately for the safety of the student and/or the community.

Decisions of the Appeals Panel are final, and are not subject to further review. Findings and/or sanctions of the student conduct process cannot be grieved through the [Student Grievance Policy](#).

CONDUCT RECORDS

Release

General information about a student's conduct record may be released internally for legitimate purposes (scholarships, status in a program, graduation eligibility, etc.). Disclosure of a student's record to any external entity will only be completed with a signed release of information form from the student. Inquiries or concerns about release of student conduct records can be directed to the Office of Student Conduct at 215.596.8844. Only sanctions of suspension or expulsion will be recorded on an official transcript.

Retention

All conduct records will remain on file for a period of seven years after the incident date. Once a year, records will be reviewed and destroyed if applicable. The exceptions to this process are cases involving sanctions of suspension or expulsion, and those that fall under Sexual Misconduct Policy, which are maintained indefinitely.

Expungement

A student or alumna/alumnus may request to eliminate an incident or incidents from his or her conduct record by sending a written request to the Office of Student Conduct and Grievances. The Director of Student Conduct and Grievances will conduct a preliminary review of the record to see if the record is eligible for expungement. If the record is eligible, the requestor will receive an official expungement request form to complete.

A request will not be considered for at least two years after the incident occurred and no sooner than 60 days prior to a student's anticipated graduation date.

The decision to expunge a conduct record is based on many factors, including, but not limited to the nature of the violation, the student's entire conduct history, the reason(s) for requesting the expungement, evidence of appropriate behavior since the violation(s) occurred, and the student's successful completion of all assigned sanctions

A conduct record will **NOT** be expunged for any student who was found responsible for:

- more than one academic dishonesty violation;
- any incident that resulted in a Level 3 or Level 4 sanction;

- causing personal injury or significant property damage;
- sales, distribution or manufacture of a controlled substance;
- violating the weapons, sexual misconduct policy, or discrimination & harassment policies; and/or
- any violation which resulted in suspension or expulsion

Upon receipt of the completed expungement request form, the Director of Student Conduct and Grievances, in consultation with the Dean of Students (or designee), will review the request and determine whether the record will be expunged. **This decision is final and is not subject to appeal.**

In most cases, expungement requests will be reviewed within 10 business days of the receipt of a completed expungement request form. The requestor will be informed of the final decision in writing.

ADMINISTRATIVE NOTICES

Interpretation

The Director of Student Conduct and Grievances will develop procedural rules for the administration of hearings that are consistent with provisions of the Student Conduct Policy. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication.

The Director of Student Conduct and Grievances may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy. The Director of Student Conduct and Grievances may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Student Conduct Policy will be referred to the Dean of Students, whose interpretation is final.

Revision

The Student Conduct Policy will be reviewed annually under the direction of the Director of Student Conduct and Grievances with a comprehensive revision process being conducted every five years.

Approval & Implementation

On June 7, 2016 the Faculty Senate of University of the Sciences voted to amend the Student Conduct Policy. The original document and prior amended may be found in the Faculty Senate archives. This updated Policy will govern cases that are presented to the Office of Student Conduct and Grievances.

Attribution

The University of the Sciences [Student Conduct Policy] is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission. The NCHERM Group Model Code Project, 2013.

Student Grievance Policy

A grievance is a complaint or allegation made by a student who feels that an action (or lack of action) by the University is unfair; is arbitrary, capricious, or unjust; or does not comply with University policies. Some grievances, however, cannot be initially addressed through the Student Grievance Policy. These include allegations of discrimination related to gender (including sexual harassment), race, ethnicity, religion, and sexual orientation, all of which must be referred to the Associate Director of Human Resources. The Associate Director of Human Resources and/or the Director of Human Resources may conduct an investigation into the allegations. If warranted, Human Resources may take appropriate disciplinary actions against any University employee as described in the Employee Handbook, or they may refer the situation to Student Affairs for resolution under this Grievance policy. In addition, conduct matters cannot be grieved, as stated in the Student Conduct Policy.

It is the policy of the University to provide a mechanism by which grievances can be openly and objectively reviewed, with a goal of reconciliation or resolution of University-related issues. If an issue cannot be resolved informally, students may use the Student Grievance Policy and procedures without fear of reprimand or reprisal.

General Procedures of the Student Grievance Policy

The following procedures are not meant to serve as detailed procedures, but rather, general guidelines to the Student Grievance Process.

Prior to initiating a grievance process, the student should make every reasonable effort to resolve the complaint by discussing the situation with the person most directly involved (“respondent”) and/or the respondent’s supervisor.

If a discussion between the student and the respondent does not resolve the issue, the student may initiate a grievance. This should be done within one month of the incident. If a student wishes to initiate a grievance beyond 45 calendar days of the incident, they must get approval from the one of the Co-Chairs of the Grievance Committee. Grievances that are filed later than one calendar year from the date of the incident will not be accepted by the Grievance Committee. To ensure efficiency in handling cases, there will be Co-Chairs for the Grievance Committee. The Co-Chairs will coordinate the workload, so that a specific case will be managed by a single one Co-Chair will handle.

To begin the process, the student should submit the [Student Grievance Form](#). Upon receipt of the form, the Office of Student Conduct and Grievances will set up an initial meeting to outline the informal and formal grievance processes. After the initial meeting, the student has 10 business days to submit a written grievance and any supporting documents. The grievance must contain the following:

- Date and location of issue(s)
- Nature of complaint
- Student's explanation of issue(s), which should be as specific and factual as possible
- Resolution being sought
- Steps already taken to resolve issue

There are two stages (informal and formal) to the grievance process, as broadly outlined below:

Informal Process:

If the issue was not resolved after the student has made every effort to speak directly with the respondent or supervisor, or if they do not feel comfortable speaking directly to the respondent, they may request an informal process be initiated. A mediator will be designated by the Office of Student Conduct and Grievances. The mediator is impartial and has the primary role of determining if mediation is appropriate and, if so, assists both parties in resolving the grievance. Mediation is a voluntary, confidential process in which an impartial third party assists people in finding a mutually acceptable solution to their problem (American University Mediation Services, 2004).

During the informal process, the mediator first meets separately with the student and respondent. The mediator discusses the options for resolving the grievance and listens to each party's explanation of the events.

If both parties agree to an informal grievance process, the mediator brings together the student and respondent. During this meeting, the mediator will assist both parties to resolve the grievance. Once the student and respondent agree to the resolution, both parties will sign a written agreement that states the resolution.

Formal Process:

If either the student or respondent chooses to forego the informal mediation process after speaking with a representative from the Office of Student Conduct and Grievances about their options, or if the student is not satisfied with the outcome of the informal process to resolve an issue, they may initiate a formal grievance. A formal grievance requires a student to notify the Co-Chairs of the Grievance Committee, in writing, that they wish to proceed.

Once notice has been received, a Co-Chair reviews and forwards a copy of the student's grievance to the respondent. The respondent has 5 business days to respond to the grievance in writing. If a response is received, it is sent to the student and a Co-Chair meets with the student to discuss the grievance and response. If the response is sufficient to resolve the grievance the process ends with written notice to both parties of the outcome.

If the response does not resolve the student's grievance, all submitted documents will be reviewed by both Co-Chairs to determine if the grievance has merit.

Upon review of the grievance and response, the Co-Chairs may:

- dismiss the case if deemed unsubstantiated or frivolous,
- arbitrate the case (Chair or designee), or
- convene a Grievance Committee hearing.

A case can only be dismissed when both Co-Chairs concur and a dismissal is final. The Co-Chair review and decision regarding merit will be rendered in writing to all parties within approximately 10 business days.

Grievance Committee

The Committee is composed of a Co-Chair (nonvoting) and five other individuals chosen from a pool of trained faculty, staff, and students.

- If the respondent is a faculty member, the Committee will be comprised of two faculty, two students, and one staff
- If the respondent is a staff member, the Committee will be comprised of two staff, two students, and one faculty
- If the respondent is a student, the Committee will be comprised of two students, two faculty, and one staff

None of the members of the Committee may be a party, even secondarily, to the grievance. Committee members are not advocates to either party, but rather, serve as impartial fact-finders. If necessary, and at the request of the Committee, the Co-Chair can request additional information or evidence from either or both parties involved in the situation.

Grievance Hearing

The Co-Chair of the Grievance Committee will have a prehearing with both parties separately. During the prehearing, the Co-Chair will review the process and answer any questions the student or respondent may have. Additionally, the Co-Chair will present the parties with the members of the committee who will hear the case. The Co-Chair is responsible for notifying each member of the committee of the date, time, and location of the meeting and for providing each committee member with a copy of the grievance.

All hearings will be closed to the public. Both the student and respondent may have one University advisor attend on their behalf. The advisor may speak only to the student or respondent, and not on their behalf. Legal counsel is not permitted. If either party fails to appear at the hearing, the hearing may continue at the discretion of the Co-Chair of the Grievance Committee.

It is the individual party's responsibility to bring any witnesses they deem necessary. Witnesses are individuals who observed the incident in question and/or have knowledge that can help clarify the incident in question. Witnesses' testimony may be written or orally presented at the hearing.

The proceedings of the hearing (except deliberation) will be audio recorded and remain the property of the University. The audio recording will remain the property of the University. Either party may request to review the recording by writing to the Office of Student Conduct and Grievances. The review of the recording must take place in the presence of the Director of Student Conduct and Grievances (or designee) and only approved individuals may review the recording. Recordings may be used during the appeals proceedings. Audio recordings will be held for one year or until the end of the appeals process, whichever is longer.

Appeals

A student or respondent may appeal any outcome from a grievance hearing within 10 business days after the written outcome is delivered to both parties. The written letter of appeal must describe:

- The basis of the appeal (see appeal criteria outlined below)
- Evidence or testimony that supports this claim
- Resolution sought

The appeals panel will consider the viability of the appeal based on the criteria below:

- New information (not available at the time of the hearing) that significantly alters the finding of fact
- Evidence of improper procedure(s) that significantly affected the outcome
- Excessive or insufficient recommendations for remedies

The appeal will be reviewed by an appeals panel, consisting of members drawn by the Co-Chair from the Grievance Committee pool who did not participate in the original hearing. The appeals panel will be comprised of a Co-Chair (nonvoting member of the Grievance Committee who manages the process but not the outcome) designated by the Co-Chair of the Grievance Committee, and one faculty, one staff, and one student member of the Grievance Committee pool.

Appeals will consist of a two-part process:

- The appeals panel will consider the viability of the appeal based on the criteria above. If the appeals panel does not deem the appeal to be viable, then it will be dismissed and the original findings of the grievance hearing will be affirmed
- If the appeal is deemed viable – meaning that it meets one or more of the criteria listed above – the appeals panel will consider appropriate outcomes based on consideration of the letter of appeal, a review of the grievance hearing record, and supporting documentation

The following standards will apply when appeals are considered by the appeals panel:

- Remedies may be reduced or increased only if found to be substantially disproportionate to the offense and/or not consistent with precedent
- Cases may be remanded for rehearing if specified procedural errors or errors of interpretation of University policies were so substantial as to deny the student or respondent a fair hearing
- Cases may be remanded for rehearing if new and significant evidence not available at the time of hearing becomes available that alters the finding of fact—this does not apply if the student (or respondent) deliberately withheld information of evidence at the time of the hearing and now wishes a new hearing based on disclosure
- Outcomes of grievance hearings may be dismissed if the findings are considered unsupported by the evidence

Decisions reached by the appeals panel are by majority vote, are final, and may not be appealed.

The imposition of remedies will be deferred while an appeal is pending.

Within 10 business days of the final appeals panel meeting on this matter, the Co-Chair of the appeals panel will confirm, in writing, the outcome of appeals to both parties and the appropriate supervisor of the respondent.

Confidentiality Statement

In all cases, participants in grievance procedures take appropriate steps to safeguard the confidentiality of information gathered under a guarantee of confidentiality, yet exercise due regard for the rights of the individual grievant and respondent. In accepting appointment to the Grievance Committee, each member makes a commitment to maintain confidentiality with respect to documentary and other evidence presented during the investigation and hearing of individual cases.

ACADEMICS – PROGRAM INFORMATION

<u>Title</u>	<u>Name</u>	<u>Location</u>
ACADEMIC AFFAIRS		
Director of Honors Program	Stephen Moelter, PhD	KH-209
MISHER COLLEGE OF ARTS AND SCIENCES		
Interim Dean of Misher College of Arts and Sciences	Vojislava Torbica-Pophristic, PhD	GH-212A
Interim Associate Dean; Pre- Health Director; Co-Director of Neuroscience Program	Grace Farber, PhD	GH-212D
Interim Associate Dean; Director of Misher Pre-Professional Studies and Pre-Pharmacy Early Assurance Programs	Jessica Sautter, PhD	GH-212C
Interim Chair of Department of Biological Sciences	Peter Berget, PhD	STC-375
Assistant Chair of Biological Sciences;	Dana A. Pape-Zambito, PhD	STC- 273-
Undergraduate Program Director of Biological Sciences	Kevin C. Wolbach, MS	STC-221
Co-Director of Graduate Studies of Biological Sciences	Kenneth A. Myers, PhD	STC-348
Co-Director of Graduate Studies of Biological Sciences	Bela Peethambaran, PhD	STC-271
Interim Chair of Department of Chemistry & Biochemistry	Nathan Baird, PhD	GH-222A
Assistant Chair of Department of Chemistry & Biochemistry and Undergraduate Program Director	Madhumati Mahalingam, PhD	GH-147D
Director of Biochemistry, Chemistry, and Pharmacognosy Graduate Programs	John Tomsho, PhD	GH-310A
Chair of Department of Humanities; Program Director of Information Science	Kevin C. Murphy, PhD	EAST-106
Chair of Department of Behavioral and Social Sciences; Director of Graduate Health Psychology Program and Health Policy Program	Elizabeth A. Janke, PhD	KH-201
Director of Undergraduate Psychology Program; Director of Honors Program; Co-Director of Neuroscience Program	Stephen Moelter, PhD	KH-209

<u>Title</u>	<u>Name</u>	<u>Location</u>
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Director of Biochemistry, Chemistry, and Pharmacognosy Graduate Programs	John Tomsho, PhD	McN-205
Director of Medical Laboratory Science Program; Clinical Education Coordinator	Diane Valentin MS, MT (ASCP)	STC-377
Director of Bioinformatics Graduate Program	Zhijun Li, PhD	STC-219
Director of Data Science Program	TBD	TBD
Director of Biomedical Writing Graduate Program	Danny A. Benau, PhD	GH-344A
Director of Writing Program	Justin Everett, PhD	Alumni Hall

SAMSON COLLEGE OF HEALTH SCIENCES

Dean of Samson College of Health Sciences	Michelle Cohen, PhD	WDL-100
Associate Dean of Samson College of Health Sciences	Carol Maritz, EdD	WDL-100
Chair, Department of Physical Therapy	Lora Packel, PhD	GLH-104
Vice-Chair, Department of Physical Therapy	Margaret Roos, PhD	GLH-105
Director of Clinical Education, Department of Physical Therapy	Shelly Lewis, DPT	GLH-301D
Director of Kinesiology	Karin Richards, PhD	GLH-400
Director, BS in Health Sciences	Patrick Davitt, PhD	GLH-402
Director, Exercise Science and Wellness Management	Monica Taylor, PhD	GLH-409
Chair, Department of Occupational Therapy	Wendy Walsh, PhD	WDL-112
Vice Chair, Department of Occupational Therapy	Theresa Rhetta-Davis	WDL-112
Director of Fieldwork Education, Department of Occupational Therapy	Gabrielle Hackenberg, OTD	GLH-301A
Chair & Program Director, Department of Physician Assistant Studies	Robert W. Young, MS, PA-C, AT IPEX	IPEX-216
Director, Undergraduate Physician Assistant Studies Deborah Summers, MS, PA-C	Deborah Summers, MS, PA-C	IPEX-206
Director, Masters of Public Health	Julie Becker, PhD	WDL-100
Director of Undergraduate Business Program	Richard Minoff, MBA	

PHILADELPHIA COLLEGE OF PHARMACY

Dean of Philadelphia College of Pharmacy	Edward F. Foote, PharmD	GH-2002
Associate Dean of Admissions and Student Affairs; Director, BS Pharmaceutical and Healthcare Studies Program	Laura A. Mandos, PharmD, BCPP	GH-2016
Associate Dean of Interprofessional Education and Assessment; Chair of Department of Pharmacy Practice/Pharmacy Administration	Cathy Y. Poon, PharmD	GH-108E
Assistant Dean of Curriculum	Lisa Charneski, PharmD	GH-2003
Pharmacy Program Academic Advisor	Sarah Kleinfeld, MEd	GH-2016
Director of StEPP Program	Jesse Swartz, MS	GH-2016
Director of Assessment	Suzanne Carbonaro, MEd; MS Journalism	GH-2016
Vice Chair, Department of Pharmacy Practice/Pharmacy Administration	Jean M. Scholtz, PharmD	GH-108
Vice Chair, Department of Pharmacy Practice/Pharmacy Administration	Laura H. Waite, PharmD	GH-108A
Vice Chair, Department Pharmacy Practice/Pharmacy Administration	James M. Hollands, PharmD	GH-108J
Director of Pharmacy Administration Graduate Program	Hilary Mandler, PharmD	GH-114
Chair, Department, Pharmacy Practice Pharmacy Administration	Cathy Y. Poon, PharmD	GH-108E
Chair, Department of Pharmaceutical	Peter J. Harvison, PharmD	PTC-242
Executive Director, SUDI	Andrew Peterson, PharmD, PhD	GH-
Director, MBA Program	Robert Mueller	WH-2507
Director of Pharmacology/Toxicology Graduate Program	Bin Chen, PhD	PTC-244
Director of BS Pharmaceutical Sciences Program	Anil D'mello, PhD	McN-109A
Director of Pharmaceutics Graduate Program	Sriramakamal Jonnalagadda, PhD	McN-106
Director of BS Pharmacology/Toxicology Program	Zhiyu Li, PhD	PTC-240

ACADEMICS

The information, academic policies, and procedures outlined below are designed to guide students during their studies. They do not constitute a binding contract and may be changed at any time. For assistance with these policies and procedures, see your advisor or college dean.

Please note that some academic departments (e.g., pharmacy, occupational therapy, physical therapy, physician assistant) have additional requirements that are delineated in the individual college or program sections of the *University Catalog* and in department handbooks or publications. Comprehensive information on academic requirements, clinical education, and professional behavior is available from the individual departments.

Graduate Students

All graduate students are expected to abide by all University policies including the Student Code of Conduct outlined in the Student Handbook. Academic policies and procedures specific to graduate students may be found in the [Graduate Student Community](#) Google Site. Program specific policies may be obtained from each program director.

Entry-Level Programs

Philadelphia College of Pharmacy:

offers the “Ready +4” Doctor of Pharmacy program, comprised of 4 years of professional training (“+4” component) plus 2-4 years of pre-professional training (“ready” component). Students who matriculate into the program (by direct entry from high school, transfer, or change of major) without a previous baccalaureate degree, will also earn a BS in Pharmaceutical and Healthcare Studies (BS PHHCS) at the completion of their second professional year (P2), provided they are in good academic standing and have completed all University requirements for the BS PHHCS degree. In addition to the BS in Pharmaceutical and Healthcare Studies there are four year programs leading to the BS degree in Pharmacology and Toxicology, Pharmaceutical and Healthcare Business, and Pharmaceutical Sciences. Students who have previous baccalaureate degree and have completed the professional pre-requisites are accepted into the first professional year (P1).

Misher College of Arts and Sciences:

offers programs in Biochemistry, Biology, Biomedical Sciences, Biomedical Science with Physician Assistant Studies [PHAST], Chemistry, Environmental Science, Medical Humanities, Medical Laboratory Sciences, Microbiology, Neuroscience, Pharmaceutical Chemistry, Physics, Pre-Medical track, and Psychology. All are four-year programs leading to the BS degree except that the pre-medical track is offered in the context of a major such as biology. Students in the Biomedical Science PHAST can apply to the USciences MSPAS program or other university/college PHASTA programs. In addition, Misher College offers the Misher Pre-Professional Studies and Pre-Pharmacy Early Assurance programs to students in their first two years of college.

These programs help students prepare to move to degree-granting programs in the sciences or health professions.

Samson College of Health Sciences:

offers four-year bachelor of science in health science (BSHS) programs in exercise science and wellness management and in health science. The Occupational Therapy program offers a six-year program leading to a BSHS as well as a Doctor of Occupational Therapy (DrOT). For students with a bachelor's degree, a two and a half year Masters degree in Occupational Therapy (MOT) is offered or a four0year DrOT. The physical therapy program offers a six-year program, leading to a BSHS as well as a doctor of physical therapy. The physician assistant program offers a Master of Science in Physician Assistant Studies.

In addition:

students may also enter USciences as undeclared majors and pursue an open curriculum for the first year as they explore a number of programs of study. See Declaring a Major and Undeclared Programs below.

Majors

Declaring a Major and the Undeclared Programs

All students must be enrolled in an academic program (major). Students who are not enrolled in a degree-granting program must enroll in an undeclared program. The undeclared programs include Misher General Studies, Misher Pre-Professional Studies, and Undeclared Transitional.

While students attending University of the Sciences often declare a major field of study during the admission process, matriculating students may enroll at the University in one of two undeclared programs, Misher General Studies or Misher Pre-Professional Studies. These options enable students to begin their academic studies while gaining more information on which to base a decision regarding a specific major field of study. Students in these programs are seeking a baccalaureate or first professional degree and are expected to complete such a degree; therefore, they must apply to bachelors or first professional degree programs at the University no later than April 1 of their second (U2) year at the University, and they must change their major to a degree-granting program no later than the end of the drop-add period of the fall semester of their third (U3) year.

Students also may elect to enter an undeclared program while considering a new choice of major. Students in their first (U1) or second (U2) year may choose to enroll in either Misher General Studies or Misher Pre-Professional Studies. Students in their third (U3) year or later will enroll in the Undeclared Transitional program. All of these students are expected to consult regularly with their advisor so that they can move into a degree-granting program expeditiously.

Students can remain in an undeclared program no longer than four full-time (12 credits or more) semesters (excluding summer sessions) or through the end of their third (U3) year, whichever comes first. Students who have not declared a major by this deadline will be administratively withdrawn.

Changing Majors

Changing from one major field of study to another major at this University is often possible, but it is neither automatic nor guaranteed. Following consultation with his/her academic advisor, the student intending to change his/her major should meet with the college dean and program director responsible for the degree program into which the student desires to transfer.

Formal requests for change of major must be submitted to the student's prospective program director and college dean using the Change of Major Form (available from the Registrar's Office). Requests for changes can be made at any time to:

- Misher College – all majors
- Philadelphia College of Pharmacy – Pharmaceutical Sciences and Pharmacology & Toxicology only
- Samson College – Health Science and Exercise Sciences & Wellness Management only

Deadlines for all other majors are:

- Occupational Therapy (DrOT) program (Samson College) – not later than February 15 for the summer session, not later than April 15 for the fall semester, and not later than October 15 for the spring semester
- Pharmacy (PharmD) program (Philadelphia College of Pharmacy) – not later than April 1 for entry in fall semester
- Physical Therapy (DPT) program (Samson College) – not later than February 15 for the summer session, not later than April 15 for the fall semester, and not later than October 15 for the spring semester

A change of major is subject to approval of the appropriate program director(s) and college dean(s) and is based on a review of the student's academic record, other qualifications for acceptance into the degree program under consideration, and space availability.

Approved change of major forms must be submitted to the Registrar's Office no later than the end of the drop/add period in order to be effective for a given term.

Students who change their major while being enrolled in a minor (or specialization) program must be reevaluated and approved to continue the minor (or specialization) by the minor (or specialization) advisor, chair of the minor (or specialization) department, followed by the chair/program director or dean of the new major program. Minors are not granted until graduation, therefore, this procedure must be followed even if requirements for the minor have been completed prior to the change of major request.

Minors

An academic minor is a selection of courses, usually with a common theme, that enables the student to develop a degree of formal expertise in an area outside of the student's major. It is intended to supplement the student's academic training by broadening the scope of knowledge and experience beyond that obtained from courses required for the student's major degree.

While obtaining a minor is not a requirement, a minor can offer several advantages, such as enhanced job opportunities, increased potential for advancement and/or greater opportunity for more challenging assignments, and the demonstration of a broader academic background that may increase the student's chances of being accepted into graduate or professional school. The student's transcript will note that the student is enrolled in a minor program. Satisfactory completion of the requirements for the minor will be noted only on the student's transcript, not on the student's diploma, when the degree completion is recorded.

In addition to any introductory courses (course numbers ranging from 100-199) in the area of the minor, a minimum of 18 credit hours of coursework having a common intellectual theme is required for a minor. Of the 18 credits, a minimum of 12 credits of minor coursework must be completed in addition to any courses (required courses or program electives) included in the major curriculum. Students may complete more than one minor, provided a minimum of 12 credits of coursework be completed in addition to any courses required in the major curriculum and any other minor curriculum(s). General education coursework and free electives may be used to fulfill minor requirements without restriction. An academic minor is designed by the faculty of the offering department(s) and approved by the appropriate college council(s). The student must achieve a cumulative average of 2.00 in all the courses taken as part of the minor. Up to six semester hours of coursework, with an earned grade of "C" or better, taken at another accredited institution, may be applied to the course requirements of the minor upon prior approval of the chairperson(s) of the department(s) offering the minor.

Information regarding the academic status of a student in a minor program should be forwarded by the chair of the department offering the minor to the faculty advisor, program director, appropriate college dean, and registrar.

The requirements for the minor must be completed before graduation with a bachelor's degree. Successful completion of the minor will be determined by the department chair(s) and college dean(s) of the minor program.

Students who change their major while being enrolled in a minor program must be reevaluated and approved to continue the minor by the minor advisor, and the chair of the minor department, followed by the chair/program director or dean of the new major program. Minors are not granted until graduation with a bachelor's degree; therefore, this procedure must be followed even if requirements for the minor have been completed prior to the change of major request.

Double Degrees and Double Majors

Students wishing to earn two degrees or pursue two majors must be accepted by both of the degree programs. Addition of the second major requires the approval of the dean(s) and program directors of each major. Students may earn two baccalaureate degrees, one baccalaureate and one entry-level professional degree, or one degree with two majors by completing the following:

1. **General Education Requirements:** Courses taken to fulfill General Education requirements may be used for both degrees or both majors. Courses taken to fulfill the General Education Unrestricted Elective may not be required by either degree program or major and may not be from the department(s) offering the degree programs or majors.
2. **Required courses of the degree programs or majors:** All required courses for both degrees or both majors must be completed with the exception of when the degree programs or majors require different courses (or course sequences) on the same topic. In such cases, the student must take the course (or course sequence) with the higher number of credits. If both courses have the same number of credits, the course selected must have written approval of both program directors.
3. **Elective courses of the degree programs or majors:** Students pursuing two degrees or two majors may not use courses required by one of the degree programs or majors to fulfill elective requirements of another degree program or major. Courses that are electives in both degree programs or both majors may be used to fulfill the elective requirements of both degrees or both majors. Exceptions may be made only with the permission of both program directors and of the college dean(s) to whom they report.

Completion of Degrees

A degree may be awarded once all requirements for that degree are met.

- A double major is awarded when the student has satisfied the requirements for earning a degree and all requirements for both majors are met.
- The first degree of the double degree may be awarded when the student has completed the requirements of that degree. The second degree may be awarded once the student has earned the credits for the second degree, including the minimum 30 credits beyond what is required for one of the degrees.

Catalog Year for Degree Requirements

Catalog Year is a term that refers to a set of degree requirements as they apply to individual students in their progress toward earning a degree from University of the Sciences. Catalog Year starts with the summer session of each academic year. For example, the 2018 Catalog Year starts with the 2018 fall semester (18/SU).

Generally, students are responsible for the degree requirements in force for their major at the time when the student initially enrolls as a first-year (U1) student. Catalog Year is used by the Degree Audit system to evaluate a student's progress toward meeting the degree requirements that apply to them in their current major. Certain circumstances listed below have special rules governing Catalog Year.

- **Transfer Students** — Catalog Year for transfer students will be backdated to the Catalog Year when they would have started attending the University as a first-year student. Special Note: students entering with a prior bachelor's degree are considered to have met the requirements of either the Core Curriculum or General Education and do not have to satisfy the specific requirements of the General Education.
- **Change of Major** — If a student changes his/her major, his/her Catalog Year will remain the same as his/her original entering year.
- **Leave of Absence** — Students who return from an official Leave of Absence retain their original Catalog Year, which is based on their original entrance to the University.
- **Readmitted Students** — Students who are readmitted after having been separated from the University should have the same Catalog Year as a normally progressing student in the Class Level into which the student is readmitted. This is the same treatment as a transfer student.
- **Readmitted Students (Academic Fresh Start)** — Students who are readmitted under the Academic Fresh Start program are treated as new first-year admissions. They will have the Catalog Year appropriate for a first-year (U1) student entering University of the Sciences in the semester in which they reenter the University.
- **Double Degree UG/GR** — Students enrolled in double degrees that involve one undergraduate/first professional degree and one graduate degree (e.g., BS/MS, PharmD/MBA) will have Catalog Years assigned to each academic program as appropriate, based on original matriculation at each academic level.

Registration and Student Records

Transfer Credit

Recognizing that students often study at more than one college, transfer credit may be awarded for courses completed at another accredited institution. Credit may be granted for courses taken prior to matriculation at the University. Students in other programs may take courses at other institutions and transfer in credit with the prior approval of their department chair or program director and the approval of the teaching departments. The course must be comparable in content and depth to a course offered at the University.

Transfer credit will only be awarded for a course in which a grade of "C" or greater has been achieved and an official transcript has been revised

Transfer credits awarded will be entered on the student's record and transcript with the source and number of credits granted. No grade will be entered on the University of the Sciences transcript for transfer credits. The grade point average will reflect only courses completed at University of the Sciences.

- A course approved for transfer will be awarded the same number of credits and fulfill the same general education requirements (e.g., Disciplines, Electives, Skills) as the comparable course at University of the Sciences.
- Students matriculating at USciences in the third year or above in fall 2009 and thereafter, may substitute 6 credits of humanities and/or social science for Multi Disciplinary (MD) courses in fulfillment of the multidisciplinary inquiry discipline of General Education.
- Students who matriculate into University of the Sciences with an earned baccalaureate degree from an accredited institution recognized by the University will be approved as fulfilling the general education requirements of the University. An official transcript from the institution that conferred the degree is required

Advanced Placement Program (AP):

Students may qualify for advanced standing through the College Board’s Advanced Placement program. Official AP scores are sent from the College Board to the University of the Sciences Admission Office so they may be considered for advanced credit. **To receive credit, the Advanced Placement/International Baccalaureate (AP/IB) Action Form must be submitted to the Registrar's Office by the student prior to the end of the last day of the drop/add period of the first semester of enrollment at University of the Sciences.**

Advanced Placement (AP) course and International Baccalaureate (IB) course credits will be awarded the same number of credits and will fulfill the same general education requirements (e.g., Disciplines, Electives, Skills) as the comparable course at University of the Sciences.

<u>Advanced Placement Course</u>	<u>AP Exam Score</u>
Art History	4, 5
*Biology	4, 5
#Calculus AB/BC	4, 5
#Chemistry	4, 5
Chinese Language & Culture	4, 5
Computer Science A	4, 5
Computer Science AB	4, 5
Comparative Government & Politics	4, 5
+Environmental Science	4, 5
European History	4, 5
French Language	4, 5
French Literature	4, 5
German Language	4, 5
Human Geography	4, 5
Italian Language & Culture	4, 5
Japanese Language & Culture	4, 5
Latin – Literature	4, 5

Latin – Virgil	4, 5
Microeconomics	4, 5
Macroeconomics	4, 5
Music Theory	4, 5
#Physics B	4, 5
#Physics C	4, 5
Psychology	4, 5
Spanish Language	4, 5
Spanish Literature	4, 5
Studio Art Portfolio	4, 5
US Government & Politics	4, 5
US History	4, 5
World History	4, 5

University of the Sciences does not award college credit for AP statistics.

* Biology, Biomedical Science, Environmental Science, Microbiology and Pharmacy majors require a score of 5 to receive AP credit

Pharmacy majors require a score of 5 to receive AP credit

^ Physics majors are not eligible to receive college credit for AP physics courses.

+ Environmental Science majors are not eligible to receive college credit for AP environmental science

International Baccalaureate (IB) Programme

Students may qualify for advanced standing through the International Baccalaureate Programme (IB). IB examination results will be evaluated on a course-by-course basis. **To receive credit, the Advanced Placement/International Baccalaureate (AP/IB) Action Form must be submitted to the Registrar's Office by the student prior to the end of the last day of the drop/add period of the first semester of enrollment at University of the Sciences.**

•Science and mathematics courses: Credit awarded with IB examination score of 6 or 7

•Non-science courses: Credit awarded with IB examination scores of 5, 6, or 7

College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP), administered by the College Board, is the most widely accepted credit-by-examination program in the United States. The CLEP examinations measure mastery of college-level introductory course content. Credit for CLEP is awarded for examinations in the subject areas of business, composition and literature, foreign languages, and history and social sciences. A minimum score of 50 must be achieved on any individual subject test in order to receive credit. Examinations are scored on a scale of

20 to 80 with a 50 score being equivalent to a grade of C. Three credits will be awarded for each subject test with a score of 50 or more. Credit will not be awarded for science and mathematics subject tests. Only official score reports from the College Board sent directly to the Registrar's Office will be used to document CLEP results. **CLEP scores must be completed and received no later than the end of the drop/add period of the first semester of the last year of didactic work.**

Partnership Courses for General Education Requirements

A course taken at an institution with which University of the Sciences has established an approved academic partnership may be used to meet the General Education requirements at the University. The chair (or designee) of the University teaching department will determine if a given partnership course is comparable to a particular University course. The approved partnership course will fulfill the same General Education Requirements (e.g., Disciplines, Electives, Skills) as the comparable course at the University. The approval will be communicated to the Registrar's Office from the Chair or designee of the University teaching department.

Cooperative Program Articulation Agreements and General Education Requirements

- Students admitted to USciences professional programs under Cooperative Program articulation agreements will be considered to have satisfied the USciences General Education requirements provided they have submitted official documentation of general education requirements completion at the sending institution prior to the awarding of their professional degree.
- The student's completion of the general education requirement will be reflected in a notation on their USciences degree audit.

Family Educational Rights and Privacy Act (FERPA)

Access to Education Records

Annual Notice to Students

University of the Sciences fully complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This law is sometimes referred to as the Buckley Amendment.

The Act grants students specific rights and protections with regard to their education records. It governs access to, release of, and corrections to the records kept by the University on current and former students. These rights do not extend to individuals who never actually attend the University.

Students wishing to review or correct their education records should submit a written request to the Registrar indicating which records they wish to review or what corrections they believe are necessary. If the records in question are not in the control of the Registrar, the request will be forwarded to the appropriate University official. While prompt attention is given to all such requests, the University reserves the right to respond no later than 45 days after receiving a request.

Education records are available to University officials and agents with legitimate educational interest. Such interest exists when access to the records is necessary for the official or agent to perform his/her professional duties. An agent may include a person or company (including contractors and consultants) with whom the University has contracted to provide a service that the University would otherwise perform and may include a communication and data service, an attorney, an auditor, a collection agent, etc. This also may include officials at other educational institutions with which University of the Sciences has a partnership agreement for student enrollment. Personally identifiable information from students' education records is only released, other than to University officials and agents, upon a specific written and dated request from the student or as provided for by federal or state law.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which a student's education records and personally identifiable information (private information) contained in such records — including Social Security Number, grades, or other private information — may be accessed without the student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to a student's records and private information without the student's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student's education records and private information without the student's consent to researchers performing certain types of studies, in certain cases even when the University objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student's personally identifiable information, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without the student's consent private information from education records, and they may track a student's participation in education and other programs by linking such private information to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The following information related to a student is considered "Directory Information," and the University reserves the right to disclose it to anyone inquiring without the student's written consent, unless the student, during the drop/add period each semester, informs the Registrar in writing, that any or all such information about him/her is not to be released: the student's name, ID, address, e-mail address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full/part time), degrees and awards received, photograph, and class level (graduate/undergraduate).

A copy of the University's policy in compliance with FERPA can be obtained upon request from the Registrar's Office. All questions regarding FERPA should be directed to the Registrar. Information is also available from,

and students have a right to file a complaint regarding compliance with, the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Enrolling in Courses

Registration

Registration is conducted for all students (with the exception of those entering their first semester at the University) twice during each academic year: during the month of April for the summer sessions and fall semester and during the month of November for the spring semester. The April and November registration dates are listed each year in the Academic Calendar. The most updated version of the schedule of classes is available on WebAdvisor at <https://webad.usciences.edu>. First- and second-year students are required to obtain approval of their advisor prior to registration. Students may register online through WebAdvisor.

Administrative Holds

A student may be kept from registering for classes, dropping or adding courses, attending classes, receiving grades, or receiving official transcripts if the student has not complied with any University requirement.

Administrative holds include conduct, health, library, registrar's, dean's, and financial. If left unresolved, a hold will result in administrative withdrawal.

Students may be informed of an administrative hold by the appropriate administrative unit. The dean of the student's college will maintain a record of administrative holds and their resolution by the return to good standing or administrative withdrawal.

Dropping/Adding Courses

Students may drop and/or add courses only during the period designated for that purpose as listed in the Academic Calendar.

Drop/add registration changes must be completed by the student within the designated drop/add period. First- and second-year students are required to obtain approval of their advisor prior to dropping or adding courses; upperclass students are encouraged to consult their advisor regarding course deletions and/or additions. All changes will be made on a space-available basis. Students may make registration changes online during the drop/add period through WebAdvisor at <https://webad.usciences.edu> or by submitting a Drop/Add form to the Registrar's Office.

Note: For first-and-second-year students, a change in lecture, laboratory, or recitation section in a course for which the student is officially registered may be transacted at the student's request by the Registrar. Permission from the instructor may be necessary for section changes in some courses. This transaction must occur during the drop/add period.

Course Withdrawal

Before completion of the tenth week of a 15 week semester students are permitted to withdraw officially from a course after the drop/add period. A Doctor of Pharmacy student may not withdraw from an advanced pharmacy

practice experience (APPE) course except for an approved leave of absence. To withdraw officially from a course, the student must submit to the Registrar's Office a completed Request for Course Withdrawal form that includes the signatures of the course instructor and the department chair or program director. First- and second-year students are required to obtain the signature of their advisor on withdrawal forms. The student must discuss the withdrawal with the course instructor, advisor, and department chair. (Third-year and above students do not require an advisor's signature, but they are strongly encouraged to consult their advisor regarding course deletions and/or additions since withdrawal can impact both financial aid and progress in the program.) The designation "W" (for withdrew; no point value; not included in calculation of the grade point average) will be assigned after completion of the official withdrawal from a course. Except in special circumstances as determined in consultation with the department chair, program director or college dean with jurisdiction over the student's major program of study, a student may not withdraw officially after the eighth week of a semester. Special circumstances for a late course withdrawal may include accident, injury, illness requiring hospitalization, or distress from bereavement. This is intended as partial relief from a full academic course load.

A student who fails to complete the Request for Course Withdrawal form and either discontinues attendance or exceeds the number of absences permitted in a course is not officially withdrawn from the course. Such students may, at the discretion of the instructor, receive a final grade of "F" for the course.

A student who withdraws officially from a course and subsequently registers for the same course a second time will not be permitted to withdraw from that course after the drop/add period except in special circumstances as determined in consultation with the department chair, program director, or college dean with jurisdiction over the student's major program of study.

Audit

A student may audit a course with the written permission of the instructor and dean of the college that offers the course. Instructors may or may not require auditors to take examinations, complete course assignments and meet course attendance requirements. Students who audit a course do not receive a grade for the course. The audit grade "AU" is entered for the registered course on the student's transcript. Students cannot convert from audit to credit status, or the reverse, after the designated drop/add period. The audited course may be subject to additional charges based on the student's total credit load.

Pass/Fail Option

An instructor may designate an elective course as being available as a pass/fail elective for some or all students taking the course. Some required courses, such as a professional orientation course or clinical experience course, may also be designated pass/fail for all students. A student who wishes to take, on a pass/fail basis, a course that has been designated as a pass/fail elective must make all necessary arrangements with the instructor and submit a Pass/Fail Election form to the Registrar's Office prior to the end of the drop/add period. After the drop/add period, the election is irrevocable. A student may make only one pass/fail election per semester.

All pass/fail courses will appear on a student's transcript; for those pass/fail courses a student passes, credits will count toward the minimum number of semester hours required for a degree.

Final grades for courses taken as pass/fail are either "P" (pass) or "F" (failure). The grade of "P" has no assigned quality point value and, therefore, is not included in the calculation of the grade point average. The

grade “F” carries a point value of zero (0) and is included in the calculation of the grade point average. A grade of “F” for a pass/fail course or election is taken into account with respect to the provisions of academic probation and other academic policies.

Repetition of a Course

Students may register for a course taken previously, provided all course eligibility criteria and prerequisites are satisfied. The grades for both the original and all repeated course(s) will appear on the student’s transcript and be counted in the grade point average. Credit toward graduation requirements will be counted only once for the repeated courses with the exception of courses that were given College Council approval to be counted more than once towards graduation requirements. Courses will be noted “repeatable for credit” in their course description. Student registering to take a course for the third time should consult with the Financial Aid Office prior to registering as repeating these courses may affect financial aid eligibility.

When a course is failed at the University but successfully completed with a grade of “C” or better at another accredited institution, credit may be granted. However, the repeated off-campus course grade is not computed in the University of the Sciences grade point average and does not appear on the University transcript. The original grade remains on the University transcript and is used in the calculation of the grade point average.

Grade Replacement

Students eligible for grade replacement are those whose course load, at the time the course was originally taken, consisted of 50% or more of the credits required in the first-year curriculum of their program major. Courses eligible for grade replacement must be repeated (completed) within 12 months of the end of the semester in which the original course was taken. This time frame is suspended for those students on approved leave of absence. The courses eligible for grade replacement must be repeated (completed) before progressing to any other course for which the repeated course is a prerequisite. For example, a student cannot grade replace CH101 while enrolled in or having completed CH102. A maximum of two course grades may be replaced. An approved Repeat Course form must be submitted to the Registrar’s Office no later than the last day of the course withdrawal period for the term in which the course is being repeated. If the above criteria are not satisfied, the Repetition of a Course policy will be applied (see above). When a course is repeated for grade replacement at this University, each course will appear on the transcript and academic record. The data will appear such that one will be able to distinguish a replaced grade from the original. The higher of the two course grades will be used in calculating the grade point average. Credit toward graduation requirements will be counted only once.

Implementation: Effective Summer II (July 2) 2012

Taking and Completing Courses

Attendance Regulations

There are certain kinds of information and certain intangible values gained by attendance in classes that are not capable of being measured by examinations and which a student will lack as a result of excessive absence. Accordingly, attendance in all classes is strongly encouraged. University-wide attendance regulations are listed

below; additional requirements for attendance are determined by course instructors and will be included in the course syllabus.

- Attendance is required in laboratory classes; for absences from laboratory classes, penalties and makeup procedures are at the discretion of the instructor and department—a fee may apply
- Attendance may be required in non-laboratory classes at the discretion of the instructor
- Attendance is required in all clinical rotations

Absence Due to Athletic Contests

The University maintains that students have the responsibility to attend classes regularly so as not to jeopardize their understanding of the material. The University also recognizes that athletes who compete in varsity sports on behalf of the institution provide recognition and value to the University community. In order for athletes to meet the requirements for contractually obligated athletic contests with other institutions, under NCAA Division II standards, they are afforded class release time. To obtain release time, athletes must provide the course instructor with written notification prior to the competition date. The course instructor has the right to require documentation (e.g., competition schedule, letter from the Athletic Director) before release time is granted. The Athletic Director is available to answer questions and assist in the coordination and implementation of this policy.

It is the responsibility of the student to provide each course instructor with a schedule of competition dates and times at the beginning of each semester. Should contest dates be added once the schedule is printed, it is the responsibility of the student to provide an amended schedule to his or her course instructors as soon as the additional dates and times are available from the Department of Athletics. Students are advised to interact with a course instructor in advance and determine a plan to meet the learning outcomes for the time the student is likely to miss. Should a contest conflict with an exam or other graded in-class activity, the student must make arrangements with the course instructor to establish an alternative method and/or date for testing or grading.

Absence Due to Religious Observance

University of the Sciences appreciates the religious and spiritual diversity of our campus community, and recognizes that upon specific occasions reasonable efforts should be made to accommodate the religious observances of faculty, students, and staff.

University policy grants students excused absences from class for observance of religious holy days, unless the accommodation would create an undue hardship for the instructor. Faculty are asked to be responsive to requests when students contact them IN ADVANCE to request such an excused absence. Students are responsible for completing out-of-class assignments and assessments due during their absence, but should be given an opportunity to make up in-class assignments and assessments missed because of religious observance*.

Once a student has registered for a class, the student is expected to examine the course syllabus for potential conflicts with holy days and to notify the instructor (by the end of the third week of classes for assignments and assessments during the first 14 weeks of instruction and by the end of the eighth week of instruction for final exams) of any conflicts that may require an absence (including any required additional preparation/travel time).

The student is also expected to remind the faculty member in advance of the missed class or assessment, and to make arrangements in advance (with the faculty member) to make up any missed assignments or assessments within a reasonable amount of time.

Faculty should keep in mind that religion is a deeply personal and private matter and should make every attempt to respect the privacy of the student when making accommodations.

If a student and course instructor cannot agree on an accommodation, the student may bring the matter to the teaching Department Chair for a decision prior to the missed class.

*For the purposes of this policy, the term “in-class” means any regularly scheduled instructional time including the Tuesday 1-3 exam period and final exam; “out-of-class” includes any time during the semester that occurs outside of scheduled instructional time.

Absence from and Makeup of Examinations

- Each instructor must include his/her makeup examination policy in his/her course syllabus. It is the discretion of the instructor to decide which makeup reasons are valid and when the makeup examination or assessment will take place.
- Post-semester makeup examination policy: As during final examinations, students with more than three post-semester makeup examinations scheduled within a 24-hour time period who desire a different time and date for one or more of the makeup examinations must contact the faculty administering the examination(s) at least one week prior to the makeup examination date to request an alternative date and time.
- Faculty members are to schedule post-semester makeup examinations as per other examinations by requesting a room for a specific date and time. Faculty should place such a policy in their syllabus, which could include a date and time of examination if confirmed by the Registrar’s Office. Faculty must provide their own proctor and examination copies; examination directions should be given directly to the proctor. Rooms will be saved by the Registrar’s Office on the Thursday before spring semester begins and the Thursday after spring semester finals end for makeup examinations.
- Post-semester makeup examination rooms will not be scheduled during finals week.
- Faculty members are encouraged to utilize graduate students enrolled in programs administered in their college as proctors for their examinations. Colleges/programs without graduate students should contact the College of Graduate Studies for a list of potential proctors. Departments are encouraged to utilize group dates/times and common proctors.
- Incomplete grades must still be finalized within 42 calendar days of the end of the semester.

Implementation: Fall 2010

Rules Governing Examinations and Graded Assessments

Rules governing the administration of examinations and graded assessments, as well as policies related thereto, are determined by course instructors, must include the elements below, and will be included in the course syllabus. For the purposes of this policy the term “graded assessment” includes examinations and other activities where students are assessed.

- Graded Assessment Procedures (for in-class assessments or assessments occurring within the University Out-of-Class Examination Times):

The course coordinator/course instructor or their designee who is able to make decisions regarding the graded assessment must be present at all examinations, must be free to move among rooms in multi-room examinations, and must be accessible to students with assessment accommodations during the assessment exam period. The course coordinator/course instructor will inform the students of their designee’s name prior to the examination.

- Graded Assessment Disruptions (for in-class assessments or assessments occurring within the University Out-of-Class Examination Times):

If an unexpected disruption occurs during a graded class assessment and students are asked by the instructor or proctor to leave the room, academic dishonesty Prohibited Conduct rules of the University remain in effect until such time as the instructor or proctor says otherwise. The instructor reserves the right to determine grading or nullification of the assessment that has been unexpectedly disrupted.

- Course Materials:

Graded assessments that are not returned to students will be available from the instructor, course coordinator, or department chair for student review for 45 calendar days starting the next day following the end of the term.

For off-cycle and condensed courses, graded assessments that are not returned to students will be available from the instructor, course coordinator, or department chair for student review for 45 calendar days following the final date for that course.

Implementation: Effective Fall 2012

Student Participation in Experiential Education

Students and the University must satisfy certain requirements imposed by training sites as a condition of student participation in experiential education. Additionally, prior to being permitted to begin or continue rotations at off-campus training sites, students may be required to:

- Provide a social security number

- Provide a medical history including immunity to infectious diseases by documented history of infectious diseases (e.g., measles, rubella, hepatitis B) or vaccination including titers for certain agents
- Have a negative PPD or chest x-ray if indicated
- Complete a physical examination
- Submit to a criminal background check with disclosure to site of any convictions consistent with their criteria
- Submit to a drug screen with disclosure to site of any positive findings for drugs that are taken without medical supervision
- Provide evidence of and maintain personal medical insurance coverage at all times while at off-campus training sites
- Provide first aid, CPR, and other clinical training certifications as required by site
- Be responsible for transportation to experiential sites

Depending on the requirements of the affiliation agreement between the site and the University, the documentation requested may be coordinated by or at the training site or facilitated by the University using campus-based programs or by an external agency. In all cases, the student is ultimately responsible for ensuring the requirements have been satisfied.

Doctor of Pharmacy students are expected to agree and comply with the conditions of the Pharmacy Practice Professionalism Agreement during pharmacy practice experiential coursework. A student unable to comply with the agreement may be removed from a rotation, may fail a rotation, or may be administratively withdrawn from the Doctor of Pharmacy program.

Grades

Students in graduate degree programs (MS, MBA, MPH, PhD), as well as graduate-level certificate programs, should refer to their academic department's handbook, which contains information relevant to the discipline or the profession.

The following grading system is used to indicate the quality of academic performance at University of the Sciences:

A- to A+	Excellent
B- to B+	Good
C to C+	Fair or satisfactory
D- to C-	Unsatisfactory, but passing

F Failure

The quality point values assigned to these letter grades are:

A and A+	4.00 points
A-	3.70 points
B+	3.30 points
B	3.00 points
B-	2.70 points
C+	2.30 points
C	2.00 points
C-	1.70 points
D+	1.30 points
D	1.00 point
D-	0.70 point
F	0.00 point

Other grading indicators:

A	Audit
I	Incomplete (see policy below)
P	Pass (Pass/Fail courses)
W	Withdrawal
PRG	Progress (see Grade Designation)
S	Satisfactory
U	Unsatisfactory

For courses taken on a pass/fail basis, the final course grade will be either “P” (for Pass, which has no point value and is not included in the calculation of a grade point average) or “F” (for Failure, which has a value of “0.00” and is included in the calculation of the grade point average).

Grade Point Average

A semester grade point average is computed at the conclusion of each academic semester. Course grades are assigned quality point values. Grades of “F” (in a pass/fail course) are considered equivalent to a failing grade of “F” (0.00) and are included in the calculation of the grade point average. Grades of “W,” “I,” “AU,” “P,” “S,” “U,” and “PRG” are not included in the calculation of a grade point average.

The following illustrates how a semester grade point average is computed:

Note: For each course, the quality point value is multiplied by the number of course credits to obtain the course quality points.

	Course Grade	Quality Point Values		Course Credit		Course Quality Points
XX001	C+	2.30	x	5	=	11.50
XX002	B	3.00	x	3	=	9.00
XX003	W	0.00	x	3	=	0.00
XX004	B-	2.70	x	3	=	8.10
XX005	A	4.00	x	4	=	16.00
Total				18 -3(W)=15		44.60

The semester grade point average is calculated by dividing the total number of course quality points by the total number of course credits and rounded to two decimal points. In the example given above, the 3 credits for XX003 is not counted because of the “W” grade; therefore the calculation is $44.60/15 = 2.97$.

The cumulative grade point average (the average of grades from two or more semesters) equals the sum of the course quality points of all grades received at the University divided by the total number of course credits for courses receiving quality points.

Incomplete Policy

All course requirements must be completed prior to the end of the semester.

Students not fulfilling course requirements at the completion of the semester due to extenuating circumstances may be assigned an “Incomplete” or “I” designation on their transcript by the instructor. The instructor is required to replace this “Incomplete” designation with a final grade as soon as possible but no later than 42 calendar days from the end of the semester or the end of the drop/add period of the next semester, whichever comes first. If the instructor has not entered a final grade within the prescribed time limit, the Registrar will automatically enter a grade of “F” and inform the instructor and student. Extension beyond 42 calendar days may be granted by the course instructor in consultation with the student’s college dean in exceptional cases.

Students will sign an “Incomplete” contract for each course for which an extension is approved. The instructor will determine what the student must do (e.g., take one or more examinations, perform laboratory work, turn in reports, turn in notebooks, perform library assignments) in order to meet contract requirements. Information

regarding requirements to complete the course will be supplied to the student directly by the instructor. The student is responsible for completing the work in the time allotted.

When an “Incomplete” grade is converted to a letter grade, the grade point average is recalculated retroactive to the end of the semester in which the course was originally taken. University/program academic policies and procedures governing probations, dismissal, etc., apply to grade point average changes resulting from conversions of “Incomplete” grades. For example, should a converted “Incomplete” result in a grade point average warranting dismissal from the University/program, the student’s dismissal would be effective retroactive to the end of the semester in which the course was originally taken.

It is the student’s responsibility to estimate and calculate the results of a converted “Incomplete” on the retroactive grade point average. Should the dismissed student be registered for, and/or attending classes, taking exams, etc., in the semester or summer session subsequent to the semester in which the “Incomplete” was assigned, the courses for the subsequent session will be deleted from the student’s record. No academic credit will be granted for the courses; refunds will be made according to the tuition refund schedule.

No Grade Submitted

Faculty may assign an “Incomplete” grade for incomplete coursework or if they are not able to evaluate a student. There is no grade of “NG.” If the faculty member leaves the student’s grade blank or submits a grade of “NG,” the Registrar will enter a grade of “I” for “Incomplete” and the rules governing “Incomplete” grades apply.

Implementation: Effective Fall 2009

Progress Grade Designation (PRG)

Occasionally, a professional orientation or clinical experience course will need to span two semesters, and grading for both portions will be determined at the end of the second portion of the course. Prior approval is required. Courses are approved for the Progress “PRG” grade designation by the Faculty Senate Academic Affairs Curriculum Subcommittee.

Students receiving a grade of “PRG” in a pass/fail graded professional orientation or clinical experience course must complete all coursework prior to the end of the 15-week semester following the end of the semester where the “PRG” grade was assigned, or the course grade will convert to an F. When a “PRG” grade is converted to pass or fail, the grade point average is recalculated retroactive to the end of the semester in which the course was originally taken. University or program academic policies and procedures governing probations, dismissal, etc., apply to grade point average changes resulting from conversions of “PRG” grades. For example, should a converted “PRG” result in a grade point average warranting dismissal from the University or program, the student’s dismissal would be effective retroactive to the end of the semester in which the course was originally taken. It is the student’s responsibility to estimate and calculate the results of a converted “PRG” on the retroactive grade point average. Should the dismissed student be registered for, and/or attending classes, taking

exams, etc., in the semester or summer session subsequent to the semester in which the “PRG” was assigned, the courses for the subsequent session will be deleted from the student’s record. No academic credit will be granted for the courses; refunds will be made according to the tuition refund schedule.

Grade Change Policy

Course grade changes shall only be made by the instructor of record in the student information system, currently employed by the University, for up to six months after the end of the term in which the student was registered for the course. Changes in course grades originally assigned by an instructor who is no longer an employee of the University may be made by the chair of the department who has responsibility for teaching the course for up to six months after the end of the term in which the student was registered for the course. After six months, all grade changes must be approved by the instructor (if still employed by the University), and the chair and dean of the department and college that offers the course.

Students requesting changes in course grades must present to the instructor (or to the department chair if the instructor is no longer employed by the University) a copy of the course syllabus or other documents describing how final grades are determined, copies of all available graded materials, and a record of all communications between the student and the instructor regarding the course grade.

Transcripts

Student transcripts are maintained by the Registrar’s Office and are covered by the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Students may request that an official copy of their transcript be sent to a third party (e.g., another college/university or an employer); an unofficial copy may be requested for the student’s personal use. An official transcript carries an authorized signature as well as the seal of the University.

All requests for transcripts must be made in writing and signed by the student. There is a charge for each official transcript (\$6 as of 2004), which is subject to change. Students may also order official transcripts via the StudentClearinghouse.org website. There is an additional \$2.25 online processing fee. Payment is made with any major credit or debit card. Unofficial transcripts are free to students. University of the Sciences does not release transcripts unless tuition, fees, and other obligations due the University have been satisfied.

When a course is repeated/replaced both courses appear on the transcript. Replaced courses are marked with the asterisk (*) symbol indicating the higher of the two has been used in the calculation of the GPA. Repeated courses are marked with a pound or hashtag (#) symbol indicating all grades are included in the calculation of the GPA.

Students may view their official course grades and GPA information for each semester online through WebAdvisor after faculty have submitted grades for the semester. Grades are not mailed to students.

Academic Standards and Academic Progress

Definition of Full-time Status for Academic Purposes

For students in Catalog Years 2009 and later

Full-time status for undergraduate students for academic purposes is defined as 12 or more credits of registered coursework at the end of the drop/add period.

Exception: Doctor of Pharmacy program students in the sixth year (P4) of the program are defined as full-time with a minimum of 10 credits of registered coursework at the end of the drop/add period.

Full-time status for graduate students is defined as 9 or more graduate credits of registered coursework at the end of the drop/add period.

General Information

Students in graduate degree programs (MS, MBA, MPH, PhD), as well as graduate level-certificate programs, should refer to their academic department's handbook, which contains information relevant to the discipline or the profession.

It is also important to note that individual colleges and many major programs have specific academic standards for academic standing, progression, graduation, etc. Please refer to the individual college or program sections of the *University Catalog* (www.catalog.usciences.edu) for information related to these standards. Academic departments may also have additional handbooks containing information relevant to the discipline or the profession; students should check with their academic departments.

The information in this section presents only university-wide academic standards.

The minimum passing grade in all undergraduate courses taken at the University is "D-." At the conclusion of each semester of study, students are expected to have a cumulative grade point average of at least 2.00, unless a higher grade point average is specified by their program. For the purposes of these academic regulations, "good academic standing" shall be defined as maintenance of a cumulative grade point average of at least 2.00 and not more than one failing grade ("F") in the most recent semester, irrespective of cumulative grade point average.

To progress into advanced or professional coursework, undergraduate students must have completed and passed all required courses. Depending on curriculum, this may be first-, second-, or third-year courses. Students also must have achieved at least the minimum cumulative grade point average required by their major.

All undergraduate students must achieve a minimum cumulative grade point average of 2.00 by the end of the spring semester of their second year, unless a higher standard is specified by their program (see specific

requirements in the *University Catalog*). The minimum cumulative grade point average must be achieved by the end of the spring semester of the second year. A second-year undergraduate student who has achieved the minimum cumulative grade point average as of the end of the spring semester but who has not completed or has failed a required course must satisfactorily complete the required course by the end of Summer Session 2 of the same year with the minimum cumulative grade point average or above, in order to progress into the third year of a curriculum. Students in the Doctor of Pharmacy program must complete all required first- and second-year courses by the end of the spring semester of the second year.

The academic records of all second-year undergraduate students are evaluated by the corresponding program director/department chairperson and the college dean responsible for their degree program. Those students who do not meet the criteria for progression into the third year (fourth year for Doctor of Physical Therapy students) of the curriculum will be referred to the appropriate faculty college council.

The faculty college council may:

- Drop the student from the University rolls; or
- Provide the student an opportunity to attain the required grade point average within a maximum of two additional semesters while assigned a full course load, including reassignment to courses in which a minimum final grade of “C” was not achieved (subject to policy on “Repetition of a Course/Grade Replacement”)

Academic Probation

For students in Catalog Years 2009 and later

The college deans will review the scholastic progress of all students at the end of each semester. Students, **whether full-time or part-time**, who have not achieved the required minimum cumulative grade point average of 2.00, or who have received a failing grade (“F”) in two or more courses in the most recent semester (**whether full-time or part-time**), will be placed on academic probation. A semester is a 15-week unit of instruction and assessment.

Students on academic probation are required to meet with their academic advisor to develop and complete an Academic Improvement Plan (AIP). Students are required to develop this plan in consultation with their academic advisor and comply with the Academic Improvement Policy. Please see the [Academic Improvement Policy](#) below for further details.

No student will be permitted more than two semesters of academic probation, whether full-time or part-time (See [Dropped from the Rolls](#) policy for further details).

Approved by Faculty Senate: November 4, 2014

Academic Improvement Policy

Students who are not performing at a level of achievement that is consistent with success in their academic program at the end of a semester are placed on academic probation (see [Academic Probation](#)). Students placed on academic probation will complete an Academic Improvement Plan (AIP). The AIP is designed to help students increase their academic performance to achieve their academic goals.

- Students on academic probation are required to meet with their academic advisor. Students are expected to develop their AIP in consultation with their academic advisor who must sign-off on their plan. Students will be required to communicate with their academic advisor throughout the semester regarding the progress they are making with their personalized plan.
- Students are expected to implement their AIP immediately after earning academic probation. Students on academic probation after the fall 2017 semester must meet with their advisor no later than the end of the second week of classes of the spring 2018 semester.

It is the student's responsibility to schedule and attend any meetings, workshops, tutoring, etc., associated with the development and implementation of this plan. The AIP includes utilizing resources in the Division of Student Affairs such as: Academic Advising, Tutoring, Counseling, Career Counseling, the Writing Center, etc.

Students who do not complete and follow through with their AIP will have a dean's hold placed on their record preventing further registration activity until they meet with their academic dean and/or a dean of students. Students who do not develop or implement their AIP and earn a second academic probation may be administratively withdrawn from the University.

Student Comments and Complaints

Doctor of Pharmacy Program

The Accreditation Council for Pharmacy Education (ACPE) requires that colleges of pharmacy respond to any written complaints by pharmacy students relating to adherence to the standards and policies and procedures of ACPE. Students should submit a written comment or complaint to the Office of the Dean of Pharmacy (GH-216). All comments or complaints will be evaluated and a written response will be provided. Students are also encouraged to visit the ACPE web site at www.acpe-accredit.org.

Doctor of Physical Therapy Program

Doctor of Physical Therapy students have the right to lodge a formal complaint to the Commission on Accreditation in Physical Therapy Education (CAPTE) if the University of the Sciences Physical Therapy Program is not in compliance with one or more of the evaluative criteria set forth by CAPTE.

Students need to identify the specific evaluative criteria that they feel is not being met by the University's Department of Physical Therapy. In order for CAPTE to consider the complaint to be bona fide, the student MUST have exhausted all of the avenues for redress at the institution. The full policy on complaints to CAPTE can be found in the *Department of Physical Therapy Policy and Procedure Manual*. Students may also find

information on filing CAPTE complaints on the University's Physical Therapy website (<http://www.usciences.edu/pt/>) and through the American Physical Therapy Association (www.apta.org).

Master of Science Physician Assistant Program

The Graduate Professional Physician Assistant Program students have a right to lodge a formal complaint to the *Accreditation Review Commission on Education for the Physician Assistant* (ARC-PA) if the University of the Sciences Graduate Professional Physician Assistant Program is not in compliance with one or more of the evaluative criteria set forth by ARC-PA.

Students need to identify the specific evaluative criteria that they feel is not being met by the University's Graduate Professional Physician Assistant Program. In order for ARC-PA to consider the complaint to be bona fide, the student MUST have exhausted all of the avenues for redress at the institution.

Residency and Length of Time to Complete Program of Study

In order to earn an undergraduate or first professional degree from University of the Sciences, a student must complete at least 30 in-residence credits at a University campus. At least half of these credits must be upper division courses required by the major (i.e., 300 level or above). In-residence credits are defined as credits for courses offered by the University's academic departments or partnership institutions that can contribute to the student's degree requirements.

University of the Sciences colleges and programs may impose additional residency and time-to-completion requirements. These policies are as follows:

Misher College of Arts and Sciences

In order to earn an undergraduate degree from the Misher College of Arts and Sciences, a student must complete thirty (30) in-residence credits at a University campus. Fifteen (15) of the thirty in-residence credits must be at the 300 level or higher. In-residence credits are defined as credits for courses offered by the University for which a student receives credit and a grade that can contribute to the student's calculated grade point average.

Philadelphia College of Pharmacy

Students enrolled in programs in Philadelphia College of Pharmacy have a maximum amount of time to complete the requirements necessary for graduation in their program of study. For bachelor's degree programs, students have a maximum of six years from freshman entry into the University to complete all degree requirements. For the Doctor of Pharmacy program, students have a maximum of six years from entry into the first professional year (third year) to complete all degree requirements. If a student cannot complete the degree in the allotted time of six years, the student will be withdrawn from the program. This requirement is effective for all first-year students matriculating into the fall 2007 semester and thereafter.

Occupational Therapy Program

Applications from other undergraduate majors or transfer students are welcome. The class level to which transfer students are assigned will depend on the prerequisites they have completed, but the minimum residency requirement is three years. All conditions regarding guaranteed admission into the professional curriculum also apply to transfer students admitted to the first or second year.

Satisfactory Academic Progress for Financial Aid

Students who receive financial aid while attending the University must maintain satisfactory academic progress (SAP) in order to continue to be eligible for financial aid funding. SAP is measured at the end of each academic year or its equivalent. SAP will be checked after each semester for students enrolled in certificate programs that are expected to be completed in under a year. This measure, and the rules of academic probation for financial aid, may be different from the rules of academic progress and probation imposed by individual academic departments. For financial aid purposes, a student maintains satisfactory academic progress if he/she:

- Maintains at least a 2.00 cumulative grade point average for undergraduate and professional programs, and at least a 2.50 cumulative grade point average for graduate students
- Successfully completes at least 67% of the total cumulative hours attempted

Successful completion is based on the total number of earned credits divided by the total number of attempted credits. Earned credits for a course cannot be counted more than once. Grades of "F" (failure), "W" (withdraw) or "I" (incomplete) are attempted credit hours but do not count as earned credit hours.

- Not exceed 150% of the normal number of credits needed to complete his/her academic program.

A student who fails to meet SAP has the right to appeal and may be placed on financial aid probation for the next semester of enrollment, and may continue to receive financial aid during that semester. At the end of the probationary semester, if the student has not raised his/her academic performance to meet the measures described above, all further disbursements of financial aid will be withheld.

Financial Aid Probation

A student who fails to meet SAP has the right to appeal. If an appeal is approved and failed SAP status is waived, a student may be placed on financial aid probation for the next semester of enrollment, and may continue to receive financial aid during that semester. At the end of the probationary semester, if the student has not raised his/her academic performance to meet the measures described above, all further disbursements of financial aid will be withheld.

Dean's List

- Following the close of each semester, the Dean's List is posted, recognizing those students who have achieved high scholastic distinction. Those named to the Dean's List must have taken a full-time semester of coursework in that semester, completed and passed all courses with no grade below "C", and attained a semester grade point average of 3.40 or above. Students receiving grades of Incomplete at the conclusion of the semester may be eligible for retroactive assignment of Dean's List upon course completion. Those students who prefer not to have their names posted should notify the office of the appropriate college dean.
- Students with written reprimand for an academic violation or any conduct probation or higher sanction are not eligible for the Dean's List.

Requirements for Graduation

To fulfill its obligation to the precepts of higher education, University of the Sciences has established standards of achievement that must be met before any student is recommended for graduation by the faculty. Every person upon whom a degree shall be conferred must have successfully completed the assigned curriculum and must have met the specific graduation requirements pertaining to the degree to be conferred.

A student must complete all graduation requirements by:

- The end of the fall, spring, or summer term, or
- The first day of the month of July or November

Any student not meeting these deadlines will be delayed until the next graduation date.

To qualify for an earned degree, students must:

- Fulfill all of the requirements of the respective curriculum, including achieving at least the minimum academic requirements and passing all proficiencies required by the University and the major
- Be in good academic standing, have satisfied all academic and program requirements, and be free of all conduct holds at the conclusion of the final semester of enrollment
- File a Petition for Graduation at the start of the final semester of matriculation. To participate in the May Commencement Ceremony, the Petition for Graduation must be submitted by the end of the drop/add period of the spring semester

Only those students who have fulfilled all requirements for graduation by the end of the spring semester (last day of final exams) will be permitted to participate in the commencement ceremony.

Students with financial and/or conduct holds will not receive a diploma and will not be able to obtain a copy of their transcripts until the hold(s) is/are released. If a financial or conduct hold is in place, the University will not respond to requests for verification of graduation status on the graduate's behalf.

Bachelor Degrees for Students in Professional Programs

Effective with first-year (U1) students entering University of the Sciences in the fall 2008 (Catalog Year 2008), all students in professional programs (Doctor of Pharmacy, Doctor of Physical Therapy, Doctor of Occupational Therapy, and Master of Occupational Therapy) will be granted a bachelor's degree upon successful completion of the work in the first four years of their curriculum. All of these curricula must satisfy the minimum requirements for a degree, including completion of the General Education requirements. Upon satisfactory completion of requirements, a bachelor's degree "in transit" to the eventual professional degree in their program of study will be awarded.

Students in the fall 2008 entering cohort (Catalog Year 2008) who complete all requirements for a bachelor level degree may be granted that degree and terminate their enrollment even if they are unsuccessful in completing the requirements for the professional degree.

Graduation Honors

Graduation Honors - Students graduating before 2025

Students who have achieved outstanding academic records at the University may graduate with one of the following honors. The honors designations listed below are based on total quality points and credits earned and on the student's attaining the following minimum cumulative grade point average and completed all requirements for the bachelor/professional degree:

- Cum Laude—GPA of 3.40
- Magna Cum Laude—GPA of 3.60
- Summa Cum Laude—GPA of 3.80

Students who earn a bachelor's degree from the University before entering a professional degree program may be awarded graduation honors based only on the student's professional program GPA.

Once awarded, these graduation honors become a permanent part of the student's record.

Graduation Honors beginning with the Class of 2025

Undergraduate students who achieve outstanding academic records at the University may graduate with one of the honors listed below:

- Cum Laude—GPA of 3.40
- Magna Cum Laude—GPA of 3.60
- Summa Cum Laude—GPA of 3.80

Honors are awarded based on the student's cumulative grade point average calculated using the total quality points and credits earned as shown on the student's University transcript. Honors are awarded only with the bachelor's degree, and all university and program requirements for the bachelor's degree must be met in order for an honor to be awarded. Once awarded, the honor becomes a permanent part of the student's record.

Graduation Honors beginning with the Class of 2025

Students in the Occupational Therapy, Pharmacy, and Physical Therapy Professional Programs

Students in the occupational therapy, pharmacy, and physical therapy professional programs who achieve outstanding academic records at the University may graduate with the designation ‘**With Distinction**’. This designation is awarded to students in the top 20% of their class in their respective professional program. The qualifying cumulative grade point average for the top 20% of the class will be set at the end of the fall semester before graduation. The designation is based on the student’s cumulative grade point average for all years of the professional program (P1, P2, P3 and for Pharmacy P4) calculated using the total quality points and credits earned as shown on the student’s University transcript. ‘With Distinction’ is awarded only with a professional master’s or professional doctoral degree, and all university and program requirements for the degree must be met in order for the designation to be awarded. Once awarded, the designation becomes a permanent part of the student’s record.

Separation from the University

University of the Sciences and its faculty reserve the right to dismiss at any time any student on the grounds of conduct or of academic standing, and in this matter the faculty shall be the sole judge.

Dropped from the Rolls

Students will be dropped from the rolls if they:

- Complete any three semesters, whether full-time or part-time, with an academic record resulting in academic probation; or
- Fail the same course twice; this regulation applies whether the course is taken in regular sessions or in summer school, whether at the University or at another institution

Students who do not meet the criteria for progression in their curriculum may be subject to being dropped from the rolls. (Refer to section on [Academic Standards and Academic Progress](#))

Students who are dropped from programs for exceeding program probations will be dropped from the University rolls if they are not admitted to a program by the end of the drop/add period following the semester they were dropped from their program.

The college dean responsible for the student’s major will officially notify the student of this action and notify pertinent University offices of the change in status. A student who is dropped from the rolls is not eligible to attend any courses at the University. (Refer to sections on [Readmission to the University](#) and [Fresh Start Readmission](#))

Leave of Absence

A student may apply to the college dean responsible for his or her degree program for a leave of absence. A leave of absence may be short term (no more than 10 business days) or for a longer duration.

Short-Term Leave of Absence Policy (No more than 10 business days)

In the event of an immediate and significant health or family emergency*, a student may request from his or her college dean a short-term leave of absence (SLOA). A SLOA is intended to provide the student an opportunity to address the issue and then resume his or her academic course of study. If the student cannot resume his/her studies after 10 business days, the student may apply for a leave of absence for a longer period of time.

*Examples of a *significant health or family emergency* include: accident, injury, or illness requiring hospitalization; or health and/or safety concern (i.e., risk to self or to others); or death of a parent, sibling, or significant other. A short-term leave of absence does not negate or preclude the administration of the conduct policy or the administrative withdrawal policy.

To request a short-term leave of absence, the student should first contact his/her college dean. The student may be asked to provide documentation to verify the circumstances. Upon approval of a short-term leave of absence, the college dean will notify the applicable chair, program director, course instructors, academic advisor, and the Division of Student Affairs. Upon return to the academic program, the student is responsible for working with the instructors to complete the course requirements as specified in the course syllabus.

Leave of Absence

A leave of absence (LOA) for a semester or more affords students the opportunity to remain in academic standing with their department and not have to reapply for admission. There are two types of leaves of absence: a Personal Leave of Absence (PLOA) and a Medical Leave of Absence (MLOA).

The LOA may have financial aid implications and the student should meet with Financial Aid prior to the leave of absence and at the time they return from the leave. To be in compliance with Title IV Financial Aid Programs, USciences reports the student as “Withdrawn” from USciences to the National Student Loan Data System on the date the leave begins.

Personal Leave of Absence

Reasons a student may be granted a PLOA include, but are not limited to, a family issue, financial difficulties, military service, or other personal issue. . To be considered for a PLOA, the student must:

- Submit a written request for the leave to his/her college dean and provide documentation to verify the circumstances cited in the request for the leave.

- Meet with his/her college dean, or designee, to review the request, including precipitating circumstances and submitted documentation.

The college dean's office will make the final determination if a PLOA will be granted and will notify the student in writing. Upon approval of a PLOA, the college dean will notify the applicable chair, program director, course instructors, academic advisor, Division of Student Affairs, Financial Aid and other pertinent USciences offices.

The college dean's office will also determine the status of the student's current coursework and whether or not the student should be withdrawn from courses. A grade of "W" may be assigned by the college dean to all registered coursework based on the effective date for the PLOA. The instructor will have 10 working days from receipt of notice to reassign a course grade if appropriate.

To return from a PLOA, the student must report to the office of his/her dean by the return date specified on the LOA form. The dean will then notify the pertinent USciences offices that the student has been placed on "active" status. If the student does not return by the return date specified on the LOA form, the student will be administratively withdrawn from USciences by the student's college dean's office.

Medical Leave of Absence

During the course of their studies, a student may need to leave the University due to a medical or psychological condition that significantly impairs their ability to function successfully or safely in the academic environment. These conditions may include, but are not limited to, major mental or physical health issues that cannot be mitigated in a short period of time, such as an incident involving a major accident, injury, chronic condition, or significant illness requiring hospitalization or extended treatment, including the diagnosis of substance abuse or addiction (See Substance Use Disorder Policy). In these situations, a student may request a Medical Leave of Absence (MLOA) for up to two semesters, to focus on their health and recovery.

The Office of the Dean of Students (DOS), is responsible for the medical leave of absence process. Medical information and treatment recommendations will be reviewed by the appropriate clinician(s) in Student Health and Counseling (SHAC).

To be considered for a medical leave of absence, the student must take the following steps:

- Meet with the Dean of Students or his/her designee to review the MLOA process
- Meet with a clinician at Student Health and Counseling (SHAC) for an evaluation, OR provide documentation from a licensed health professional. The Dean of Students office will provide forms for the clinician to fill out. Any additional documentation must be typed and submitted on official letterhead and must include the name, address, office telephone number, license number, and signature of the health professional. The documentation should specify the length of time needed for the leave and the reason for the leave.

Medical documentation will be reviewed by an appropriate clinician at SHAC. Students are encouraged to sign a waiver allowing the SHAC clinician to communicate with the student's clinician. After evaluating the student and/or reviewing the documentation from the student's outside clinician, SHAC will inform the Dean of Students office whether or not they support the student's request for a MLOA.

A MLOA will not be approved unless supported by SHAC. If supported, the Dean of Students' office will contact the student's college and formally request the MLOA. The communication from the DOS will include the date that the MLOA is to begin and when the student is expected to return to the University. *No personal or medical information will be released to the student's college or faculty.*

The college dean's office will make the final determination if a medical leave of absence will be granted and will notify the student in writing.

Upon approval of a MLOA, the college dean will notify the applicable chair, program director, course instructors, academic advisor, Division of Student Affairs, Financial Aid and other pertinent USciences offices.

The college dean's office will also determine the status of the student's current coursework and whether or not the student should be withdrawn from courses. A grade of "W" may be assigned by the college dean to all registered coursework based on the effective date for MLOA. The instructor will have 10 working days from receipt of notice to reassign a course grade if appropriate.

To return from a MLOA, the student must submit medical documentation to SHAC from a licensed health professional regarding their health status and ability to return to their studies, including documentation of all treatments received and any recommendations or requirements for on-going care. After reviewing the medical documentation, the SHAC clinician will notify the Dean of Students that the student is cleared to return to campus. The Dean of Students will then notify the college dean whether the student is permitted to return to resume their academic course of study. *Again, no personal or medical information will be shared with the college.* The dean will then notify the pertinent USciences offices that the student has been placed on "active" status. If the student does not return by the return date specified on the LOA form, the student will be administratively withdrawn from USciences by the student's college dean's office.

Extending a MLOA

If, during the course of treatment, the student and their clinician(s) determine that more time is necessary to adequately address the student's needs, the student may contact the Dean of Students office and request an extension of the leave. The Dean of Students or SHAC may require additional information from the treating clinician to justify the extension.

Involuntary Leave of Absence Policy

Introduction

University of the Sciences seeks to support the continued enrollment of all students; however, situations may arise where the University needs to place a member of the student community on an Involuntary Leave of Absence (ILOA). This policy is designed to maintain the health and safety of all campus community members, including the affected student. In most situations where a student's medical, psychiatric, or psychological condition poses a threat to themselves or to others, the student will be highly encouraged by the Dean of Students to voluntarily accept a Short-term Leave of Absence (SLOA) or Medical Leave of Absence (MLOA). If the student does not take such a voluntary leave, the ILOA process may be initiated by the Dean or their designee.

If a student has taken actions that either threaten the health or safety of himself or herself, or others, or is creating a substantial disruption to the educational environment, the Dean of Students, acting on behalf of the University, may initiate the ILOA process as set forth below. Please note, in the process described below, the Dean of Students may delegate this responsibility on a case-by-case basis. The threats may include, but are not limited to, acute danger/loss of life, inability to independently manage daily tasks, or inability to cooperate with necessary support services.

Process

If information is made available from one or more University employees, students, or family members regarding a student who is a threat to self, others, or creates a substantial disruption of the educational environment, the Dean of Students may gather information to determine whether an ILOA is appropriate and/or required.

As part of this process, the Dean of Students may ask the student who may receive the ILOA to meet with the Dean of Students for the purpose of evaluating the veracity of the information received. If, however, an ILOA is initiated without a meeting between the student and the Dean of Students, the student can request a meeting with the Dean of Students to discuss the following three topics, only as related to the ILOA being proposed:

- Reliability of the information received;
- Whether the behavior poses a danger causing substantial or serious harm to the student or others; and/or
- The requirements the student must complete prior to being cleared to return to campus by the Dean of Students

This information will be utilized by the Dean of Students to determine whether an ILOA is appropriate.

If the decision is made to place the student on an ILOA, the student may be subjected to actions including, but not limited to, a temporary barring from campus; a temporary removal from University housing; a temporary suspension of class attendance or experiential learning; a temporary suspension of participating in any campus or off-campus University activities; and/or completion of a mental health, substance abuse, or other necessary evaluation conducted by an appropriate off-campus licensed health provider. Such determination will be provided to the student in writing within two days of the student's first day on an ILOA.

Once the ILOA is put into place, the Dean of Students will communicate the existence of the ILOA (however, not the details related to the ILOA) to the student's academic dean, who will notify the applicable chair, program director, course instructors, academic advisor, appropriate Student Affairs offices, and other pertinent University offices.

If the duration of the ILOA lasts longer than the 10 business days allowed through the short-term leave of absence policy, the ILOA will be put in place for at least the remainder of the semester. If the ILOA extends through the semester, a grade of "W" may be assigned by the academic dean to all of the student's registered coursework based on the effective date for the ILOA. The instructor for each course will have 10 working days from receipt of notice to reassign a course grade if appropriate. The ability of the student to progress in their program may be affected by the duration of the leave.

Faculty, staff, or students who have concerns or questions regarding the policy should contact the office of the Dean of Students. Students who are placed on an ILOA will have the opportunity to meet with the appropriate representative from the office of the Dean of Students to discuss the leave.

Appeals

The student may appeal the involuntary leave decision by filing an appeal with the Dean of Students. While the decision is being appealed, the ILOA remains in effect and conditions set by the Dean of Students are enforced. The appeal must be filed within 5 business days of the written notification from the Office of the Dean of Students mandating the involuntary leave. The written appeal should include the following information:

- Basis for appeal
- Information regarding steps taken by responding student to mitigate the identified risks or disruptions that triggered the involuntary leave
- Documentation substantiating basis for appeal

The Provost will deliver a written response to the student within 3 business days of receipt of the student's written appeal. This step completes the appeal process, and decisions of the Provost are final.

Return from ILOA

Return from ILOA will be based upon the fulfillment of all conditions set forth in the written notification of the ILOA including, but not limited to, completion of the third party clinical evaluation. The Dean of Students, in collaboration with Student Health and Counseling, will determine if the requirements of an ILOA have been

fulfilled and the termination of the ILOA is appropriate. Once the ILOA has ended, the student must meet with his/her academic dean or designee to discuss academic progress and course enrollment. In certain circumstances, the Dean of Students may place conditions upon the student's continued enrollment. Failure to comply with these requirements may result in the student being placed on another ILOA or being administratively withdrawn from the University. The decision for administrative withdrawal will be made by the Dean of Students in consultation with the student's academic dean.

Confidentiality

All documents and records related to ILOAs will be maintained in accordance with the University's adherence to FERPA (Family Educational Rights and Privacy Act), and access to information by University employees will be strictly limited.

Bereavement Policy

The University recognizes that students may suffer greatly from the loss of a loved one. Students suffering from bereavement should refer to the policies on Short-Term Leave of Absence, Leave of Absences, and Course Withdrawal for information on means to address this issue.

Advised to Withdraw

A student may be advised to withdraw either on the grounds of conduct or academic standing.

Voluntary Withdrawals from the University

An official withdrawal from the University must be authorized by the college dean responsible for the student's degree program. The college deans' offices are the only offices designated to accept withdrawals from the University. A student will be officially withdrawn from the University once the student contacts the office of the college dean responsible for the student's degree program and provides notification of intent to withdraw either verbally or in writing. This notification must include the student's name, current address, phone number, and student identification number or other acceptable information that establishes the identity of the student. The date the student notifies the dean's office of his/her withdrawal from the University will be the official effective date of withdrawal. If a student cannot directly contact the dean's office due to illness, accident, grievous personal loss, or other such circumstances beyond the student's control, another individual, acting on the student's behalf, can provide the notice of intent to withdraw – once the dean's office verifies that the individual is authorized to act on the student's behalf, the date of withdrawal is effective as of the date of last attendance.

A student who contacts the dean's office and only requests information on aspects of the withdrawal process, such as the potential consequences of the withdrawal, would not be considered to be withdrawn. However, if the student indicates that they are requesting this information because they will cease to attend the University, the student would be considered to have provided official notification of their withdrawal.

The dean's office may request that the student submit the withdrawal request in writing, or have an interview with the dean, either in person or by phone, but this is strictly voluntary and not required for withdrawal. The student must not attend any academic function or classes after notifying the dean's office that they are withdrawing from the University. The college dean will notify the student and the pertinent University offices of the withdrawal.

When a withdrawal from the University is authorized by the college dean, a "W" grade will be assigned for all courses in which the student is currently registered, unless the student withdraws during the drop/add period or after the conclusion of a term. The instructor for each course will be notified by the college dean of the student's withdrawal and will have 10 working days from receipt of notice to reassign a course grade of "F" if appropriate.

Administrative Withdrawal

A student may be withdrawn from the University for major violations of University policy or for nonattendance. A typical reason for an administrative withdrawal includes noncompliance with University policy (e.g., nonpayment of debt or exceeding program time limits).

If a student who has ceased to attend the University did not begin the voluntary withdrawal process by contacting the college dean's office responsible for the student's degree program, the college dean will administratively withdraw the student. The date that the dean's office learns of the student's nonattendance will be the official effective date of withdrawal.

An administrative unit may initiate the administrative withdrawal action, but authority to withdraw a student for administrative reasons rests with the dean of the student's college. The student will be informed in writing by the dean of the action to withdraw and the criteria for readmission. The college dean will also notify pertinent University offices.

Admission to an Academic Program after being Dropped from a Program

There is no guarantee of admission to a particular program after a student has been dropped from his/her academic program(s) based on college or program academic standards. The faculty reserves the right to readmit a student to his/her previous academic program(s) or to admit a student to a different academic program based on individual college and program policies, and in this matter the faculty shall be the sole judge. Students should review the

academic standards of specific programs and any program-specific application deadlines found in the University Catalog.

A student who has been dropped from his/her academic program(s) and who has not yet earned a bachelor's degree should follow the "[Changing Majors](#)" procedures described in the Student Handbook and University Catalog. Such students who do not change their major will be administratively placed in the Undeclared Transitional program. A student who has been dropped from his/her academic program(s) and who has earned a bachelor's degree will be dropped from the rolls, unless the student is accepted into another degree-granting program.

Those students who wish to remain enrolled in the University, but are unsure of which specific major they wish to enter, should refer to the section of the Student Handbook or University Catalog that discusses Declaring a Major and the Undeclared Programs.

Implementation: Effective Fall 2012

Readmission to the University

There is no guarantee of readmission following a separation from the University. The faculty reserves the right to readmit a student, and in this matter the faculty shall be the sole judge.

Students who voluntarily withdrew from the University or were dropped from the rolls of the University may file an application for consideration of readmission with the dean of the college in which they seek to re-enroll. To be considered for readmission, applications must be submitted by the following dates: no later than April 15 for the fall semester, no later than October 15 for the spring semester, and no later than February 15 for the summer session for those programs that accept summer admission. Application for readmission to the Doctor of Pharmacy program and the Philadelphia College of Pharmacy baccalaureate degree programs must be received by April 1 (all programs) for the fall semester and October 15 (all programs except pharmacy) for the spring semester.

Students who were dropped from the rolls of the University for either three semesters with an academic record resulting in academic probation or conduct expulsion will not be granted readmission for at least one calendar year from the date of separation from the University. Students who were dropped from the rolls of the University for failing the same course twice may immediately apply for readmission to a program in the University.

The application for readmission must provide evidence of the student's ability to complete his/her degree program. The application must be accompanied by any official transcripts of all course(s) taken at other accredited colleges or universities during the period of separation from University of the Sciences.

Readmission of Military Service Members

In accordance with the federal Higher Education Opportunity Act, students who leave the University to perform military service will be readmitted with their previous academic status intact, for an absence of up to five years in length. Students must provide advance notice of their intent to perform military service and must also provide notification of intent to re-enroll. This readmission policy, as well as the requirements for advance notice and notification to re-enroll, is subject to exceptions as noted in the law.

Fresh Start Readmission

A student may apply for readmission under the Fresh Start policy under the following circumstances: 1) the student has left the University after failing to achieve good academic standing, and 2) the student will have been absent from the University for at least one year between the date of withdrawal and the start date of the semester for which readmission is sought.

If a student is readmitted under the Fresh Start policy, his/her transcript will note all credits attempted and grades earned at University of the Sciences prior to readmission. However, grades previously earned will not contribute to the current grade point average calculations, and courses previously attempted will not be accepted toward fulfillment of the student's current degree requirements.

Acceptance of transfer credits from other institutions will be granted in accordance with current University policy.

After Fresh Start readmission, the student must comply with all current academic regulations required by the University and his/her degree program. No student will be readmitted under this policy more than one time. *Once a student is re-enrolled under the Fresh Start policy, the decision to treat the academic record as described above is irrevocable.*

Students will be informed of the Fresh Start policy upon exiting the University and upon application for readmission in accordance with current University policy.

The final decision regarding readmission, including readmission under this Fresh Start policy, rests with the University's faculty. The possible effect of the Fresh Start policy will be only one of the factors used in considering application for readmission.

STUDENT SERVICES – Guide to Campus Services

PLEASE NOTE: HOURS AND AVAILABILITY OF SERVICES MAY VARY DUE TO COVID-19 CAMPUS SAFETY GUIDELINES AND PROCEDURES.

<u>Department/Service</u>	<u>Contact</u>	<u>Hours</u>	<u>Location</u>
Academic Advising			
Academic Advisor	Assigned	Hours Posted	His or Her Personal Office
Executive Director, Student Success Center	Mr. J. Canaday	Hours Posted	Whitecar Hall/Room 1114
Address Change	Registrar's Office	9:00 a.m. – 5:00 p.m.	Whitecar Hall/Suite 1100
Associate Director of Human Resources	Ms. M. Conrad	9:00 a.m. – 5:00 p.m.	Goodman Hall
Alumni Office	Ms. C. Ryan	9:00 a.m. – 5:00 p.m.	4100 Chester Avenue/Third Floor
Athletic/Recreation Center	Ms. T. Purcell	9:00 a.m. – 5:00 p.m.	Athletic/Recreation Center (ARC)
Athletics	Mr M. Caserio	Hours Posted	Athletic/Recreation Center (ARC)
Billing (Student Accounts)	Ms. S. Watts	9:00 a.m. – 5:00 p.m.	Kline Hall/Room 107
Career Services	Mr. M. Clark	9:00 a.m. – 5:00 p.m.	Whitecar Hall/ Suite 2400
Cashier	Ms. J. Florio	9:00 a.m. – 12:30 p.m. and 1:30 p.m. – 3:30 p.m.	Kline Hall/Room 108
Community Service	Student Affairs	9:00 a.m. – 5:00 p.m.	Whitecar Hall/Suite 1000
VP of Student Affairs/Dean of Students	Mr. R. Radish	9:00 a.m. – 5:00 p.m.	Whitecar Hall/ Suite 1000
Devils Dollars	Public Safety	9:00 a.m. – 5:00 p.m.	Wilson Student Center/Room 140
Dining Services	Mr. T. Young	Hours Posted	Wilson Student Center/Room 102
Drop/Add	Registrar's Office	9:00 a.m. – 4:00 p.m.	Whitecar Hall/Suite 1100
Employment (Students) Off-Campus	Mr. M. Clark	9:00 a.m. – 5:00 p.m.	Whitecar Hall/Suite 2400
Employment (Students) On-Campus	Financial Aid Office	9:00 a.m. – 5:00 p.m.	Griffith Hall/Room 100

<u>Department/Service</u>	<u>Contact</u>	<u>Hours</u>	<u>Location</u>
Enrollment Verifications	Registrar's Office	9:00 a.m. – 5:00 p.m.	Whitecar Hall/Suite 1100
Facilities	Facilities Department	7:00 a.m. – 6:00 p.m.	4140 Woodland Avenue/Section B (Adjacent to the loading dock)
Financial Aid	Financial Aid Office	9:00 a.m. – 5:00 p.m.	Griffith Hall/Room 100
Fraternity and Sorority Life	Ms. A. Heppler	9:00 a.m. – 5:00 p.m.	Living Learning Commons
Health Insurance	Ms. A. Miller	9:00 a.m. – 5:00 p.m.	Whitecar Hall/Suite 1200
ID Cards	Public Safety	9:00 a.m. – 5:00 p.m.	Wilson Hall/Room 140
International Student Advisor	Mr. W. Keyes	9:00 a.m. – 5:00 p.m.	Whitecar Hall/Suite 1000
Library Services		Hours Posted	J. W. England Library
Lockers (ARC)	Ms. T. Purcell	9:00 a.m. – 5:00 p.m.	Athletic/Recreation Center (ARC)
Lockers (Commuters)	Ms. T. Purcell	9:00 a.m. – 5:00 p.m.	ARC
Lost and Found	Public Safety	9:00 a.m. – 5:00 p.m.	Alumni Hall
Mailroom (Postage and Fax Services)		9:00 a.m. – 5:00 p.m.	4619 Woodland Ave
Notary			
(Personal Documents)	Human Resources Office	9:00 a.m. – 5:00 p.m.	Goodman Hall/Room 106
(Student Documents)	PCP Dean's Office	9:00 a.m. – 5:00 p.m.	Griffith Hall/Room 2001
On- and Off-Campus Housing	Mr. D. Viola	9:00 a.m. – 5:00 p.m.	Living Learning Commons
Parking Permit	Public Safety	9:00 a.m. – 5:00 p.m.	Wilson Student Center/Room 140
Payroll	Ms. K. Mercer	9:00 a.m. – 5:00 p.m.	Kline Hall/Room 106
Photocopying	Library	Library Hours	First and Second Floors
	Copy Center	8:30 a.m. – 5:00 p.m.	4619 Woodland Ave
Public Safety	Mr. M. Lapotasky	9:00 a.m. – 5:00 p.m.	Alumni Hall

<u>Department/Service</u>	<u>Contact</u>	<u>Hours</u>	<u>Location</u>
Registrar	Ms. T. Anderson	9:00 a.m. – 5:00 p.m.	Whitecar Hall/Suite 1100
Residence Life	Mr. D. Viola	9:00 a.m. – 5:00 p.m.	Living Learning Commons
Room Reservations	Ms. A. Heppler	9:00 a.m. – 5:00 p.m.	Living Learning Commons
ROTC	Dr. John Connors	9:00 a.m. – 5:00 p.m.	Whitecar Hall/Suite 2100
Student Accounts (Billing)	Ms. S. Watts	9:00 a.m. – 5:00 p.m.	Kline Hall/Room 107
Student Activities	Ms. T. Purcell	8:30 a.m. – 5:00 p.m.	ARC
Student Affairs	Mr. R Radish	8:30 a.m. – 5:00 p.m.	Whitecar Hall/Suite 1000
Student Conduct	Ms. R. Butler	9:00 a.m. – 5:00 p.m.	Wilson Hall/Room 210
Student Health and Counseling (SHAC)			Whitecar Hall/Suite 1200
Director/Counseling	Dr. K. Levinson	9:00 a.m. – 5:00 p.m.	
Director/Health	Dr. B. Siebert	9:00 a.m. – 5:00 p.m.	
Study Abroad	B. Keyes	9:00 a.m. – 5:00 p.m.	Whitecar Hall/Suite 1000
Transcripts	Registrar’s Office	9:00 a.m. – 5:00 p.m.	Whitecar Hall/Suite 1100
Tutoring	Ms. A. Jefcoat	9:00 a.m. – 5:00 p.m.	Whitecar Hall/Suite 1000
Vending Machines	Ms. M. Policastro	9:00 a.m. – 5:00 p.m.	Wilson Student Center/Room 130
Washing Machines	Ms. M. Policastro	9:00 a.m. – 5:00 p.m.	Wilson Student Center/Room 130
Withdrawal (from a course)	Registrar’s Office	9:00 a.m. – 5:00 p.m.	Whitecar Hall/Suite 1100
Withdrawal (from the University or academic program)	Dean of Students	9:00 a.m. – 5:00 p.m.	Whitecar Hall/Suite 1200
Writing Center	Dr. P. Egbert	Hours Posted	Alumni Hall

SERVICES FOR STUDENTS

PLEASE NOTE: HOURS AND AVAILABILITY OF SERVICES MAY VARY DUE TO COVID-19 CAMPUS SAFETY GUIDELINES AND PROCEDURES.

Academic Advising

Whitecar Hall – Suite 1110

215.596.7530

www.usciences.edu/advising

Each student will be assigned a faculty member or professional academic advisor to serve as their academic advisor. Upper-class students will have academic advisors who are faculty members within the department of their major. Academic advisors will assist students in the following areas: development of an educational plan to facilitate educational and personal goals, selection of appropriate courses and other educational experiences, and interpretation of University policies and procedures. They will also provide recommendations for additional University resources that may be helpful to the student. Students who need to know the name of their advisor should call the department of their major or the Associate Director of Student Success. Additional information is available on the Web at www.usciences.edu/advising. Students may also e-mail advising@usciences.edu for advising questions and information.

Advanced/Professional Study

Information and applications pertaining to selected advanced degree programs and admission tests (e.g., medical college admission tests [MCAT]) are available in the offices listed on the following page. Students needing letters of recommendation from their college dean should provide the appropriate information and authorization on the form available in these offices.

1. Office of the Dean of the Misher College of Arts and Sciences, Griffith Hall (Room 212) 215.596.8888.

The Office of the Dean of the Misher College of Arts and Sciences has responsibility for undergraduate students in biochemistry, biology, biomedical science, chemistry, data science, environmental science, medical humanities, medical laboratory science, microbiology, neuroscience, psychology, pharmaceutical chemistry, physics, Misher Pre-Professional Studies, and Pre-Pharmacy Early Assurance. The Dean's office is also responsible for graduate education in Biomedical Writing (MS) and in the department of Behavioral & Social Science (MS Health Psychology, MS Health Policy); department of Biological Sciences (MS Cell Biology & Biotechnology, PhD Cell & Molecular Biology) department of Chemistry & Biochemistry (MS Biochemistry, Bioinformatics, Chemistry and Pharmacognosy, PhD Biochemistry, Chemistry and Pharmacognosy), and Certificates in Biostatistical Methods, Biotechnology, Brewing Sciences, Health Education and Communication.

2. Office of the Dean of the Philadelphia College of Pharmacy, Griffith Hall (Room 216) 215.596.8870.

The Office of the Dean of the Philadelphia College of Pharmacy has responsibility for students majoring in pharmacy (PharmD); pharmacology and toxicology (BS Pharm/Tox); pharmaceutical sciences (BS Pharm Sci); the in-transit degree, pharmaceutical and healthcare studies (BS PHHCS) for pharmacy students; as well as in the MS in Pharmacy Administration, MS/PhD in Pharmacology/Toxicology, and MS/PhD in Pharmaceutics graduate programs.

3. Office of the Dean of Samson College of Health Sciences, 4500 Woodland Avenue (Suite 100) 215.596.8679

The Office of the Dean of Samson College of Health Sciences has responsibility for students majoring in Exercise Science and Wellness Management (BS), Health Sciences (BS), Occupational Therapy (MOT, DrOT), Physical Therapy (DPT), Physician Assistant Studies (MSPAS), and Public Health (MPH).

See here for advisement on [law school](#); for other [pre-health professions programs](#).

Alumni Office

4100 Chester Avenue Building
215.596.8856

The Alumni Office is the liaison between the student body and the University Alumni Association. Students will find the Alumni Office helpful in building their professional network and locating alumni

Athletic Facility

Athletic/Recreation Center (ARC)
215.596.7440

The state-of-the-art ARC is home to three gymnasiums; an indoor track; a fitness room; a multipurpose recreation space, and a TV lounge with two billiard tables and three table tennis tables. Students are invited to use the fitness equipment, participate in group fitness classes, informal recreation, fitness assessments, intramurals, club sports, and special events to relieve the stress of their academic endeavors and to promote a healthy lifestyle. Information on access to the building and the indoor facilities is posted on the ARC website at <https://www.usciences.edu/student-life/sports-recreation/campus-recreation/index.html> For more information, contact Tricia Purcell, Director of Student Activities and Campus Recreation, at 215.596.7392 or t.purcell@usciences.edu

Banking

Automated Teller Machines (ATMs)

Wilson Student Center – First Floor Lobby

Whitecar Hall – First Floor Lobby

ATMs are located in the lobbies on the first floor of the Wilson Student Center and Whitecar Hall.

Students are encouraged to use these ATMs for their cash requirements. Use of ATMs gives parents and students greater flexibility to manage their cash needs.

In the event of operational problems at these ATMs, please call Customer Service at 1-800-871-2972.

Billing

Kline Hall – Rooms 107 & 109

215.596.8860

The University accepts cash, checks, and money orders, as well as MasterCard, American Express, Visa, and Discover, as payment for tuition, fees, residence halls, food plans, and parking. Payment for each semester is due and payable upon receipt of the invoice and may be remitted by mail or in person to the Cashier. Students have the convenience of making electronic payments to their tuition accounts 24 hours a day by utilizing the Make a Payment option on WebAdvisor. The University of the Sciences Payment Gateway (payments.usciences.edu) allows parents or other family members to make online payments directly 24 hours a day, without requiring the student to access WebAdvisor. The Payment Gateway will process not only payments for tuition accounts, but will also link to payment site for Devils Dollars (USciences OneCard). Payments may be made by credit card (American Express, Discover, Visa, or MasterCard) or by E-check (directly from checking account). Anyone who uses a credit card to pay a student account will be charged a nonrefundable convenience fee equal to 2.45% of the transaction—100% of this fee will be retained by the processor and related banks that are providing the credit card service; therefore, the fee will not appear on the student's University account. The fee will pertain to any credit card payment made on a student account, whether by mail, phone, Cashier's Office, WebAdvisor, or the Payment Gateway. E-check payments made on WebAdvisor or the Payment Gateway will not be charged a convenience fee. Any questions about making electronic payments should be directed to the Cashier at 215.596.8857.

Billing statements for the fall semester are mailed by late June, and statements for the spring semester are mailed by late December. Real-time billing statements are available to students at any time on WebAdvisor. The Student Accounts Office is continuing a green initiative to reduce the use of paper statements. In place of some of the statements, students will receive periodic e-mails that will notify them of balances due and will link to WebAdvisor for access to their online statements. The e-mails will be sent only to the students' official University e-mail address, and students will be responsible for retrieving these e-mails, making payments,

taking Financial Aid actions, and/or notifying any family members that may be assisting with their finances; therefore, it is critical that each student is able to access his/her e-mail account and has a valid log-in to WebAdvisor.

Late payments are subject to a \$100 late fee each month an invoice remains past due. Failure to pay a past due account will result in the account being placed on a “financial hold” status, barring registration for future semesters and release of grades and academic transcripts. In addition, accounts in serious default will be reported to a collection agency, credit bureau, and legal counsel. Collection expenses up to 50% of the outstanding charges and other such costs may be added to the amount due.

Students encountering difficulties in resolving their financial obligations are encouraged to see the Office of Student Accounts (Kline Hall/ Rooms 107 & 109) for assistance in meeting their responsibilities.

The Office of Student Accounts is open each business day, 9:00 a.m. – 5:00 p.m. Graduate students or students who are on rotations may call 215.596.8860 to arrange an appointment or a phone conference after 5:00 p.m.

Bookstore

USciences online bookstore can be accessed via WebAdvisor: <https://webad.usciences.edu>

Your bookstore is now available online through WebAdvisor. The online bookstore at USciences allows students to purchase new, used, rental, and digital materials based off the courses listed on their Blackboard accounts. Aside from serving as a “one-stop-shop” for students, the online bookstore at USciences also offers more competitive prices, fast shipping, around-the-clock customer service, and guaranteed buy-back prices.

Office of Career Services & Professional Development

Whitecar Hall – Suite 2400

m.clark@usciences.edu

www.usciences.edu/careerservices

The Office of Career Services & Professional Development is under the Division of Student Affairs and provides students and alumni with career planning assistance. It offers the following programs and services:

Career Services:

- One-on-One Career Consultation
- Self Exploration: Personality (MBTI), Skills (iStrong) and Career Assessments (FOCUS 2)
- Resume and Cover Letter Critiques
- Job Search Strategies (Full-time, Part-time, Residency, Fellowship, Internship, Externship)
- Interviewing Strategies
- Professional Networking: Building Your Brand

- LinkedIn Profile Tips
- Career Change

Career Services Events:

- Annual Fall Career Expo
- On-Campus Recruitment Events
- Professional Etiquette Seminars
- Employer Information Sessions
- Employer Panels

The Office of Career Services & Professional Development works in concert with the University's faculty, alumni and industry professionals to develop innovative career development programs and events to help students and alumni to find gainful employment. Career Services invests in online services such as USciences Career Network (Purple Briefcase) that allows employers to recruit students and alumni by posting employment (i.e. internships, part-time and full-time) opportunities. The system also permits direct-hire employers to download the résumés of those students and alumni who are registered in the system. The department prides itself on providing individual service to each and every University student and/or alumnus who utilizes the department. All students are encouraged to begin working with the Office of Career Services & Professional Development soon after entering the University.

Cashier

Kline Hall – Room 104
215.596.8857

The Cashier's Office is open each business day from 9:00 a.m. – 12:30 p.m. and from 1:30 p.m. – 3:30 p.m. The Cashier's Office will accept payment for tuition and fees and transact other University business. Financial obligations are not considered satisfied until checks have cleared the bank. A service charge of \$30 will be imposed and added to the student's account for any paper or electronic check not accepted by the bank.

The Cashier's Office will also accept MasterCard, American Express, Visa, and Discover as payment for tuition, fees, residence halls, food plans, and parking. These payments may be transacted directly at the Cashier's window. As described in the Billing section, students may also make payments at any time by using the Make a Payment option on WebAdvisor, and parents and other family members may use the University Payment Gateway. Credit card payments are subject to a nonrefundable convenience fee equal to 2.45% of the transaction, whether by mail, phone, WebAdvisor, Payment Gateway, or Cashier's Office. There is no convenience fee for E-check payments.

Computers (Public Access)

Students of University of the Sciences have access to computer labs across campus. All labs have full Internet access and common software programs.

Students receive a printing allocation equivalent to 1000 free black and white print pages per year. Please refer to the following link for details of the Print Page Policy: <https://goo.gl/e1E2zi>

J. W. England Library – 215-596-8960; <https://library.usciences.edu>

Open seven days a week, during fall and spring semesters when classes are on campus. Computers and printers/scanners are available. Contact us though <https://ask.library.usciences.edu>

Wilson Computer Laboratory – Wilson Hall, Room 217

Open Fall and Spring Semesters, 24 hours a day, 7 days a week – 25 computers, 2 color printers

USciences Writing Center – Alumni Hall, Room 108, 215.596.8909

Open weekdays 9:00 a.m. – 5:00 p.m. – 3 computers

4140 Woodland Avenue, 2nd Floor – ext. 1913

Open 24 hours a day, 7 days a week – 8 computers and 1 printer available

Print Kiosks

The following residence halls have a print kiosk and are open to residents 24 hours a day, seven days a week: LLC, Osol and Wilson Halls.

Additionally there are print kiosks located in IPEX and STC available when the buildings are open.

Copy Center

4619 Woodland Av

215.596.8989

The University Copy Center (4619 Woodland Ave) provides the following services (available weekdays 9:00 AM – 5:00 PM):

- Color and black and white duplicating on a variety of papers and page sizes
- Student Business Cards, flyers, postcards, invitations and other printed materials
- 2- and 3-hole punch
- Booklets: Center-stapled up to 30 pages or spiral or comb bound up to 300 pages
- Tri-Fold and Half-Fold brochures on letter, legal, and ledger sizes

- Laminating, 8 1/2" x 11", 8 1/2" x 14", 11" X 17" and custom sizes
- Color and Black and White scanning

To have work done at the Copy Center, download and complete the Duplicating Requisition form available at either <http://www.usciences.edu/copycenter> or the Copy Center. Pricing for all services is listed on the form.

Payment options: DevilDollars or personal check; cash and credit card are not accepted.

Deans

Academic/College Deans

The Academic/College Dean has oversight for academic programs, faculty, and departments. Notice of any Faculty Senate action pertaining to a particular student and notice of achievement sufficient to qualify for the Dean's List are communicated to the student by the college dean of the student's program.

Dean of Students

The Dean of Students has oversight for the departments that comprise Student Affairs. Departments and functional units within Student Affairs include Academic Advising, Campus Recreation, Career Services, Community Service, Multicultural Affairs and International Student Services, Residence Life, Student Accommodations, Student Activities, Student Conduct, Student Engagement, Student Health and Counseling and Student Success. In addition, this office oversees the Student Government Association and Greek Life. The Dean of Students also serves as a resource and coordinator of the Substance Abuse Policy, the Sexual Assault Policy, and the Student Grievance Policy.

Devils Dollars (Security and Campus Services ID card)

Public Safety ID Photo Office

Wilson Student Center – Room 140

215.596.8946

The University provides a service that allows students to make purchases or pay for services at many locations on campus (e.g., access the convenient store, vending machines, photocopiers, etc. without the need for cash or credit cards). Students must first open a Devils Dollars Account. With the Devils Dollars web site (<https://onecard.usciences.edu/oneweb/>), students can monitor their card usage, check their balance, add funds from banking accounts or credit cards (fee of 2.5%), and allow their family members access to their account to add funds. Additional information is available at <http://www.usciences.edu/controller/idcards.shtml> or from Public Safety ID Photo Office. Note: **NO CASH** can be taken from this account.

Dining Services

Your dining experience is more than great food. It's a community experience centered on culinary expertise, fresh ingredients, healthy options and a shared sense of environmental and social responsibility. Our team is committed to creating the best possible dining experiences. Trust us to experience the comfort, convenience, outstanding food, and inviting atmosphere designed especially for you.

All U1 and U2 students living in residence halls on campus must choose from either the Ultimate 700 or 11 Meal Plan.

Upper Classmen Meal Plans are available for 3rd year and up students.

U1 & U2

Ultimate 700

14 Meals per week, \$700 Declining Balance Dollars per semester, & 10 Guest Meal Passes per semester
Price: \$3,272.00

11 Meal Plan

11 Meals per week, \$625 Declining Balance Dollars per semester, & 10 Guest Meal Passes per semester
Price: \$3,167.00

3rd Year & Up

5 Meal Plan

5 Meals per week, \$350 Declining Balance Dollars per semester, 3 Guest Meal Passes per semester, & a complimentary case of bottle water
Price: \$1,350.00

3 Meal Plan

3 Meals per week, \$300 Declining Balance Dollars per semester, 3 Guest Meal Passes per semester, & a complimentary case of bottle water
Price: \$900.00

Please Note: All students living on campus in Goodman, Osol, or Wilson Halls must choose a residential meal plan – either the Ultimate 700 or the 11 Meal Plan if they are U1 or U2 students. Upperclassman (3rd year and above) can choose between the 3 or 5 meal plan. All other students are welcome to purchase a resident meal plan or DCB meal plan

2019-2020 Declining Balance Plans (DCB)

These plans were created to give options for all students whether on campus all day or just a few days a week. The Declining Balance Plans provide students with access to dining in a pre-loaded cash format at all four of our on-campus dining locations. Each plan includes a 25% discount on the Guest Meal Rate during the all you care to eat meals for Breakfast/Brunch and Dinner in Wilson Dining Hall plus no sales tax (8%) when used in our retail dining locations

Commuters, off-campus students, faculty, and staff may choose from one of these other dining plans The Declining Balance Plans provide students with access to dining in a pre-loaded cash format at all five of our on-campus dining locations. Each plan includes a 25% discount on the Guest Meal Rate during the all you care to eat meals for Breakfast/Brunch and Dinner in Wilson Dining Hall, plus no sales tax when used in our retail dining locations.

250 DCB

\$250 Declining Balance Dollars

Price: \$250.00

450 DCB

Receive a 5% bonus for a total of \$472.50 Declining Balance Dollars

Price: \$450.00

850 DCB

Receive a 15% bonus for a total of \$977.50 Declining Balance Dollars

Price: \$850.00

DCB Refuel

All DCB plans can be reloaded in any increments during the course of the semester if you find that you are running low on funds. However, reloaded funds will not garner the % bonus that came with the initial buy-ins for the tiered DCB plans.

****All DCB Plans roll over from Fall to Spring Semester hinging upon re-enrollment in the same Declining Balance Plan or higher for the Spring Semester. Funds do not roll over to the next academic year.**

Questions?? Contact Sodexo Dining Services at 215.596.8563 or Assistant Director of Auxiliary Services Mary Policastro by email at m.policastro@uscience.edu or by phone at 215.596.8901

More Details at: uscience.sodexomyway.com

Like us on Facebook: Usciences Dining Services

Follow us on Twitter: @uscience_dining

Follow us on Instagram: @uscience_dining

Locations and Service Hours (subject to change)

Wilson Dining Hall

Monday – Friday Breakfast 7:15 a.m. – 10:15 a.m.
Lunch (a la cart): 11:00 a.m. – 2:30 p.m.
Dinner (Mon-Thu): 5:00 p.m. – 8:30 p.m.
Friday Dinner: 4:30pm – 7:30pm

Saturday – Sunday

Brunch: 10:30am – 2:30pm
Dinner: 4:30pm – 7:00pm

Wilson Express

Monday – Thursday 12:00pm - 12:00am
Friday 12:00pm - 8:00pm
Saturday & Sunday 5:00pm - 12:00am

STC Coffee Lab

Monday – Thursday 7:30 a.m. – 6:00 p.m.
Friday 7:30 a.m. – 4:00 p.m.

Starbucks

Monday – Thursday 7:00 a.m. – 11:00 p.m.
Friday 7:00 a.m. – 9:00 p.m.
Saturday 9:00 a.m. – 9:00 p.m.
Sunday 9:00 a.m. – 11:00 p.m.

Tasty Drakes

Monday – Thursday 7:00 a.m. – 11:00 p.m.
Friday 7:00 a.m. – 9:00 p.m.
Saturday 9:00 a.m. – 9:00 p.m.
Sunday 9:00 a.m. – 11:00 p.m.

Equity, Diversity, and Inclusion

Learning & Living Commons
215.596.8890

The Office of Campus Recreation & Student Activities is committed to achieving equity, diversity, and inclusion as a high priority by fostering experiences of individuals, building stronger communities, and creating a more just and compassionate world. The programs that are supported and sponsored by Campus Recreation &

Student Activities provide the opportunity for the campus community to learn about and celebrate the rich cultural history of diverse groups and identities while promoting dialogue and interaction among individuals from different backgrounds. This initiative offers social, cultural, recreational, and educational programming for the University community and its surroundings. Through this, we demonstrate our commitment to foster equality, diversity, and inclusivity amongst our community, specifically by highlighting historically underrepresented and underserved groups.

Facilities Services

4140 Woodland Avenue, Section B (Adjacent to the loading dock)
215.596.8955

The Facilities Department is the central receiving point for all service requests throughout the campus and services are provided 24/7. Facilities Services has been established to ensure high-quality service for all students, faculty, and staff. Any weekly daytime emergencies should be directed to Facilities Services at x8955 or 215.596.8955 (outside line). All emergency/after-hours service needs should be directed to the Public Safety Office at x7000.

Students should can communicate non-emergency service requests to their RA, who will relay their service requests to Facilities, or students can make requests online by sending an e-mail to repairs@uscience.edu.

Financial Aid

Griffith Hall – Room 100
215.596.8894

The Financial Aid Office administers federal, state, and University funds in the form of grants, college work-study, and loans. Eligibility for financial aid is based on a student's financial need, which is determined when the student completes the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. A variety of federal and alternative loans are available to help students bridge the gap between resources and costs. Please visit our website at www.usciences.edu/financialaid/ for more details regarding these programs.

Friends of USciences (Formerly Women's Club)

The Friends of USciences, founded in 1929, is dedicated to serving the students of University of the Sciences

In general, this service consists of funding scholarships and commencement prizes. The Friends of USciences also provides Academic Student Development Grants to students in organizations participating in professional development opportunities for current first through sixth year students during the academic year. In addition, a vital source of support for USciences students has been established, the Student Relief Fund. This fund will

provide emergency support allowing students to continue their education in the face of life's challenges. The Friends also support the student published Elixir magazine, with monetary awards at their yearly publication event.

Information and forms for the Student Relief Fund may be obtained from Blackboard through the Friends of USciences Community Group.

If you have any questions, the on-campus contact person is Gloria Goodwin at 215.596.8966 or g.goodwi@usciences.edu, if you have any questions. Membership forms are available from Suzann Brown, Membership Chairperson. To contact Suzann, please call 267-263-4821 or email su.brown@comcast.net.

International Student and Scholar Services (ISSS)

Whitecar Hall – Room 1002
215-895-3135

USciences is proud to host students and scholars from around the globe, and we understand that dealing with immigration concerns can be stressful. The International Student and Scholar Services office (ISSS) primarily exists to help students and scholars in F-1 and J-1 status to follow the relevant immigration regulations and to keep the university in compliance. Additionally, the staff is happy to meet with any international student regardless of immigration status. The ISSS can provide advice and resources related to immigration issues and advocate on behalf of international students on campus and beyond. The office also provides social programming, orientations, and workshops for students and faculty related to intercultural and immigration matters.

Laundry

- All laundry is free for 2019-2020 school year
- Online monitoring – you can check online to see if a washer or dryer is available and it will also email you at your USciences email address when your cycle is complete.

If you have any questions or concerns, please contact Mary Policastro at 215-596-8901 or via email at m.policastro@usciences.edu.

Law School Advising

Whitecar Hall – Room 1006
215.596.7473

Students seeking advisement on law schools, the LSAT, and the Law School Admission Service should see Ross Radish, J.D., Vice President of Student Affairs and Dean of Students, or Mark Bullock, J.D., Associate Dean of Students, for assistance. They are located in the Dean of Students Office.

Library Services

J. W. England Library
215.596.8960

Library Hours – (during the academic year)

Monday through Thursday: 8:00 a.m. – Midnight

Second half of each semester, Sunday through Wednesday: Until 2:00 a.m.

Friday: 8:00 a.m. – 10:00 p.m.

Saturday: 11:00 a.m. – 8:00 p.m.

Sunday: Noon – Midnight

Your University ID is required at all times for admittance.

Collection: The J. W. England Library provides University students with access to print and online information. In addition to its 85,000 print volumes, the campus community can access over 11,000 online, full-text journals and major reference sources, most from off-campus. For materials not available at the Library students can use interlibrary loan. Interlibrary loan is a service that gets materials from other libraries at no charge to students. Students may also use Drexel University's library or 32 other small and medium sized college libraries in the Delaware Valley.

Help: Library faculty are ready to give individual assistance at the Library's Information on weekdays. They are also available online. Library faculty assist in many courses by teaching online searching and information retrieval.

Quiet Study: The third floor of the library is a silent study space, reserved for quiet, individual study.

Reserve: Many faculty place materials "on reserve" for an entire class to use. Reserve materials are kept at the Circulation Desk. Reserve materials may also be found in Blackboard.

IDs: Students must have their ID to enter the library, check out a book, use a reserve item, and, if they have a Devils Dollars Account, may use it for photocopying. So, bring your ID with you.

Lockers/Commuter Lockers

Department of Campus Recreation
215.596.7440

Daily-Use Lockers

We have 25 daily-use lockers available in both the men's and women's locker rooms. Please remove all items by closing each night.

Yearly Locker Rentals

Sixty student lockers are available for rental for the academic year. Lockers are offered on a first-come, first-served basis; if we meet our quota on locker rentals, there will be an e-mail sent to the campus listserv.

Schedules and fees for locker rentals are as follows:

- 60 (30 men and 30 women) lockers are available.
- Fee is \$30.00 (Devils Dollars or check) for the academic year (Fall and Spring semesters)
- Lockers must be emptied by Friday, May 1, 2020

Commuter Lockers

Lockers are available to commuters for daily use when classes are in session. These commuter lockers are located in Alumni Hall. Guidelines for use of these lockers are noted below:

- Lockers can be accessed by the east door (side closest to the library); just follow the signs
- Alumni Hall will be open 24/7 – you will be able to access your lockers at any time of the day or night
- Security officers will periodically be patrolling the area throughout the day and evening
- **There will be a rental fee for use of the lockers; the amount is \$10 for the academic year**
 - Student Affairs will provide the lock (only locks issued by Student Affairs are authorized; any other locks will be removed)
 - Please note that if you choose to keep the lock and forfeit the deposit, you cannot use the lock for the following academic year
- Renewal of a locker rental is not automatic; you must reapply for each academic year/summer session
- **Summer sessions will cost \$10**
- Locks remaining on lockers after the close of the semester will be removed and contents will be discarded (on May 8, 2020 for the academic year rentals and one week after the close of summer sessions)

Lost and Found

Department of Public Safety
Dispatch Office located in Alumni Hall
215.895.1117

The Department of Public Safety maintains a “Lost and Found” registry for the campus community. All found items should be turned in at the Dispatch Office located in Alumni Hall where the items are entered into the log. Every effort is made to identify the owner and notify them that their property has been found. Unidentified items are stored for no longer than one semester, and if not claimed, they are discarded or given to a charitable organization.

“Lost and Found” also maintains a log of items reported lost. Items turned in to “Lost and Found” are checked against this log to see if there is a match. When there is a match, the owner is notified and advised to pick the item up.

Mail

All mail for students residing in Wilson, Osol and LLC residence halls will be sorted and available for pickup at the Campus Mail and Print Center located at 4619 Woodland Avenue. Residents in these dorms should use the following address:

Name
4619 Woodland Ave #Mailbox
Philadelphia, PA 19143

Off campus students are also able to use the mailroom for package deliveries, however, mailboxes for letters or magazines are only available to dorm residents. Any mail that arrives for students who do not have a mailbox will be returned to sender.

To ensure timely delivery of mail, please address any letters or packages to the name of record with the University. Do not put your student ID information on these labels. The US Postal Service recommends to never send cash or coins via standard mail. Packages requiring a signature may be delivered to the mailroom and a staff member will sign for it on your behalf.

The University Mail Room (4619 Woodland Ave) provides the following services (available weekdays 9:00 a.m. – 5:00 p.m. during the academic year; 8:30 a.m. – 5:00 p.m. during the summer). There are no weekend hours for the mailroom, but delivery drivers are still able to deliver these items outside of hours of operation.

- United States Postal Service, mail service (Media, First Class, Priority, and Express) UPS domestic and international shipping
- Miscellaneous mailing items (e.g., envelopes, stamps, postage for regular mail, media, priority and express mail)

All services can be paid with your Devils Dollars Account. Funds can be added to your Devil Dollars account online at onecard.usciences.edu or with cash or credit at the kiosk located in the Wilson Dining Hall next to the ATM. UPS can also be paid with a credit card.

- The Mailroom accepts used LaserJet and Inkjet cartridges for recycling. Note: LaserJet and Inkjet cartridges do not need to be boxed. Just drop off used items for recycling in the recycling container next to the mailroom counter

Notary Public

The services of a Notary Public are available on a limited basis as follows. There is no charge to students and staff for this service:

Personal Documents

Human Resources
(except automobile forms)

Room #106
Goodman Hall

Student Documents

Office of the Dean of Pharmacy

Griffith Hall,
Room 2002

Parking – On Campus

Department of Public Safety

Wilson Student Center – Room 140

215.596.8946

Due to the limited availability of reserved parking spaces, only students commuting from outside the University City area will be eligible for reserved parking privileges. Freshman resident students are not permitted to bring vehicles to campus. Spaces are assigned by a lottery among those students who have filed an application, have paid the required \$488 annual fee in advance, and have satisfied their fall semester student account by July 16. (The student account must be paid in full less any approved financial aid/loans not yet received and/or contracted installment payments through Tuition Management Systems.)

Any student who fulfills all of these conditions, but is not awarded a parking space by the lottery, will receive a full refund of the parking fee to his or her student account.

Parking Regulations:

The Department of Public Safety enforces the regulations and will take the appropriate actions in the event of any violations. See the [Parking Enforcement Policy](#) in the General Information and University Policies section of this Student Handbook for details.

Questions concerning the regulations, violations, and actions should be addressed to Public Safety at 215.895.1128.

The following parking regulations apply:

- All students who park in University lots are required to display a valid parking tag
- Students must park in the proper assigned general lots, which are:
 - In the large lot adjacent to Goodman Hall
 - In the ARC parking lot adjacent to IPEX
 - In back of Goodman and Osol Halls
 - Loop Road
- Student tags are valid for one year

Parking – Street

Nonmetered street parking is available along Woodland Avenue. There is also nonmetered parking on the Clark Park side of 45th Street, but there is a one-hour limit on the residential side.

University personnel and students are requested to avoid using the residential parking area on Regents Square.

The Department of Public Safety provides walking escort service for any student or staff members who need to get to their cars at night.

Anyone parking on the street is encouraged to make sure their car is locked and nothing of value is left in sight.

Payroll (Students)

Kline Hall Room 106
215-596-8997 or k.mercer@usciences.edu

Job postings for Federal Work Study paid positions can be found on the Financial Aid Google Page.

Students are now hired directly by the department looking to fill positions. All students who have not worked on campus previously will receive all necessary paperwork to complete in their inbox in Workday once the hiring department completes the hiring student task. ALL of the onboarding tasks in your inbox MUST be completed before you are to begin working. The information includes: W4 Form, I9 with proper identification, payment elections (direct deposit) and workman's compensation notification forms.

Important Note: If you have not worked previously you must submit your I-9 Identification within 3 days of your hire date. The acceptable documents can be found by visiting: <https://www.uscis.gov/i-9-central/acceptable-documents> If your I-9 is not turned in within this timeframe you will be terminated until proper identification can be provided.

Students must also complete a Financial Aid Student Authorization job for each job they have, each academic year. Please see Financial Aid for more details.

Time is now tracked for all employees via Workday, you can find information on how to enter your hours on the Workday Portal under Reference Guides: <https://sites.google.com/usciences.edu/workday/reference-guides>

Pay Statements/Pay Slips if you have worked for the University prior to July 1, 2018 you can access copies of your previous pay statements via ADP iPay at: <https://online.adp.com/ipay/login.html>

All pay slips and tax documents for employment after July 1, 2018 can be found on Workday.

Please contact the Payroll Department with any other questions or concerns.

Pharmacy Post-Graduate Training Programs

Griffith Hall – Room 108A
215.596.8524

The Department of Pharmacy Practice and Pharmacy Administration within Philadelphia College of Pharmacy offers clinical pharmacy practice, behavioral health, and pharmaceutical industry-based post-graduate training programs. Our PGY1 behavioral health pharmacy and PGY2 residency programs (critical care pharmacy, pediatric pharmacy, pharmacotherapy) prepare pharmacists for roles in patient care, public health, and academia. Our PGY1 residents acquire skills in public health, leadership, and patient care through experiences at Community Behavioral Health in Philadelphia, PA as well as collaboration with other community partners. Our PGY2 residents engage in direct patient care and research at Cooper University Healthcare in Camden, NJ and other University-affiliated academic medical centers across the Philadelphia region. Our one- and two-year pharmaceutical industry and education fellowship programs are focused in the areas of medical information / medical affairs, medical information / health payer and global medical affairs and prepare pharmacists for a career in the pharmaceutical industry. All of our post-graduate trainees contribute to the University's teaching mission by engaging in both classroom and experiential teaching opportunities through the Teaching and Learning Curriculum Program. Interested students in the third or fourth professional year of Pharmacy should contact Dr. Angela Bingham (residency programs), a.bingham@usciences.edu or Dr. James Hollands (pharmaceutical industry and education fellowship programs), j.hollands@usciences.edu.

Pre-Health Professions Advising Office

Meet Your Pre-Health Advising Team	
<p>Dr. Grace Farber, PhD <i>Pre-Health Director</i> Interim Associate Dean of Misher College Office: Griffith 212D Phone: 267-295-3157 E-mail: g.farber@uscience.edu</p>	<p>Judy Chen, M.Ed. <i>Coordinator of Pre-Health Advising</i> Student Success Center Office: Whitecar 1111 Phone: 215-596-8827 E-mail: j.chen@uscience.edu</p>
<p>Student populations served:</p> <ul style="list-style-type: none"> ● Pre-Audiology ● Pre-Dental ● Pre-Medical ● Pre-Optometry ● Pre-Podiatry ● Pre-Veterinary 	<p>Student populations served:</p> <ul style="list-style-type: none"> ● Pre-Audiology ● Pre-Dental ● Pre-Medical ● Pre-Optometry ● Pre-Podiatry ● Pre-Veterinary ● Pre-Nursing ● Pre-Pharmacy ● Pre-Physical Therapy ● Pre-Physician Assistant ● Pre-Occupational Therapy ● Other Health Professions
<p>Primary contact for:</p> <ul style="list-style-type: none"> ● Tracking student progression ● Overseeing partner programs ● Preparing for admission exams and applications ● Writing committee letters 	<p>Primary contact for:</p> <ul style="list-style-type: none"> ● Career exploration ● Resume writing ● Developing personal statements ● Interview preparation ● Pre-Health newsletter and Blackboard page
<p>Don't know who to contact? E-mail both of us at prehealth@uscience.edu</p>	

We provide individualized support, guidance, and resources to all students and alumni who are pursuing a career in the health professions. We recommend establishing a relationship with us within your first semester so we can help you reach your goal. Our pre-health advising services include

Pre-Health Tracking

- Progression and performance
- Core competencies of health professions
- Preparation for admission test

Career Guidance

- Exploring careers in healthcare
- Developing pathway(s) to pre-health goal
- Alternative career exploration

Pre-Health Academic Guidance

- Professional program prerequisites
- Academic benchmarks and timelines
- Guidelines to students and advisors

Professional Development

- Professional etiquette and attire
- Resume writing
- Developing personal statement
- Individual and group mock interviews

Application Preparation

- Admissions exam preparation strategies
- Process and timeline guidance
- Committee cover letter development

Finding Meaningful Experiences

- Healthcare-related
- Leadership
- Research opportunities
- Community service
- Interprofessional experience

Please visit the [Pre-Health Professions Advising website](#) for more resources, including information for each pre-health track, monthly newsletters, upcoming events, etc.

Public Safety

Department of Public Safety

Alumni Hall 215.895.1117/1128 (business) or 215.596.7000 (emergency)

The University provides 24-hour security. To contact Public Safety for an emergency, dial “7000” from a University phone line, or from an outside line or cell phone, dial 215.596.7000.

Emergency Call Boxes

Emergency call boxes are strategically placed throughout the campus for your safety. To use an emergency call box, push the emergency call button on the front of the unit. The emergency call boxes, when activated, automatically contact the Public Safety Dispatch Center and allow direct communication between yourself and a dispatcher in the event of an emergency.

When speaking to the Public Safety Dispatcher, speak in a calm and clear manner while providing as much detail as possible related to the emergency. The Public Safety Dispatcher will dispatch public safety personnel and other emergency responders to your location based on the information you provide.

If you are in immediate danger, or are being followed, activate the nearest call box and if necessary keep moving, activating additional call boxes as you proceed to a safe location to call 215.596.7000. The Public Safety Dispatchers are trained to send officers to call box activations regardless if someone answers or not.

The Department of Public Safety tests the emergency call boxes on a regular basis to ensure operational compliance. If an emergency call box is out of service, the call box will be posted to direct you to the nearest call box.

Anyone experiencing a problem regarding the condition and/or use of an emergency call box should contact the Public Safety Dispatch Center immediately by calling 215.596.7000.

Emergency Call Box Locations

- Woodland Avenue at 43rd Street
- Walkway – Goodman and Wilson Halls
- Walkway – Kline and Griffith Halls
- Mall area – McNeil and Kline
- 42nd Street at entrance to PTC
- Osol Hall – parking lot at rear of building
- Rear of Griffith Hall in breezeway
- ARC – front of building
- ARC rear
- Alumni Hall – commuters' locker room
- 42nd Street and Chester Avenue
- 4101 Woodland Ave
- IPEX – front entrance
- IPEX – rear
- 46th and Woodland
- Mail Room - Woodland and Markoe Street

Emergency Preparedness

The Department of Public Safety, in conjunction with other departments and local agencies, has developed an Emergency Operations Plan along with policies and procedures for dealing with an emergency that could adversely affect the University of the Sciences community.

The Emergency Operations Plan provides information on how to deal with national security emergencies, natural disasters, external incidents, internal incidents, and criminal incidents. In the event of an emergency, the University of the Sciences Department of Public Safety will utilize the Emergency Notification System to provide information to the University of the Sciences community.

For more information, visit: <http://www.usciences.edu/lifeAtUsp/PublicSafety/preparedness.aspx>.

Emergency Notification System

In the event of an emergency on campus, the Department of Public Safety will utilize the University's Emergency Notification System (ENS) to communicate information pertaining to the emergency to all members of the University community. The ENS network utilizes the e2Campus Rapid Notification System (text messaging), e-mail, internal phone system, video display systems, Campus TV cable network, University website, information flyers, local TV, and radio when communicating to the University community during an emergency.

Once an emergency has been declared, the Department of Public Safety will work directly with other University departments and local agencies in determining the extent of the emergency and what means of communication is appropriate in order to alert the University community. Depending on the emergency, the Department of Public Safety may elect to initiate one or all parts of the ENS network when communicating to the University community during an emergency.

Students, faculty, and staff are encouraged to register for the e2Campus Rapid Notification System by going to <http://alert.usciences.edu> to begin the sign-up process.

In order to maintain the integrity of our ENS, Omnilert, LLC (parent of e2Campus) commits to the absolute prohibition of "spam" and unwanted telemarketing to Omnilert subscribers. Omnilert will adhere to all applicable CAN-SPAM and telemarketing laws as directed by the Federal Trade Commission. Additionally, Omnilert will not disclose, sell, or trade your contact information to anyone not affiliated with Omnilert.

If you experience problems with the sign-up process, please contact the helpdesk at 215.596.7575 or helpdesk@usciences.edu.

Emergency Information Website

The Emergency Information website provides resources such as current guidelines, links to emergency resources, and in the event of a serious situation, a communication portal for emergency response information. Please bookmark <http://www.emergency.usciences.edu> for future reference and visit the site on a regular basis.

The Emergency Information page is not intended to replace our campus notification system, but to enhance the ability to communicate before, during, and after a crisis. If you have not signed up for the campus emergency notification system, please do so by visiting <http://alert.usciences.edu>.

Walking Escort

Walking Escort Service: The Department of Public Safety is available to provide walking escorts to all students, faculty, and staff, 24 hours a day, seven days a week, upon request (215.596.7000). Walking escorts are provided for the purpose of safety and security to all locations within the Department of Public Safety patrol area. The primary goal of the walking escort service is to allow safe travel from one location to another with a greater sense of security.

An additional service is available to students who are residents in off-campus housing. University City District and the University of Pennsylvania's Division of Public Safety provide an escort service for residents of the

University City area. To use this service, call 215.898.WALK (9255) for a walking escort. This service is available from 8:00 a.m. to 3:00 a.m. daily. For a riding escort, call 215.898.RIDE (7433). This service is available from 6:00 p.m. to 7:00 a.m. daily.

Penn Transit

University of the Sciences has contracted with the University of Pennsylvania to provide bus and shuttle service to and from various locations on- and off- campus. To ride the University of Pennsylvania shuttle and buses, students, faculty, and staff must present a valid University of the Sciences ID card.

For information on how to access campus transportation services, visit:

<http://www.usciences.edu/lifeAtUsp/PublicSafety/transportation.aspx>

Registrar

Whitecar Hall – Suite 1100

215.596.8813

registrar@usciences.edu

The Registrar's Office is responsible for maintaining student grades and academic records. Registration information is processed and updated, including dropping or adding of courses, auditing, grade replacement, and withdrawal from a course. Requests for transcripts, enrollment verifications, veteran certifications, and petitions for graduation can be made through the Registrar's Office. Online requests for enrollment verification and transcripts can be made at www.studentclearinghouse.org

Name and address changes are to be reported to the Registrar. These changes must be submitted in writing and require the student's signature. Students who live in off-campus housing during the school year are required to submit a local address to the Registrar or through WebAdvisor in addition to their permanent address. See listing under [Off-Campus Address and Emergency Contact Information Policy](#).

The Registrar's Office maintains the class offering schedule, student profile, and grade information available online through WebAdvisor.

Out-of-class exams during the semester and final exams scheduled for final exam week are posted on the Registrar's Google site each semester after the drop/add period is completed and updated as changes occur.

Additional information is available at: www.usciences.edu/registrar and by logging in to <https://sites.google.com/usciences.edu/registrar/home>

Reserve Officers' Training Corps (ROTC)

Provost's Office
Whitecar Hall – Suite 2300
215.596.8865

Reserve Officer Training Corps (ROTC) programs are available to USciences students through cooperative arrangements with Saint Joseph's University for Air Force ROTC and with Drexel University for Army ROTC. Each of these universities offer military studies, leadership, and training courses. Courses are treated as USciences courses and both credits and grades appear on students' transcripts. Participating students may be exempted from the undergraduate physical education requirement. Students who are not recipients of ROTC scholarships may enroll in the first- and second-year ROTC courses without incurring any military obligation. University students enrolling in ROTC programs are eligible to compete for ROTC scholarships awarded by the Air Force or the Army.

Room Reservations

Division of Student Affairs

USciences Student Organizations

Campus Recreation & Student Activities (Formerly Student Life)
Living & Learning Commons
Email: studentlife@usciences.edu
267-295-3174

Greek Organizations

Greek Life
Living & Learning Commons
267-295-3174

All organizations wishing to reserve a room anywhere on campus must contact their respective areas as indicated above. For more details on this process, see [Room Reservations](#) in the Campus Life section of this Student Handbook.

Student Accommodations

Whitecar Hall – Suite 1004
215.596.8758

University of the Sciences supports the educational endeavors of all its students. If a student believes that he or she has a disability that may impact his or her ability to fulfill any degree requirements, or other educational endeavors, and would like more information on applying for an accommodation, please contact the Office of Student Accommodations at 215.596.8758. To learn more about the University's policy, please see the General Information and University Policies section of this Student Handbook under Disability Support Services Policy.

Student Conduct and Grievances

Wilson Hall – Room 210
215.596.8844

The Office of Student Conduct and Grievances works to ensure that students at the University of the Sciences understand the purpose of integrity, rights, and responsibilities within the University community.

The Office of Student Conduct and Grievances coordinates the University conduct system, which fosters an environment that contributes to the mission and goals of the University by holding these standards at the center of all our activities. The system allows students to explore their actions in a safe environment without any preconceptions and with dignity, fairness, and respect. If found responsible, the individuals involved will explore the cause of the action, address any underlying challenges or concerns, and work with the student to prevent the action from recurring. The aim of the system is to facilitate the necessary personal and professional development of students, so that they demonstrate academic, personal, and professional behavior of the highest integrity while a member of University and beyond as citizens. If you believe a student has violated the Student Conduct Policy or if you have questions regarding the policy, please contact the Director of Student Conduct and Grievances.

Student Employment

Griffith Hall – Room 100
215.596.8894

Federal Work-Study (FWS) is a need-based program that encourages on- and off-campus student employment. If a student is eligible, based on the results from the Free Application for Federal Student Aid (FAFSA), the student may work on- or off-campus and receive the funds in the form of a paycheck after a time sheet has been submitted.

Part-time employment for students who do not receive FWS may also be available directly through the different departments on campus. For information about off-campus positions, see [Career Services](#)

For information on payroll, see [Payroll \(Students\)](#).

Student Health and Counseling (SHAC)

Whitecar Hall – Suite 1200

Counseling Services

215.596.8536

www.usciences.edu/counseling

The Counseling center provides individual counseling and consultation sessions designed to enhance personal and professional development and to assist students in areas such as academic performance, interpersonal relations, emotion management, and stress and coping. The Counseling center is staffed by licensed doctoral-level psychologists, a postdoctoral fellow, graduate counseling and psychology interns, and a psychiatric consultant. The center offers short-term and ongoing, developmentally oriented counseling and prevention services to currently registered University undergraduate and graduate students. Services are free and confidential.

The office is open between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, during the fall and spring semesters. At other times, including summer sessions, Counseling services operates on a modified schedule, with hours of operation posted in advance and/or available by calling. Counseling appointments can be scheduled in-person or by contacting us by telephone at 215.596.8536.

During normal business hours, students experiencing a mental health crisis can walk-in and will be seen as quickly as possible. After hours, students experiencing a psychiatric emergency or other life-threatening mental health event are advised to contact the University's Department of Public Safety at 215.596.7000, call 911, or go to the nearest emergency room for immediate evaluation.

All meetings with the counseling staff are strictly confidential. Many people have specific ideas concerning what they would like to talk about, while others want help sorting through personal, professional, academic, or familial concerns to determine what their focus might be. Any student who contacts Counseling services will receive an initial evaluation and recommendations for treatment.

It is recognized that there may be students who have experienced or who may experience an acute psychiatric emergency (e.g., a crisis) or who are experiencing ongoing emotional distress involving a severe and persistent psychiatric and/or substance abuse disorder. As a general services clinic, Counseling does not provide the primary care or ongoing treatment for these types of conditions. In these instances, Counseling staff will attempt to provide support and assistance in obtaining a referral to mental health resources in the community. Counseling services maintains a list of mental health facilities and practitioners in the Philadelphia metropolitan area. Payment for off-campus services will be the responsibility of the student. Additional information about Counseling services can be obtained via the web at: www.usciences.edu/counseling.

Student Health Services

215.596.8980

215.596.7133

www.usciences.edu/health

Medical Care

Student Health Services (SHS) is open Monday through Friday from 9:00 a.m. – 5:00 p.m. during the fall and spring semesters. Early evening appointments are offered every Wednesday from 5 p.m. to 7 p.m. during the academic year. At other times, including summer sessions, Student Health Services operates on a modified schedule, with hours of operation posted in advance or available by calling 215.596.8980 or 215.596.7133.

During regular hours of operation, SHS medical staff consists of several licensed and board certified family nurse practitioners, a registered medical assistant, and a certified medical assistant/administrative coordinator. Periodically, there may be occasions when the medical staff is unavailable to see students. While this occurs infrequently, at such times students will be offered several options with regard to their medical needs: 1) referred to a nearby hospital emergency room if their need is acute or emergent, 2) return to be seen by the medical staff at the next available appointment, or 3) referred to a nearby urgent care facility.

Students are seen by appointment only. SHS does not offer walk-in services. Pending appointment availability, students may be seen on the same day as requested. Appointments can be scheduled using the [Student Health Portal](#), in person at Whitecar Hall, Suite 1200, or by phone at 215-596-8980 or 215.596.7133. Students are encouraged to cancel or reschedule their appointment ahead of time if unable to keep their appointment that day. This opens appointments to other students in need of care. Although, students are seen by appointment only, the medical staff reserves the right to prioritize the needs of those students who are acutely ill or injured and will triage those students accordingly.

In order to be evaluated and treated at SHS, students must have a completed Student Health Record and immunizations on file. Please refer to the [Health Policy](#).

Services provided by SHS include treatment for acute illnesses and injuries, consultations on health-related problems, and referrals to specialists, other healthcare facilities or Emergency Services when indicated. The office is not available for routine physical exams, nor does it function as a primary care facility for medical checkups. Students are to maintain their medical care with their primary care provider or specialist for management of chronic conditions. When indicated, the medical staff will assist students to access primary care providers or specialists in the local area for continuation of care.

SHS does not bill health insurance plans or charge a co-pay for medical services offered. However, the student's personal health insurance plan will be utilized for all lab work performed at SHS. Other expenses that may be incurred by the student outside of SHS include lab tests, x-rays, prescriptions, referrals, etc., which must

be met by the student and his/her insurance plan. Annual physical exams and TB screenings are offered for a fee for service.

Local emergency health care services required outside the regular operating hours of SHS may be obtained either at the emergency department at the Hospital of the University of Pennsylvania, 3400 Spruce Street or Mercy Philadelphia Hospital, 501 S. 54th Street. All expenses incurred for emergency care services, consultation, or hospitalization are the responsibility of the student and his/her insurance plan.

Medical Transportation

The University does not provide transportation to students for medical or psychiatric emergencies, urgent care, or regularly scheduled routine health appointments, or if a student is unable to transport his/herself to or around campus.

After hours, students experiencing a medical or psychiatric emergency are advised to call 9-1-1 or go to the nearest urgent care center or emergency department for immediate evaluation.

Student Health Insurance Program

215.596.8536

www.usciences.edu/insurance

USciences Student Health and Counseling (SHAC), in partnership with First Risk Advisors and United Healthcare Student Resources, is pleased to be able to offer students (and their dependents) an affordable, high-quality health insurance plan. If you become seriously ill or injured, the University sponsored Student Health Insurance Plan (SHIP) will help you receive local health care and relieve the financial stress due to medical expenses.

USciences SHIP is a comprehensive plan that provides coverage for a full range of medical services, including inpatient and outpatient services, specialty care without referral, emergency care, hospitalization, and mental health across the nation, as well as prescription drugs and discount dental and vision services. Additional information about the SHIP can be obtain online at uhcsr.com/usciences or by contacting the Health Insurance Coordinator at 215.596.8536 or a.miller@usciences.edu

Study Abroad

USciences provides its undergraduates with the opportunity to participate in a study abroad program through an affiliation agreement with Rosemont College. The affiliated program was selected based on credentials, commitment to academic quality, health and safety practices, and reputation in the international education field.

Rosemont College's Annual Global Seminar is a short-term, summer, study abroad opportunity that allows students to earn University credits in an accelerated format. These seminars are designed to provide students with first-hand experience of the subject they are studying. Although the destinations change each year, in recent years' students have traveled to: England, Ireland, Italy, and Scotland.

A summer or short-term study abroad experience is a great alternative to semester programs – with just as many options. These programs are typically more affordable and flexible with durations ranging from two to six weeks.

We understand that student needs and interests change year by year. Students are encouraged to research other summer program offerings and petition for their approval. Once a student has identified a few programs of interest they should contact their academic advisor to discuss the petition process.

Students who are interested in studying abroad are encouraged to schedule an appointment with their academic advisor early in their academic career at the University.

Substance Abuse Evaluation and Treatment

Whitecar Hall – Suite 1200
215.596.8536

The University facilitates two modes of response to concerns involving students and substance abuse: 1) voluntary assistance, and 2) the Substance Abuse Policy.

- **Voluntary:** Any student who is concerned about his or her substance use may voluntarily seek an initial assessment in Student Health and Counseling (SHAC), as well as a referral for an external substance abuse evaluation and follow-up treatment. An appointment may be scheduled by calling SHAC at 215.596.8536.
- **Substance Abuse Policy:** This policy reflects the institution's concern about any member of the University family who may be experiencing a problem with alcohol and/or drug abuse (referred to hereafter as substance abuse). The aim of the policy is to encourage and support the recovery of all impaired members of the University community. The Substance Abuse Policy is initiated by the Dean of Students in conjunction with the college dean. The Dean of Students will assist the student in obtaining an evaluation from an independent clinical expert and coordinating any recommended aftercare program. The Dean of Students receives the evaluation as well as recommendations for treatment and aftercare services for policy participants and coordinates the treatment component of the policy. Clinical decisions regarding the diagnosis and treatment are made by external experts. Questions concerning the Substance Abuse Policy should be directed to the Dean of Students at 215.596.8950. See [Substance Use Disorder Policy](#).

Department of Tutorial Services

Whitecar Hall Rm 1000
215-596-8538

Subject tutoring appointments, academic coaching, and student success sessions are available to all matriculating students at no additional cost.

The Department of Tutorial Services includes the following: Subject tutoring is available for many 1st, 2nd, and 3rd courses through the Tutoring Center. Peer tutors are recommended by faculty and must meet the following criteria:

- Earned a B+ or better in the specific course
- Must maintain an overall grade point average of 3.0 or better
- In good standing
- Great communication skills

Students may sign up for a subject tutoring appointment online at uscience.mywconline.edu once appointments are made available.

Student Success Sessions are offered throughout the semester on a variety of topics such as test taking, note-taking, time management, goal development, email etiquette, and more. Students may also request an additional session for a small group on an academic topic of their choosing by emailing tutoringcenter@uscience.edu.

Academic Coaching sessions are offered to any student who seeks to discuss any of the topics covered during the Student Success Sessions, but on a more individualized basis. Students may request a session online through the Tutoring Center Google site.

If you need additional information or scheduling assistance, please visit OneCampus Portal and search “Tutoring Center” to access the departments Google site. You may also contact us at tutoringcenter@uscience.edu or 215-596-8538.

Student Success Center

Whitecar Hall Rm 1117
215-596-8538.

The Student Success Center encompasses four different departments all striving for the same goal; to support the student community! Those departments are Academic Advising, Career Services, Tutorial Services, and Writing Center. Each department provides its own set of resources and services that can be reviewed under each individual department within the handbook. With the exception of the Writing Center located in Alumni Hall,

all departments under the center reside in Whitecar Hall. If you have any questions about our services please contact the specific department. Thank you for using our services!

Vending Machines

Problems and/or requests for refunds should be reported in person to Mary Policastro of Auxiliary Services located at 4619 Woodland Avenue, Philadelphia, PA 19143 or by phone 215-596-8901 or email at m.policastro@uscience.edu.

WebAdvisor

WebAdvisor is a Student Information System that provides students with secure access to information stored in the University administrative database known as Colleague. WebAdvisor provides students with online access to register for classes view their final grades, degree audits, and unofficial transcripts. There are also links to order online enrollment verification and transcript requests. Colleague and WebAdvisor are products of Ellucian, Inc.

Students can find the site by clicking on the information for Current Students link on the University home page and then scrolling down to click on WebAdvisor URL <https://webad.usciences.edu>. WebAdvisor contains both public and private information. The public information, such as the Schedule of Classes, is available without a login. To access private personal information, students must log in with a username and password. All University students are issued a username. Instructions for obtaining your username and password are on the WebAdvisor site. More information is available here: <https://www.usciences.edu/academics/academic-resources/academic-advising/webadvisor-guide.html>

Once logged in, students can view their class schedule, grades, grade point average, and other personal information, as well as register online. WebAdvisor provides access to student billing and financial aid information, advising/educational planning tools and links to the online requests for enrollment verifications and transcripts via www.studentclearinghouse.org

For assistance with logging in to WebAdvisor or to report operational difficulties with the site, please contact the University Helpdesk by logging into helpdesk.usciences.edu. You may also contact the Help Desk at helpdesk@uscience.edu or by telephone at 215.596.7575.

Writing Center

Alumni Hall, Room 108
(215) 596-8909
<http://www.usciences.edu/writing/>

Open weekdays (and online by appointment):
Monday-Wednesday 9am-5pm, Thursday 9am-7pm, Friday 9am-3pm

The Writing Center, located in Alumni Hall 4216-6 Woodland Ave, provides free one-on-one writing assistance, group tutoring sessions, and online tutoring.

Peer tutors and faculty members are available to talk with you at any stage of a writing assignment or project, from brainstorming ideas to drafting your paper to polishing syntax and style. We will work with you on your writing for any course or discipline, including essays for the first-year writing sequence (WR 100, 101, and 102), lab reports, class assignments, and even personal essays for grad school applications.

Services Offered:

- **Individual Appointments:** One-on-one conversations about a specific writing project
- **Writing Labs:** Group discussions and tutorials on different aspects of the writing process
- **Drafting Support:** Guidance, support, and feedback throughout the research and writing process
- **Online Tutoring Sessions:** Get the same personal attention as traditional face-to-face conferencing at your fingertips with a trained graduate level tutor

We support students at *every* stage of the writing process including:

- brainstorming at the start of an assignment
- developing and sustaining an argument
- clarifying your paper's organization, transition, and flow
- APA style and citation
- incorporating research and sources effectively
- crafting personal statements for internships, scholarships, and/or graduate school applications
- developing cover letters for job applications

To make an appointment:

- Stop by Alumni Hall (4216-6 Woodland Ave.)
- Email writingcenter@usciences.edu
- Call 215-596-8909
- Schedule online at www.usciences.edu/writing/appointment.shtml

CAMPUS LIFE

Athletics

The University encourages all students to participate in its recreation, intramural, and intercollegiate athletic programs. The Athletic/Recreation Center (ARC) provides participants with a first-class environment for fitness conditioning, strength training, indoor jogging, multipurpose courts, group fitness studio, and outside deck area. The University also offers a variety of intramural activities through the Department of Campus Recreation.

Intercollegiate Athletics

The USciences Athletic Department contributes to the educational mission of the University by promoting student learning, personal development, and student retention through intercollegiate athletics. The programs provide opportunities to improve and develop student leadership skills and promote the health and well-being of students as a means of enhancing the educational experience. The Athletic Department demonstrates respect for the uniqueness of each member of the campus community by providing equal access to educational/athletic opportunities for students.

Under the direction of the Athletics Director, Marc Caserio the University offers 12 intercollegiate varsity sports that compete against other institutions in the northeast region stretching from Maryland to Massachusetts. Information on the various sports offered at the institution can be found at www.devilsathletics.com.

The University is a Division II member of the National Collegiate Athletic Association (NCAA). Our teams currently compete within the 14-member Central Atlantic Collegiate Conference (CACC), which has members in Delaware, Pennsylvania, New Jersey, New York, and Connecticut.

Prospective student athletes must meet the minimum academic and amateurism requirements as mandated by the NCAA in order to compete on an intercollegiate athletic team. Students who are in their first semester of attendance at the institution must register with the NCAA Eligibility Center. The Eligibility Center will certify that the student has met these minimum requirements. Information on the Eligibility Center can be found at <https://web1.ncaa.org/eligibilitycenter/common>, or you can contact the Athletic Department's Compliance Officer.

A student athlete will be declared ineligible to participate in intercollegiate athletics while he or she is on academic or disciplinary probation or if he or she fails to abide by NCAA rules and regulations.

Our Mission

USciences' Department of Athletics is dedicated to promoting equal opportunity for our student-athletes. We enhance the development of our student-athletes by providing equitable opportunities for academic, ethical, social and physical growth. We are committed in creating a community that embraces respect for human diversity and a genuine appreciation for the various cultural differences in society, including race, religion, ethnicity, gender, age, socio-economic status, national origin, sexual orientation, gender identity, disability, veteran status, learning styles or any other classifications that may be used to discriminate against a person. We support a culture of diversity by respecting the rights of our student-athletes. We will always continue to develop a caring environment where compassion for others and freedom of thought and expression are valued.

Students interested in participating in intercollegiate athletics should contact the Athletic Department or one of the coaches named below:

- Baseball, Men's Kyle Davis
- Basketball, Mike Connors

- Basketball, Women's Jaclyn Hartzell
- Cross Country, Men's Daryl Nelson
- Cross Country, Women's Daryl Nelson
- Golf, Mixed Michael Gallagher
- Softball, Women's Shannon Padula
- Tennis, Men's TBA
- Tennis, Women's TBA
- Volleyball, Women's Angie Smith
- Track & Field, Men's Daryl Nelson
- Track & Field, Women's Daryl Nelson

Intramural Activities

Studying is hard work; you're going to need to take breaks. Thanks to the ARC and a comprehensive intramural program that provides just enough competition to blow off steam, you'll be relaxed enough to hit the books again in no time. The University's Department of Campus Recreation welcomes all students, faculty, and staff regardless of their athletic abilities. Our intramural program is structured to provide the entire University community with the opportunity to participate in a variety of competitive and recreational sports activities. Intramurals feature short-term, on-campus competition in traditional, and some not-so-traditional, sports. All intramural sports include divisions for men, women, and co-rec (men and women playing on the same team).

League Competition

Basketball

Indoor Soccer

Volleyball

Semester Operated

Fall/Spring

Fall/Spring

Spring

Special Events

Pinkathon

Femi Memorial 3 on 3

Fall

Spring

We have also added a Club Sports program to the Department of Campus Recreation. The Club Sports program provides many opportunities for students to develop leadership and social skills here at University of the Sciences through various programming in academic affairs and student affairs. Club Sports complements these present offerings significantly. Club Sports provides an opportunity for students to get involved and create lifelong memories, friendships, and learning experiences while at the University. Club Sports include Ultimate Frisbee, Soccer, Field Hockey, and Basketball, Badminton, Volleyball. For more information, contact Tricia Purcell, Director of Student Activities and Campus Recreation, at 215.596.7392 or t.purcell@usciences.edu

Fraternity and Sorority Life

Fraternity & Sorority Life is committed to supporting students involved in greek letter organizations at University of the Sciences. The mission of Fraternity and Sorority Life (FSL) is to enhance the quality of student life at University of the Sciences by empowering members of the FSL community.

USciences Fraternity & Sorority Life consists of 11 values-based organizations that foster our community values of scholarship, community service, brotherhood & sisterhood, and leadership. We have academic, social and service greek letter organizations that are recognized. Over 300 students are involved in Fraternity & Sorority Life, 20% of the student population at USciences. Our governing model for the FSL community consist of one council for all chapters, Inter-Greek Council (IGC).

Rules of Eligibility for Fraternity/Sorority Participation

Students are not permitted to join a fraternity or sorority until the completion of one full academic semester at the University. Transfer students are required to show proof of one-semester equivalent (12 credits) at their former institution.

Students wishing to join a fraternity or sorority must not be on academic, program, or conduct probation. Students must also have, before Formal Recruitment in the Spring semester (a) a semester grade point average of 2.5 or greater, (b) carried 12 or more credits, (c) no failing grades or Incompletes.

Fraternities/Sororities

The following fraternities & sororities are recognized chapters at University of the Sciences in compliance with the Chapter Accreditation Program (CAP) as of the 2020 academic school year:

USciences Chapters

Women Organizations (Sororities)

Alpha Delta Theta
Alpha Sigma Tau
Delta Phi Epsilon
Kappa Phi Gamma
Sigma Psi Zeta

Men Organizations (Fraternities)

Delta Chi
Phi Kappa Psi
Pi Lambda Phi
Sigma Beta Rho

Co-Ed Organizations

Alpha Phi Omega
Phi Delta Chi

Inter-Greek Council

Learning & Living Commons

Marybeth Lilly, Graduate Assistant for Fraternity & Sorority Life, Primary Advisor

Alexis M. Heppler, Associate Director of Student Life, Advisor (a.heppler@uscience.edu)

Representatives of the 11 Greek organizations form a council to coordinate fraternity and sorority activities on campus; to foster cooperation and good will among the fraternities and sororities, the University, and area

neighborhoods; and to enforce the Inter-Greek Council (IGC) constitution and by-laws governing all Greek organizations.

Membership in IGC is determined by the rules set forth in the IGC constitution. Any group wishing to petition the IGC as a new organization should first contact the Associate Director of Student Life to obtain the guidelines for obtaining membership in the IGC. Only those fraternities or sororities that have qualified and been elected to membership in the IGC are permitted to recruit or advertise on behalf of a sorority or fraternity at University of the Sciences. Students who choose to participate in activities by an unauthorized sorority or fraternity will be considered in violation of University policy and will face conduct procedures.

- All chapters that plan events that require a script (talent competitions, pageants, etc.) must submit their script to IGC at least 4 weeks in advance of the event for approval. The script must be approved by IGC and Student Life in order for the event to take place.
- In order to wear lettered shirts on campus, you must be a member of a Greek organization that is recognized by the Inter-Greek Council.
- Only University of the Sciences students in recognized Greek organizations may participate in Greek Week.
- City-wide chapters, unrecognized chapters, metro chapters, and underground chapters (or any other term that may be used interchangeably) are not allowed to function at University of the Sciences.
- Each University of the Sciences students may only join one chapter in the Inter-Greek Council.
- All chapters recognized by the Inter-Greek Council must have a Faculty/Staff Advisor. This is someone who is a faculty or staff member at the University and serves as a point of contact between the chapter and the university. The main responsibilities include signing off on event forms to give the chapter permission to host events, ensuring the chapter is spending their budget appropriately, and supporting the chapter in any other ways they see fit.

All Greek Life events must be registered through the Greek Life Event Registration process, which takes place at the beginning of both semesters.

Off-Campus Housing

Learning & Living Commons

215.596.8737

www.usciences.edu/offcampushousing

For students seeking off-campus housing, the Office of Residence Life has specifically designed resources to help members of the University community successfully become part of the Greater West Philadelphia Community. It is our expectation that students moving off campus into the local community exercise civic responsibility and sound judgment. Additionally, we strive to ensure students living off-campus remain connected and are active, engaged members of the University campus community.

- Off-campus housing resources include:
- Individual consultations
- Website with a searchable database of local property listings
- Off-campus workshop series

Residence Life

Learning & Living Commons

reslife@usciences.edu

215.596.8756

An important aspect of University life is learning to live with others. Residents have the opportunity to meet and live with students from other ethnic and cultural backgrounds. Professional staff members, along with resident advisors, live in the residence halls and have a vital role in creating an atmosphere that is welcoming to all. The staff plays a major part in developing this atmosphere by providing activities and services that create a sense of community and acceptance among its residents. Our three residence halls – LLC, Osol, and Wilson – have been designed and furnished to meet these goals.

Osol Hall, 510 S. 42nd Street, Front Desk, 215.895.1125

Osol Hall, located on 42nd Street, one block away from the library, has separate suites for 197 students. Nine students can be accommodated in each suite comprised of four bedrooms, a study/living room, complete bath, and cooking facilities. Provided are a TV lounge, two study rooms, a recreation area, laundry facilities, and vending machines.

Wilson Hall, 708 S. 42nd Street, Front Desk, 215.895.1144

Wilson Hall, located on the top floors of Wilson Student Center, houses 86 students. It is a 24-hour quiet hall and is designed for students who are serious about maximizing their college experience and desire an atmosphere conducive to learning.

Student Activities

USciences has a wide variety of student clubs and organizations. Students are able to participate in a number of professional associations, religious organizations, honor societies, social clubs, Greek letter organizations and special interest groups. With such a diversity offering of student clubs and organizations, the University of the Sciences consists of (2) student governing bodies to manage organizational operations; Student Government Association (SGA) and Inter-Greek Council (IGC) to meet the needs of all students.

A full listing of the clubs and organizations can be found on the Devil's Advocate page, which is accessible online at: <https://usciences.onecampus.com/task/all/the-devils-advocate>.

Student Government Association (SGA)

SGA Office, Wilson Student Center – Room 218

E-mail: SGA@usciences.edu

2020 - 2021 Executive Board Positions:

President

Executive Vice President

Vice President of Academic Affairs

Vice President of External Communications

Vice President of Finance

Vice President of Organizational Development

Vice President of Student Life & Diversity

Vice President of Internal Communications

About the SGA

The mission of the Student Government Association (SGA) is to represent and serve all students attending University of the Sciences. The SGA is the collective voice through which students' opinions and concerns are expressed by acting as the students' representative before fellow peers and administrators. The SGA ensures student participation in the college decision-making process, acknowledges and defends the rights of each student, and strives toward the advancement of the USciences community.

Becoming a Member of the SGA

Becoming an SGA Senator or Executive Board Member is an excellent way to get involved at University of the Sciences. SGA members vote on important decisions that impact the student body and are often made aware of news and changes regarding the University before their peers. Although anyone is welcome to attend and take part in SGA general assemblies, committee meetings, and activities, only elected or appointed members are eligible to vote. Please consult the SGA constitution and by-laws for full details regarding eligibility requirements needed to run for SGA positions. The Constitution can be found on Usciencs Blackboard under Community – Student Government Association.

2020-2021 SGA General Assembly Meetings

The time for regular SGA General Assembly meetings is from 1:00 p.m. until 2:00 p.m. on the first, third, and fifth Thursdays of every month during the academic year. In the case of a school closing or other event, the SGA President may schedule a meeting on a second or fourth Thursday.

No meetings for other organizations may be held during normal SGA General Assembly hours. Consequences of violating this rule will be determined by the Executive Board, and may include, but are not limited to, loss of SGA funding eligibility or recognition as a campus organization by the SGA.

SGA Funding Guidelines

The SGA will only fund RSO activities that are determined to be for the betterment of all students, as determined by the Vice President of Finance, the Executive Board, and the SGA advisors. Specific funding guidelines are listed on the Student Government Association Blackboard site.

SGA Constitution and By-Laws

The SGA Constitution and By-Laws are available on the Student Government Blackboard site.

The information in this Handbook regarding the SGA is intended for quick reference only. Always consult an official copy of the SGA Constitution and By-Laws or the SGA funding guidelines if you are uncertain of any rules pertaining to Student Government.

Campus Activities Board

2020-2021 Executive Board Positions:

President
Chair of Finance & Human Resources
Chair of Marketing & Communications
Chair of Inclusion & Equity Events
Chair of Annual Events
Chair of Service & Semester Events

ABOUT CAB

Campus Activities Board aspires to provide the University of Sciences' student body, faculty, and staff with programming that reflects the university's values. By hosting fun and engaging activities, as well as service opportunities for the campus community, we strive to instill a sense of belonging, while promoting school spirit, and building lifelong memories. We value positivity, reliability, community, inclusivity, and fun.

Should an organization and/or department wish to collaborate with CAB, a Collaboration Request Form must be submitted to the Executive Board.

CAB is involved with many large events on campus, including Devil Days, the SGA Student Organization Fair, and Student Appreciation Day!

Graduate Student Organization

GSO Office: Wilson Student Center – Room 206

E-mail: gso@mail.usciences.edu

Executive Board Members

Annual elections for the Executive Board of the GSO will be held at the end of each Spring term.

About the GSO

The Graduate Student Organization (GSO) is a student-run organization committed to developing a sense of community and collaboration among graduate students at the University of the Sciences. Activities are designed to foster and enhance the academic, social and professional experience at the University. GSO is the foremost association for graduate students on the campus - a network for USciences graduate students to share resources, build relationships, and enjoy the graduate school experience. All graduate students are welcome and encouraged to run for positions as executive officers. Officers are elected by the graduate students and hold office for one academic year.

GSO's Mission

GSO serves as a liaison between University of the Sciences graduate students (current and alumni), the University administration, and the faculty. Through the GSO, graduate students are appointed to University committees, which make important decisions that affect graduate students. GSO is a voice for graduate student needs, concerns, and ideas, and provides a number of important services to and for graduate students.

Student Organizations—General Information

Policy on Student Groups

Student groups seeking to conduct activities on the campus or in a virtual community under the name of University of the Sciences must be approved through the appropriate mechanisms (e.g., Student Government elections or Inter-Greek Council elections and processes).

Rules of Eligibility for Recognized Student Organizations (RSO)

1. All student organizations must have an advisor. This advisor must be a full-time (unless approved by the Division of Student Affairs) faculty or staff member affiliated with the University and must be readily accessible to the students. All University requirements are met. Individuals serving as advisors should refrain from advising more than two organizations at a time.
2. Student organizations should not duplicate the purposes, goals, and activities of currently recognized organizations on campus.
3. Student organizations should not be for profit or for personal gain of any individual or group.
4. All student organizations must have a constitution.

5. All requests for recognition are to include:
 - A constitution (a sample guideline is available from the Student Government Blackboard site)
 - The name of the student contact person submitting the proposal
 - The name of the advisor
 - A signature list of at least 10 potential student members; this list should include each potential member's name, signature, class year or faculty/staff status, e-mail address, and telephone number
 - A list of the potential Eboard members.
6. All requests received by the Director of Student Life will be evaluated and reviewed to ensure that all University requirements are met.
7. After the constitution is reviewed, a meeting will be set up with the executive board of Student Government for approval. The executive board will only review constitutions submitted between October 1 through November 15 and again from February 1 until April 1.
8. Prospective organizations which are related to the College of Pharmacy programs, must first receive approval by the College of Pharmacy before the constitution may be submitted to Student Activities for review.

RSO Expectations

To continue to be recognized as a University of the Sciences official organization, student organizations, excluding Greek Letter Organizations (FSL) must:

1. Register each semester with the Director of Student Life via an Organizational Census form.
2. Have a committed and active membership of at least 10 members who are in good standing with the University (academics and student conduct) and submit the names of each member with year and major every semester on the Organizational Census form.
3. Admit students to the organization without regard to race, age, religion, color, gender, disability, sexual orientation, or national or ethnic origins.
4. Prohibit its members, both individually and collectively, from committing any acts of hazing as defined herein: "Hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with this organization. Such term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other forced activity that adversely affects the mental health or dignity of the individual;

causing extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual.

5. Require the executive officers (president, vice presidents, secretary, treasurer, editor, co-editors, and SGA Senator) to maintain grade point averages required by their major and to be in good standing in all areas within the University.
6. Attend (president or his/her representative) all organizational presidents' meetings throughout the academic year as hosted by the SGA.
7. Have an active SGA Senator who performs all the responsibilities set forth by the SGA. This person shall inform the organization of all events and concerns discussed in the Student Government meetings.
8. Have an active advisor who is a faculty member or administrator at the University.
9. Maintain a current (not more than three years old) constitution on the USciences' Blackboard site.

Signage/Display Policy for University of the Sciences Campus

The rules and regulations governing advertising on the University campus are designed to encourage the promotion of sanctioned events and activities on campus in a fair manner. In addition, posters and other forms of advertising should not disrupt academic classes, programs, or activities and should not damage the property of the University. Failure to follow the following guidelines may result in removal of posters, fines, and/or disciplinary measures.

1. Tape, staples, and tacks should not be adhered to painted, finished, or glass surfaces; lamp posts; or other fixtures.
2. Flyers, posters, and notices may be hung on COMMON AREA BULLETIN BOARDS ONLY.
3. Flyers or posters should be 8.5" x 11" and not affixed over another flyer. Requests for exceptions for larger flyers, posters, or banners must be forwarded to the Office of Student Activities in Wilson Student Center.
4. Only one copy of the flyer or poster may be placed per designated area or bulletin board. Anything posted in other locations will be removed and the group involved will be reported to the Student Activities Office for sanctioning and may have all posting privileges suspended for a designated period of time.
5. Flyers or posters advertising expired events or not meeting this policy's criteria may be removed.
6. Banners may be hung on approved campus structures. Contact the Student Government office in Wilson Student Center for the scheduling, approval, and necessary arrangements for hanging banners on campus.

7. All banners or flyers using the University logo must be approved by the Marketing and E-Marketing Department.
8. Commercial advertising is prohibited.
9. Materials will be posted for a maximum of 10 days.

Organizations are reminded to refer to the [Logo Policy](#) and the [Printed Materials Policy](#), when preparing any printed materials (e.g., banners, T-shirts, websites, posters, etc.)

General Regulations for Content of All Approved Posted Materials

1. All materials must be representative of the University mission, values, and nondiscriminatory/affirmative action policies.
2. All materials must adhere to the United States Copyright Act and the related acts that further define the proper use of copyrighted materials.
3. Appropriate language and artwork are expected on all postings. Posters must not contain material that is pornographic; harasses any individual or group on the basis of race, gender, national origin, religion, or sexual orientation; contains a message of hate or a threat of violence; or otherwise violates University policy.
4. As an institution committed to maintaining a drug-free environment and because of our responsibility as educators in the health sciences, no reference or implied reference to, or pictures of, alcohol, alcohol containers, or drugs may be on any display items or postings. The only exception would be for the purposes of educational value, as determined by the Dean of Students Office. Groups must not advertise events that are held in establishments that are primarily bars (defined as more than 50% profits resulting from the sale of alcohol).
5. All advertising requires the student organization to be registered and in good standing and to identify itself on the poster, along with a contact person's name, contact information, and specific information concerning the event or program (e.g., time, location, charge/donation, etc.).
6. All materials must be approved and must be dated and stamped with the appropriate insignia.

To Obtain Permission to Use a Common Bulletin Board or Display Case

1. Student organizations and individual students should submit flyers or posters to the Student Activities or Student Government Office in Wilson Student Center.
2. FSL organizations should submit flyers or posters to IGC.
3. All student organizations, individual students, and Greek Life organizations wishing to post in the residence halls must have the approval of Residence Life.

4. Flyers or posters will be reviewed and approved by the designated office. Please allow at least two business days for review and approval.

Any questions regarding the Signage/Display Policy for the University Campus may be directed to the Student Government office in Wilson Student Center.

Participation Rules for Co-Curricular Activities

A student may be declared ineligible to participate in specific co-curricular activities while she or he is on academic or conduct probation. Infractions of this rule may be referred to the Dean of Students or the Conduct Officer. This rule shall apply to:

- All students
- All student groups/organizations
- All officers of any recognized student groups/organizations

Free Hours

With rare exceptions, no courses are scheduled during the hours between 1:00 p.m. and 3:00 p.m. on Thursdays. This time may be utilized for student assemblies, SGA General Assembly meetings, organization meetings, etc.

Room Reservations

RSO and FSL may submit your request on Devil's Advocate here <https://usciences.campuslabs.com/engage/>

The Devil's Advocate (Campus Engagement Platform)

The Office of Student Life in partnership with the Student Government Association has launched a new campus engagement platform in 2019: The Devil's Advocate. The platform helps bring campus involvement and engagement into a virtual space that is accessible to all students, providing a better experience for students and the entire campus community.

All recognized student organizations, including Greek letter organizations are required upon IGC and SGA approval (after the completion of the Census and CAP) and are considered recognized at the University of the Sciences approval must create, and maintain organization profile in the Devil's Advocate. This includes all organization management and function, including, but not limited to member management, rosters, event submissions, programming on campus, related resources, communication, and assessment. Please note in order to comply with SGA and IGC policies organizations but be registered in the Devil's Advocate.

Engage with us on the Devil's Advocate site here: <https://usciences.campuslabs.com/engage/> or by clicking on the icon found on your OneLogin page.

What to know more? Here is a brief 7 minute video introducing you to the platform made by the hosts of the program: Campus Labs <https://engagesupport.campuslabs.com/hc/en-us/articles/115005977466-Introduction-to-Engage-for-Campus-Partners>

Event Submission Form

An event is organized/presented by a recognized student organization (RSO) or Greek letter organization at USciences that consists of an activity, guest speaker, performance, service, entertainment, catering, conferences, networking events, dance practice, etc. Events are any gathering by the student organization, including meetings.

Events may need catering, food delivery, IT, microphone, space set up, help from public safety for parking or guests, contracts, hold harmless forms which take time to process with university professionals.

- Register your event on Devil's Advocate, 15 days in advance of the event date.
- Your event will either be approved through the site with no meeting required, or the Coordinator of Student Activities will be in contact with you to schedule an in person meeting to review your event.
- Filling out a reservation form does not guarantee the space you requested.
- DO NOT advertise for an event until you receive confirmation through the engage platform.
- You must return your space to the condition in which you found it after using the space.
- Please note you may not receive your first preference for space.
- A verbal confirmation of the space is not a reserved space - you must submit your event submission form to confirm space
- Some spaces on campus may require a university professional to approve the space; for example the ARC. Student organizations may NOT contact the ARC staff directly. The event must be approved through the Devil's Advocate and event submission process.

Student Organizations

USciences has a wide variety of student clubs and organizations. Students are able to participate in a number of professional associations, religious organizations, honor societies, social clubs, Greek letter organizations and special interest groups. A full listing of the clubs and organizations can be found on the Devil's Advocate page, which is accessible online at: <https://usciences.onecampus.com/task/all/the-devils-advocate>.

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Marcia Conrad, *Associate Director, Human Resources*

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Full-Time Faculty

A current listing of all board-approved faculty members can be found on the University website at www.usciences.edu/academics/facultyList.aspx. The list contains names, degrees, titles, and e-mail addresses and is updated periodically throughout the year.

Important Telephone Numbers

Emergency Numbers

Police, Fire, and Medical Emergency	9-1-1
Campus Security (24 hours)	215.596.7000
Campus Security Office (Business)	215.895.1117
Severe Weather Hotline	215.596.USIP (8747)

Medical and Mental Health Crisis Numbers

Medical Emergency

Hospital of the University of Pennsylvania (HUP)	215.662.4000
HUP Emergency Department (24 hours)	215.662.3920
Presbyterian Medical Center	215.662.8000
Mercy Hospital of Philadelphia	215.748.9000
Scheie Eye Institute	215.662.8084
Poison Information	215.386.2100
MyDoc Urgent Care	215.921.8294
CVS – 43 rd & Locust	215.386.2092

Mental Health Emergency

National Suicide Prevention Lifeline (24 hours)	800.273.TALK (8255)
National Suicide Prevention Crisis Text Line	Text “GO” TO 741-741
National Suicide Prevention Crisis Chat	http://www.suicidepreventionlifeline.org/chat
HUP Emergency Department (24 hours)	215.662.3920
Mercy Hospital Crisis Response Center	215.748.9525
Philadelphia Area Suicide Hotline (24 hours)	215.686.4420

Rape Crisis/Sexual Assault

Philadelphia Sexual Assault Response Center (PSARC)	215.425.1625
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Off-Campus Referral Numbers

General Counseling

Council for Relationships (outpatient counseling)	215.382.6680
Therapy Center of Philadelphia (outpatient counseling)	215.567.1111
The Consortium (outpatient counseling and psychiatry)	215.596.8100
PENN Behavioral Health (outpatient counseling and psychiatry)	866.301.4PBH(724)

Domestic Violence

The Philadelphia Domestic Violence Hotline	866.SAFE.014 (723.3014)
WOAR (Women Organized Against Rape)	215.985.3333
Women Against Abuse (Legal Center)	215.686.7082

Eating Disorders

The Renfrew Center (inpatient/outpatient)	1-800-RENFREW
Seeds of Hope	888-686-7511
Monte Nido Eating Disorder Center of Philadelphia	888-228-1253
Princeton Medical Center (inpatient/outpatient)	877.932.8935
American Anorexia/Bulimia Association of Philadelphia	215.221.1864

Sexual Health

HIV Testing (free)	215.732.2437
Planned Parenthood	215.351.5560
Access Matters (free)	215.985.2600

Sexual Identity

UPENN Lesbian Gay Bisexual Transgendered Center	215.898.5044
Mazzoni Center – Main Office	215.563.0652
Mazzoni Center – Medical Care	215.563.0658
LGBT Peer Counseling Service (M-F 6:00 p.m.-9:00 p.m.)	215.732.TALK
William Way	

Substance Abuse

National Helpline (SAMHSA) 24 hrs.	800.662.HELP (4357)
Livengrin (inpatient/outpatient)	215.638.5200
Princeton House	800.242.2550
Rehab After Work/Rehab After School	215.546.2200
Alcoholics Anonymous	215.923.7900
Narcotics Anonymous	215.NA WORKS
AL-ANON and Alateen (family/children of alcoholics)	215.222.5244

Immigration/English as a Second Language (ESL)

Nationalities Service Center (free translation and other services)	215.893.8400
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Consumer Advocacy/Credit Counseling

Better Business Bureau of Philadelphia	215.985.9313
Philadelphia Bar Association Lawyer Reference Service	215.238.6333
Clarifi-Consumer Credit Counseling Service of Delaware Valley	267.765.2786

Campus Telephone Numbers

Academic Advising Center	215.596.7530
Accounting Office (Student Accounts)	215.596.8700
Admission Office	215.596.8810
Advisor	_____
Athletic/Recreation Center	215.596.7440
Athletics Office	215.596.8916
Audio/Visual Center	215.596.8513
Billing (Student Accounts)	215.596.8860
Bioinformatics Office	215.596.8924
Biological Sciences Office	215.596.8919
Biomedical Writing Office	215.596.8512
Career Services Center	215.596.7280
Cashier	215.596.8857
Center for Community Connections	215.596.8734
Chemistry/Biochemistry Office	215.596.8839
Counseling Services (SHAC)	215.596.8536
Dean, Misher College of Arts and Science	215.596.8888
Dean, Philadelphia College of Pharmacy	215.596.8803
Dean, Samson College of Health Sciences	215.596.8592
Dean of Students	215.596.8950
Devils Dollars	215.596.8946
Dining Services Director	215.895.1146
Escort Service	215.596.1117
Facilities Services Center	215.596.8955
Financial Aid Office	215.596.8894
Goodman Hall	215.596.8510
Health Insurance (SHAC)	215-596-8536
Health Services (SHAC)	215.596.8980
Help Desk (Computers)	215.596.7575
Housing	215.596.8737
Humanities Office	215.596.8895
ID Cards	215.596.8946
Information Science (Library)	215.596.8960
International Student Services	215.895-3135

Mail Room (Griffith Hall)	215.596.8799
Main Office	215.596.8800
Math, Physics Office	215.596.8593
Medical Technology Office	215.596.8797
Multicultural Affairs Office	215.596.8890
Occupational Therapy Office	215.596.3123
Off-Campus Housing	215.596.8737
Osol Hall	215.895.1125
Parking Permits	215.596.8946
Payroll	215.596.8997
Pharmaceutical Sciences Office	215.596.8806
Pharmacy Practice Office	215.596.8876
Physical Education Office	215.596.8818
Physical Therapy Office	215.596.8849
President's Office	215.596.8970
Registrar's Office	215.596.8813
Security Office	215.895.1117
Security Emergencies	215.596.7000
Social Sciences Office	215.596.8927
Marketing and Communications Office	215.596.1127
Student Accommodations	215.596.8950
Student Activities	215.895.8756
Student Affairs	215.596.8950
Student Auxiliary Services	215.596.8946
Student Conduct Office	215.596.7554
Student Government Office	215.895.1151
Student Life Office	215.895.8756
Teacher Certification Program	215.596.8922
Tutoring	215.596.8538
Wilson Hall	215.895.1144
Writing Center Office	215.596.8909

APPENDIX A
Academic Integrity

Avoiding Plagiarism

According to the USciences Student Handbook, Academic Dishonesty includes, but is not limited to, the following: falsification of laboratory data, bringing unauthorized material to an examination seat, copying another student's work on an examination, misrepresenting someone else's work as one's own (including borrowing or purchasing term papers), and plagiarism. Any questions or concerns regarding a student's academic integrity will be reviewed using the [Student Conduct Policy](#).

At USciences, as in all institutions of higher learning, ideas are highly valued, and so is the individual who expresses those ideas. In both a legal and moral sense, *words and ideas are the property of their authors. Plagiarism is the theft of that property.* When you plagiarize, you are presenting someone else's words and/or ideas as if they are your own. This situation applies to all printed material as well as to works and ideas found through electronic sources.

Plagiarism may be intentional or unintentional. In either case, the penalty for plagiarism can be severe, including failure in the course and/or expulsion from the institution. While the various disciplines differ in the specific formats that they use to cite sources, they share a commitment to academic integrity and to the requirement that students use source material correctly. If you have questions about avoiding plagiarism in an assignment for a specific course, ask your professor. You can get assistance with correct documentation at the Writing Center (writingcenter@uscience.edu; or <http://www.usciences.edu/writing>).

Common Knowledge

In general, you are expected to show the source of all information (including facts, statistics, opinions, theories, lines of argument, examples, research results, etc.) *except common knowledge*. The definition of "common knowledge" may vary according to the expertise of the writer and reader; however, information may be considered to be common knowledge if it meets one of the following requirements:

- It is repeated in many sources
- It would be known by an ordinary educated person who had not researched the subject

For example, the date (December 7, 1941) of the Japanese attack on Pearl Harbor is common knowledge; no source would be given for this information. However, a specific historian's opinion that the U.S. military should have been better prepared for the attack would not be considered common knowledge, and a source should be given for this view.

Paraphrase

Putting someone else's ideas in your own words is *paraphrasing*. Usually, a paraphrase is approximately the same length as the original. Careless paraphrasing can lead to plagiarism. When you paraphrase, you must paraphrase *completely*. This means:

- Don't use the original sentence structure
- Don't simply substitute a few words here and there
- Avoid using any of the author's key words or unique words

Disciplines vary in the amount of the original language that you are permitted to use without quotation; check with your professor if you are unsure. In any case, if it is difficult or impossible to paraphrase certain language, then quote it exactly and use quotation marks.

A good paraphrase takes work. An effective method of paraphrasing is to read the original sentence, think about its meaning, *look away* from the original, write the idea in your own words, and *then check your version against the original* to be sure that you have not accidentally used too much of the original language.

Here are some examples of acceptable and unacceptable paraphrases:

Original Version

The craft of hurricane forecasting advanced rapidly in the sixties and early seventies, thanks to fast computers and new atmospheric modeling techniques. Now there is a lull in the progress, strangely parallel to the lull in the storm cycle. The National Hurricane Warning Center shoots for a 24-hour warning period, with 12 daylight hours for evacuation. At that remove, it can usually predict landfall within 100 miles either way. Longer lead times mean much larger landfall error, and that is counterproductive. He who misses his predictions cries wolf.

(From "Our Barrier Islands" by William H. MacLeish. *Smithsonian*, Sept. 1980, p. 58.)

Unacceptable Paraphrase

(Plagiarized sections are in bold, italic type)

Hurricane forecasting made rapid progress in ***the 60's and 70's due to fast computers and new atmospheric techniques, but there is now a lull in the progress.*** The Warning Center tries ***for a 24-hour warning period,*** including 12 hours of daylight. That close to the storm's arrival, the Warning Center ***can usually predict landfall within 100 miles either way.*** If lead times are longer, there will be a ***much larger error,*** which will be counterproductive. (MacLeish, 54).

Explanation:

Many phrases are stolen from the original. Leaving out or changing a word here and there (e.g., "much larger landfall error" has become "much larger error") is not acceptable. Also, the plagiarized version duplicates the sentence structure of the original, which is not permitted. Even though the author (MacLeish) is supplied, the paraphrase is unacceptable.

Acceptable Paraphrase

During the past thirty years, powerful computers and new techniques that allow modeling of the atmosphere have significantly increased the accuracy of hurricane forecasting, though there have been no improvements in forecasting during the past few years. However, now it is possible to predict where a hurricane will hit land with an error of not more than 100 miles if a warning of 24 hours is allowed. If more than 24 hours is required, the error will be greater. Repeated forecasting errors will cause the public to ignore the warnings. (MacLeish, 54).

Explanation:

This version uses different language and sentence structure from that of the original. Note: Even when your paraphrase is acceptable, *you must show the source of the ideas. Putting ideas into your own words does not make those ideas your own.* They are still the property of their originator, who must be given credit. The reference to MacLeish provides the credit.

Summary

A summary briefly conveys *in your own words* the main idea of a passage. Like paraphrasing, careless summarizing can lead to plagiarism. The same rules apply as in paraphrasing: use your own language and sentence structure, and give credit to the originator of the ideas. Here are examples of acceptable and unacceptable summaries of the MacLeish passage given above:

Unacceptable Summary

(Plagiarized passages are in bold, italic type)

Hurricane warnings can be provided within a ***24-hour warning period, with 12 hours of daylight for evacuation*** and can identify ***landfall within 100 miles.*** (MacLeish, 54).

Acceptable Summary

Using computers and new techniques that allow modeling of the atmosphere, forecasters can now provide 24-hour hurricane warning and predict where a storm will hit with an error of not more than 100 miles. (MacLeish, 54).

An Example from Science

From Campbell, Neil A. *Biology*. 3rd ed. Redwood City, CA; Benjamin/Cummings, 1993.

Original Version

The chemical behavior of carbon makes it exceptionally versatile as a building block in molecular architecture. It can form four covalent bonds, link together into intricate molecular skeletons, and join with several other elements. The versatility of carbon makes possible the great diversity of organized molecules, each with special properties that emerge from the unique arrangement of its carbon skeleton and the functional groups appended to that skeleton. At the foundation of all biological diversity lies this variation at the molecular level. (Campbell, 1993).

Acceptable Summary

Biological diversity has its molecular basis in carbon's ability to form an incredible array of molecules with characteristic shapes and chemical properties. (Campbell, 1993).

Combining Paraphrase and/or Summary with Quotation

When you want to include some of the original language of the source, you may combine paraphrase and/or summary with quotation. Here is an example of an acceptable summary that includes a quotation from the original version presented above.

The public depends on accurate, timely hurricane forecasting. When the forecasts are repeatedly wrong, the public will stop believing in them: "He who misses the predictions cries wolf." (MacLeish, 54).

Explanations and examples in this section have been obtained from the USciences Writing Center and have been adapted from the following:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 4th ed.
New York. Modern Language Association: 1995.

Leggett, Glenn, et al. *Prentice Hall Handbook for Writers*. 10th ed.
Englewood Cliffs, NJ: Prentice Hall, 1988.

Mulderig, Gerald P., and Langdon Elsbree. *The Heath Handbook*. 13th ed.
Lexington, MA: 1995:77.

For more information on documenting resources, visit the following link:
<http://www.usciences.edu/writing/resources.shtml>.

APPENDIX B

Tuition, Fees, and Refunds (2020-2021)

(Terms: 20/SU, 20/S1, 20/S2, 20/FA, 20/WI, 21/SP)

Tuition (20/FA Cohort)	Semester	Year
Full-Time Undergraduate	\$12,900	\$25,800
Part-Time (<i>per credit</i>)	1,075	
 Tuition (18/FA, 19/SP Cohort)	 Semester	 Year
Full-Time (Fall and Spring Semesters)		
Undergraduate (U1-U4)	\$11,650	\$23,300
Professional DPT (18/FA, 19/FA Cohort)		
P1	\$5,700 (SU) 13,800 (FA/SP)	\$33,000
P2	19,150 (FA/SP)	38,300
P3	6,700 (SU) 15,800 (FA/SP)	38,300
Professional DOT (18/FA, 19/FA Cohort)		
P1/P2	\$5,700 (SU) 13,800 (FA/SP)	\$33,000
P3	16,650 (FA/SP)	33,300
P4	6,700 (SU) 13,300 (FA/SP)	33,300
Professional PharmD		
P1 (18/FA Cohort)	\$14,150	\$28,300
P1 (19/FA Cohort)	16,650	33,300
P2/P3 (18/FA, 19/FA Cohort)	16,650	33,300
P4 (18/FA Cohort)	13,334 (SU/FA/SP)	38,300
P4 (19/FA Cohort)	11,100 (SU/FA/SP)	33,300
Part-Time (<i>per credit</i>) (18/FA, 19/FA Cohort)		
Undergraduate	\$971	---
Professional Years*	\$1,235	---

Medical Laboratory Science – 4 th Year	\$820	\$1,640
Tuition (Students Enrolled prior to 2018)		
	Semester	Year
Full-Time (Fall and Spring Semesters, except as noted)		
Undergraduate	\$19,147	\$38,294
Undergraduate – Professional Years (b)	21,062	42,124
6th Year PharmD (including post-bac)(c)	—	59,676
Masters and Doctorate of Occupational Therapy and Doctorate of Physical Therapy (Post Baccalaureate) (d)	21,062	42,124
Medical Laboratory Science – 4th Year	820	1,640
Part-Time (<i>per credit</i>)		
Undergraduate	1,596	—
Professional Years (b) (e)	1,755	—
Masters and Doctorate of Occupational Therapy and Doctorate of Physical Therapy (Post Baccalaureate) (f)	1,755	—
Masters in Physician Assistant Studies (full time)	16,667 (SU/FA/SP)	50,000
20/FA Post Baccalaureate		
Graduate (<i>per credit</i>)		
Masters and PhD in Health Policy, MBA in Pharmaceutical and Healthcare Business (on-line and in-seat), Masters in Biomedical Writing, Masters in Health Psychology, Masters in Bioinformatics (g) (h)	1,000	—
All Other Graduate (g)	1,676	—
Summer		
Summer Special Arts and Science Undergraduate Courses (<i>per credit</i>)	670	—
IPPE (Introductory Pharmacy Practical Experience, PP 418)	3,510	—
Certificate Programs (h)	1,000	

(b)Applies to 3rd through 5th year Pharmacy and Pharmacy post-bac (P1 – P3 years), 3rd through 6th year Occupational Therapy (P1 – P4 years), and 4th through 6th year Physical Therapy (P1 – P3 years). Amount does not include any tuition charge for mandatory winter and summer sessions. Physical Therapy students have two additional summer terms and one additional intersession billed at part-time professional rates. Occupational Therapy students have three additional summer terms billed at part-time professional rates. Students are advised to confirm with their deans the requirements for additional coursework that may affect total tuition.

(c) Billed in equal amounts over three terms starting with the summer term.

(d) Amount does not include any tuition charge for mandatory winter and summer sessions.

(e) Pertains also to 6th Year PharmD and PharmD post-bac.

(f) Pertains to mandatory winter and summer sessions, as well as fall and spring sessions, in which student does not register full-time.

(g) No general fee for these courses.

(h)Most of these programs will initially be billed at the standard rate. The discounted rate of \$1000 per credit will be applied after the students' schedules are finalized after the drop/add period each semester..

Registration Credit Limits

No undergraduate/professional student is permitted to register for more than 20 credit hours per semester without written permission from the dean of the college in which the student is pursuing a degree. If permission is granted, the student will be assessed the appropriate per-credit rate for each credit hour in excess of 20 credit hours per semester.

Fees

	Semester	Year
General Fee Undergraduate and Professional (<i>full-time</i>)	\$ 850	\$1,700
General Fee Undergraduate and Professional (<i>per credit</i>)	53	
General Fee 6th Year PharmD (<i>full-time</i>) (a)		2,232
Late Payment Fee (b)	—	—
Health Insurance (c)		2,039

(a) Billed in equal amounts over three terms starting with the summer term.

(b) Late payment fee is assessed at \$100 per month.

(c) Mandatory for full-time and half-time students (excluding online programs) unless proof of other comparable insurance is provided according to the requirements outlined by Student Health and Counseling Office. Annual premium (as shown) is payable in full in the fall semester. Students are advised to consult the SHAC webpage for details on exact requirements.

Auditing Course Fee

Undergraduate/professional students who audit a course without exceeding the 20-credit limit will not be charged additional tuition. Part-time students will be charged for audited courses at 50% of the applicable part-time rate plus full general fee; overload charges will be computed in the same way for full-time students whose audited courses result in an excess of 20 credits per semester.

Since graduate courses are charged entirely on a per-credit basis, audited courses will be charged at 50% of the applicable per-credit rate.

Residence Halls Fees(a)

	Semester	Year
Osol		
Double Room	\$3,500	\$7,000
Single Room (a)	4,000	8,000
Wilson		
Double Room	5,151	10,302
Single Room (a)	6,439	12,878
Learning & Living Commons		
Double Room	5,410	10,820
Single Room	6,994	13,988
Security Deposit		200

(a) There are limited single rooms available for people with disabilities. To provide proof of a disability, please consult with the Student Accommodations administrator. Single rooms not occupied by people with disabilities may be released to other students at the discretion of the Director of Student Life.

Board Plans

	Semester	Year
Ultimate 700 Plan: 14 all-you-care to eat breakfast/brunch and dinner meals per week (unused meals expire every Thursday at midnight), \$700 declining balance dollars per semester, plus 10 Guest Meal Passes per semester	\$3,387	\$6,774
11 Meal Plan: 11 all-you-care to eat breakfast/brunch and dinner meals per week (unused meals expire every Thursday at midnight), \$625 declining balance dollars per semester, plus 10 Guest Meal Passes per semester	\$3,278	\$6,556
5 Swipe Meal Plan: 5 all-you-care to eat breakfast/brunch and dinner meals per week (unused meals expire every Thursday at midnight), \$350 declining balance dollars per semester, plus 3 Guest Meal Passes per semester	\$1,446	\$2,892
3 Swipe Meal Plan: 3 all-you-care to eat breakfast/brunch and dinner meals per week (unused meals expire every Thursday at midnight) plus \$300 declining balance dollars per semester	\$964	\$1,928

Note: Unused declining balance dollars for the plans described above will expire at the end of each semester.

“All DCB” Plan

There are 3 buy-in amounts: \$250, \$450, and \$850 per semester. Each plan includes a 25% discount on the Guest Meal Rate for the “All You Care to Eat” meals during breakfast and dinner in Wilson Dining Hall (also brunch on weekends), plus no sales tax when used in our retail dining locations. The 450 DCB plan has a 5% bonus (total \$472.50 DCB dollars), and the 850 DCB plan has a 15% bonus (total \$977.50 DCB dollars).

Students can have the \$250 or larger plans billed to their student account.

Fall semester balance will roll to spring semester, only when the student enrolls in the same or higher DCB plan for spring. All unused balances expire at the end of spring semester.

Resident Hall Plans: Residents of Commons (LLC) and Wilson Halls must select either the Ultimate 700 Plan or the 11 Meal Plan. All other students may participate in any of the four plans listed above.

Apartment Resident and Commuter Plan: Off-campus residents and commuter students may choose from any of the four blocks plans or the “All DCB” Plans as described above.

Refunds

A student who leaves the University without obtaining withdrawn status and without completing the semester, or who is dismissed or suspended from the University for disciplinary reasons or scholastic deficiency, is not entitled to any refund.

Refunds to students who officially withdraw from the University will be made according to the schedule that follows. (For students who are enrolled in special programs that feature sessions that are shorter than the full semester, refunds will be computed on a proportionate basis.) Regardless of the reason for vacating, refunds will not be made for unused dormitory room fees, except for official withdrawal from the University. Such refunds will be consistent with the following tuition refund schedule. Pro rata refunds, less processing fees, will be made for meal plan fees, based on patterns of usage. Devils Dollars account balances in the USciences OneCard system are maintained from semester to semester and from year to year. When a student leaves the University for any reason, a credit to the student’s tuition account will be granted, less a \$5 service fee for Devils Dollars accounts.

The general fee and other incidental fees are only refundable before the first day of the semester. If withdrawal is authorized by the University, a tuition refund will be made in accordance with the following schedule. The official University opening of classes and not the first day in actual attendance governs the refund computation. Courses scheduled outside the standard term calendar will be governed by policies devised for their respective programs.

Segment of Semester Refund (Fall/Spring Only)

Before first day of class	100%
To end of first week	90%
To end of second week	80%
To end of third week	50%
To end of fourth week	25%
Beyond fourth week	No Refund

For students who withdraw during a semester, Title IV funds will be returned in accordance with federal regulations (34CFR 668.22). The Return of Title IV Funds (Return) regulations do not dictate an institutional refund policy. Instead, a statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student’s incurred institutional charges.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. For example, if a student has completed 20% of the semester, then he/she has earned 20% of the funds that have been or could have been disbursed. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds.

If a student has received more funds than he/she has earned at the time of withdrawal, grant money, as well as loans, may need to be returned under certain circumstances.

Students should be aware that the regulations may prevent the refund of any personal funds used for payment of tuition and fees. In instances where a student has received a cash payment prior to the official notification of his or her withdrawal, the student may be required to return such payment to the University.

Refunds for Dropped Courses

Students who remain active with the University, but drop one or more classes prior to the end of each semester's drop-add period, may receive a refund of charges for those classes under certain circumstances. If an undergraduate student is registered and billed at the full-time rate and maintains full-time registration (as defined by program and class level), drop/add activity will not affect charges for tuition and fees. If, however, a student is billed at a per-credit rate (all graduate students and any undergraduate students who are, or become, less than full-time), tuition charges will be refunded as follows when drops occur:

Before first day of class	100%
To end of first week	90%
The end of second week	80%
Beyond second week	No Refund

The general fee and other incidental fees are only refundable before the first day of the semester. The official University opening of classes and not the first day in actual attendance governs the refund computation. (For students who are enrolled in special programs that feature sessions that are shorter than the full semester, refunds will be computed on a proportionate basis.)

Students who receive financial aid should be aware that a change in the number of registered credits may affect their eligibility for some or all of their awards. Students are responsible for consulting their award letters and/or any other materials issued by the Financial Aid Office – or for contacting the Financial Aid Office directly – to determine the effect drop/add activity might have on their awards.

Summer I / II Terms and Short Summer Semester

(MOT/DOT/DPT Profession summer sessions that are not a full summer)

Because the Summer I and Summer II terms as well as the MOT/DOT/DPT Summer A sessions operate on a shorter schedule, full withdrawals and dropped courses are governed by special tuition refund rules:

Before first day of class	100%
First five days of semester	50%
Beyond five days	No Refund

The general fee and other incidental fees are only refundable before the first day of the Summer A, Summer I or Summer II semester.

All Fees Subject to Change

The Administration reserves the right to make changes in University tuition, fees, and refunds. For more information visit <https://www.usciences.edu/admission/cost-financial-aid/>

APPENDIX C

Academic Calendar

Fall 2020 (For U1-U4 Students †)	
Semester Begins for All Students	Monday, August 31
Labor Day Monday classes for all U1-U4 classes	Monday, September 7
Drop/Add Ends	Friday, September 11
Monday classes held (no Pacing Day)	Monday, October 12
Spring Priority Registration	Sunday, November 1 - November 14
Course Withdrawal Deadline	Friday, November 6
University Offices Open	Mon-Wed, November 23-25
Thanksgiving Recess ‡ (No Classes)	Mon-Fri, November 23-27
Final Examinations	Saturday-Friday, December 12-18
Reading Day (No Classes or Exams)	Wednesday, December 16
Fall Semester Ends	Friday, December 18

‡ After Thanksgiving Recess, most undergraduate (U1-U4) classes, labs, recitations and examinations will be conducted online.

† Graduate students and P1-P4 students will receive specific information about their classes from their program directors/department chairs.

Spring 2021	
Classes Begin for All Students	Monday, January 18
Martin Luther King Jr Day**	Monday, January 18
Drop/Add Period Ends	Friday, January 29
Spring Recess (No Classes)	Monday-Friday, March 8-12
Classes Resume	Monday, March 15
Course Withdrawal Deadline	Friday, April 2
Priority Registration for Fall/Summer	Sunday, March 28-April 9
Final Examinations	Saturday-Friday, May 1-7
Reading Day (No Classes or Exams)	Wednesday, May 5
Spring Semester Ends	Friday, May 7
** Classes that are scheduled at 4 pm or later will be held as scheduled	

*** The Academic Calendar is subject to change.**

GLOSSARY

A

AA, AB, AC: Alexandria Hall (Student Housing), 3 buildings

ACAD AFF: Academic Affairs; the Provost has oversight for all academic programs, Admissions, Library, Registrar Office, and Student Affairs

Academic Advisor: Member of the faculty or a professional advisor who works with students to plan education and career pathways

Academic Dishonesty: Includes, but is not limited to the following: fabrication, cheating, plagiarism, and unauthorized collaboration

Academic Probation: Students who have not achieved the required minimum cumulative GPA of 2.00 or have received 2 or more failing grades

ADA: Americans with Disabilities Act

ADMS: Admissions Office

Advertising: Includes flyers and posters as well as online community announcements

AH: Alumni Hall

AIP: [Academic Improvement Plan](#)

All DCB Plan(s): Declining Balance meal plan offered by Dining Services to Alexandria and Gunter residents and off-campus and commuter students

ARC: Athletic Recreation Center

Assault: A threat or an attempt to cause harm or injury to another person

AU: Audit; used in place of a grade for a class that was audited

Audit: A student registers to attend a class, with the written permission of the instructor and the appropriate college dean, and does not receive a grade for the course; the designation AU is entered on the student's grade report for that course and no credit earned

B

Battery: The infliction of an injury or the unauthorized and unwanted touching that is coupled with a threat to cause harm or injury

BIOL: Biology; Department of Biological Sciences

Blue Book: A small notebook with soft blue cover that some professors require students to use when writing essay exams

Bulletin: Alumni magazine published by the University

C

Catalog: *University Catalog* contains general information about the University and a description of courses and requirements for all majors offered—available online

Catalog Year: Determines the set of degree requirements in effect for a student's major; corresponds to the academic year a student initially enrolls as a first-year (U1) student; catalog year starts with the summer term of each academic year

CHEM: Chemistry; Department of Chemistry and Biochemistry

CNTRL: Controller

COGS: College of Graduate Studies

Conduct Hold: A block placed on the academic and/or financial records of a student for the purpose of preserving the status quo pending the outcome of proceedings, enforcing a sanction, or ensuring cooperation with the Student Conduct process; may prevent registration, the release of transcripts, and/or the awarding of a degree

Consent: In relation to sexual conduct, an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words in each instance of sexual activity

Credit Hour: A unit of measure for college courses; courses vary in their number of credit hours because they vary in the amount of intellectual effort they require; the credit value for specific courses may be found in the *University Catalog* or on WebAdvisor

Cum Laude: Graduation honor; undergraduate student must attain a minimum cumulative grade point average (GPA) of 3.40 – 3.59

Cumulative Grade Point Average (GPA): The numerical average of letter grades from all semesters or terms; equals the sum of the course quality points of all grades received at the University divided by the total number of course credits for courses receiving quality points, including F grades with 0 quality points

D

Dean: A dean is the top administrator in a college; “dean” is also a title given to a person who has University-wide responsibility for University functions, such as the Dean of Students

Defamation: Making a harmful statement that impacts negatively on the reputation of a person

Degree Audit: An online listing of the courses required for the student's active program of study, including courses completed and planned (students can also select alternate programs of study when considering change of majors). Degree Audits are available on Web Advisor by selecting Program Evaluation

Department: An administrative unit at the University that offers classes and majors in a particular subject or discipline; also may refer to a unit that provides administrative service

Devils Dollars: (Security and Campus Services ID card) – funds deposited into this Devils Dollars account can be used by students to make purchases or pay for services at many locations on campus.

DIN SERV: Dining Services

Discrimination: The failure to treat similarly situated people in the same way because of a bias or prejudice

Diversity: Embodies the recognition of human similarities and differences; see the Student Services section for more information

Drake the Devil: Campus mascot

Drop/Add: A period of time at the beginning of each semester when you can make changes to your class schedule; this is done through the Registrar's Office or on WebAdvisor

Drug Abuse: Intentional use, possession, sale, transfer, or offer of any illegal or controlled drug for a nonmedical purpose; inappropriately providing care or prescribing medicine without the proper supervision, authority, or license

E

EAS: East Building (Annex)

Educational Plan: Ed Plan; used to select courses for the next term or terms to be reviewed by your academic advisor; required for first (U1) and second (U2) year undergraduate students

Elective: A course you can choose to take, as opposed to a required course

Emergency Call Box: Shortwave radio contact with Security; boxes are located throughout the University; you must press the button to speak and release it to hear Security's response

Endangerment: Behavior or activities that endanger the safety or health of oneself or others

Entry Year: Calendar or catalog year a student starts at the University (e.g., fall 2009)

ESL: English as a Second Language

Experiential Education: Clerkship, residency, internship, or practicum required as part of some academic programs at the University (e.g., Pharmacy, Occupational Therapy, Physical Therapy, and Health Psychology)

Expulsion: See Conduct Expulsion

F

F: Failing; grade designation

FAC SERV: Department of Facilities Services

FAFSA: Free Application for Federal Student Aid; the form required for receiving most forms of financial aid

FERPA: Family Educational Rights and Privacy Act; establishes the privacy of student education records and the conditions under which records may be reviewed, released, or amended; this is sometimes referred to as the Buckley Amendment

FIN AID: Department of Financial Aid

FOC (or 4100): 4100 Chester Avenue Building

FOR (or 4140): 4140 Woodland Avenue Building

FOW (or 4101): 4101 Woodland Avenue Building (Mayes College)

G

General Education: Curricular requirements for all students in Catalog Year 2007 or later who are enrolled in a bachelor's degree or first professional degree program, regardless of major. For more information see website: www.usciences.edu/generaleducation.

GLA: Glasser Hall

GO: Goodman Hall (Student Housing)

Good Academic Standing: Maintenance of a cumulative GPA of at least 2.0 and not more than one failing grade ("F") in the most recent semester irrespective of cumulative GPA; individual academic programs may have higher standards

GPA: Grade Point Average; the average of numerical values for the grades for one semester or term (i.e., summer); equals the sum of the course quality points of grades received at the University for that semester/term divided by the number of course credits for courses receiving letter grades, including F grades

Grade Replacement: The option of electing to retake a maximum of two courses to replace the original grades in the calculation of the cumulative GPA; this option is limited to first-year students

Grade Report: The official listing of the grades you earned for each semester; includes your GPA and Cumulative GPA; information is available online through WebAdvisor after faculty have submitted grades for the semester.

Graduating Class: Anticipated year of graduation based on standard length of a major program; e.g., PharmD major (6-year program) – student entering the University as a first-year (U1) student in fall 2009 would be a member of the graduating class of 2015

Greeks: Fraternities and sororities within the University; they identify themselves with Greek letters and some of the organizations have national affiliations; there are 15 fraternities/sororities on campus

GRI (or GH): Griffith Hall

Grievance: A complaint or allegation made by a student who feels that a University action (or lack of action) is unfair; is arbitrary, capricious or unjust; or does not comply with University policies

H

Harassment: A form of discrimination defined as unwelcome conduct directed toward an employee or student; for more information, see [Discrimination and Harassment Policy](#).

Hazardous Material: As applies to the Hazardous Materials on Campus policy, any substance that is possessed and/or prepared for the purpose of producing a combustible reaction, detonation, or to create an unsafe environment in or on any property owned, managed, leased, or controlled by the University.

HEALTH: Student Health

HEALTH SCI: Health Sciences; Samson College of Health Sciences

Hold: A block goes on a student's central record and prevents students from future registration, attending classes, receiving grades, etc.; holds can be placed as a result of unreturned health history forms, unpaid bills, library fines, academic problems, conduct sanctions, or other unmet obligations

Honor Society: a society for the recognition of scholarly achievement, especially of undergraduates; the University has seven honor societies on campus

HR: Department of Human Resources

HUM: Department of Humanities

I

I: Incomplete: grade designation

IGC: Inter-Greek Council

Incident: An event, action, or communication that is reported to the Office of Student Conduct as a potential violation of a University policy

Incomplete: Student has not fulfilled course requirements at the completion of the semester; a grade of I is assigned

INFO SCI: Department of Information Science

Inter-Greek Council: The governing body that oversees the Greek community of fraternities/sororities; consists of one representative from each organization as well as officers

Intimidating, Hostile, or Offensive Environment: Conduct that is severe or pervasive enough to create a work and/or learning environment that a reasonable person would consider intimidating, hostile, or offensive

IPEX: Integrated Professional Education Complex

IPHL: Industrial Pharmacy Lab, Griffith Hall Basement

IT: Department of Information Technology

K

KH: Kline Hall

L

Learning Outcome: A statement of what a student should be able to know, do, or value as a result of a learning experience, such as in an academic course or a co-curricular activity; a learning objective

LIB: J.W. England Library

Libel: A published false statement or representation that tends to expose another to disgrace

LOA: Leave of Absence; hiatus from academics; student may request a leave of absence when he or she will be unable to complete the current (and subsequent) semester (grounds include medical, personal, or financial reasons or military service)

M

Magna Cum Laude: Graduation honor; undergraduate student must attain a minimum cumulative grade point average (GPA) of 3.60

MATH: Mathematics; Department of Mathematics, Physics, and Statistics

MCAS: Misher College of Arts and Sciences

MCN: Robert McNeil Graduate Study and Research Center

Meal Blocks: An arrangement with Dining Services that, for a specified fee, provides a certain number of meals for a student throughout the school year; there are several dining plans available; see Appendix B for details and costs

Mediation: A voluntary, confidential process in which an impartial third party assists people in finding a mutually acceptable solution to their conflict

Medical LOA: Medical Leave of Absence; hiatus from academics for a period of not more than one year when a student's medical or psychological condition is deemed to significantly impair his or her ability to function successfully or safely in the academic environment

Minor: In academics, a selection of courses, usually with a common theme, that enables the student to develop a degree of formal expertise in an area outside of the student's major

N

NCAA: National Collegiate Athletic Association; governs the administration of college athletic programs and student athletes; the University is in Division II

New-Member Education: the 6-week period, prior to initiation, in which new members learn about the fraternity/sorority in which they have accepted a bid

O

Online Communities: Virtual communities (e.g., MySpace, Instagram, Snapchat, Facebook, Twitter) where students, faculty, and staff may send communications.

Orientation Leader: An upper-class student who has received a minimum of 14 hours of training in communication skills and the new student experience; he or she provides frequent and ongoing contact with incoming students to aid in the student's adjustment to residential living, social relationships, study skills, and test taking; when necessary, the orientation leader will assist new students in gaining additional support from other resources such as their academic advisor, resident advisor, or counseling staff

OS: Osol Hall (Student Housing)

OT: Occupational Therapy; Department of Occupational Therapy

P

P: Pass; grade designation for a Pass/Fail course

Passing Grade: The grade required to pass a course; it is generally a "D-" or above; however, there are exceptions within majors

PCP: Philadelphia College of Pharmacy

PHARMACY: Doctor of Pharmacy program; Philadelphia College of Pharmacy

PHARM'CEUTS: Pharmaceutics; a division of the Department of Pharmaceutical Sciences

PHARM PRAC: Pharmacy Practice; Department of Pharmacy Practice/Pharmacy Administration

PHARM/TOX: Pharmacology/Toxicology; a division of the Department of Pharmaceutical Sciences

PHYS ED: Physical Education; Department of Physical Education

PHYS THER: Physical Therapy; Department of Physical Therapy

PLUS: Parent Loans for Undergraduate Students – Federal program that allows parents of dependent students to borrow funds to assist in paying for students' educational expenses

Prerequisite: A course that must be taken (and passed) before you can enroll in another course

Prescription: Student newspaper

President: The senior administrative officer of the University

PRG: Progress; a grade designation

Protected Class: Individuals or groups who are protected from discrimination and harassment by law; includes gender, pregnancy, age, disability, race, color, religion, creed, national origins, veteran status, marital status, sexual orientation, and gender identity

Provost: The Provost is the chief academic officer of the University; the person in this position has oversight for all academic programs, Admissions, Library, Registrar Office, and Student Affairs

Psychological Harassment: A behavior intended to cause distress through hostile, inappropriate and unwanted conduct, verbal comments, actions or gestures that affect an individual's dignity, integrity, and/or self-image

PT: Physical Therapy; Department of Physical Therapy

PTC: Pharmacology/Toxicology Center

Q

Quality Point Value: The numeric value placed on letter grades earned in a course; values range from "0.0" for an "F" to "4.0" for an "A" and "A+"

Quorum: The number (usually a majority) of officers or members of a committee or organization that, when assembled, is legally competent to transact business

R

RA: Resident Advisor; upper-class students who live in the residence halls and help with challenges and problems of resident students; they have been trained and are employed by the Student Life staff within the Division of Student Affairs

RD: Resident Director; campus administrator who oversees a residence hall

Recitation: A smaller group section of a larger lecture where students have a more comfortable setting for discussion of class topics

Recruitment: the mutual selection process that students go through if they are interested in learning about fraternities and sororities on-campus

REG: Registrar's Office

Registrar: University official responsible for maintaining the official academic records of students (e.g., transcripts and grades)

Registration: The process by which students enroll for classes each semester

Reparation: The act of making amends or giving satisfaction for a wrong; payment of damages

RES HALLS: Residence Halls

Retaliation: Occurs when adverse actions are imposed against individuals who have reported allegations of harassment or discrimination or have participated in a harassment or discrimination investigation

RH: Rosenberger Hall

ROTC: Reserve Officer Training Corps; a program for students who are interested in receiving a commission in the U.S. Armed Forces while actively pursuing a degree; at University of the Sciences, affiliations are available for students to participate in Army and Air Force ROTC programs

Rush: See Recruitment

S

SCHS: Samson College of Health Sciences

School Colors: Magenta and Gray

SEC: Department of Public Safety

Semester: The standard term of enrollment within the academic year (usually 15 weeks); the standard academic year consists of two semesters lasting from late August until early May

Service Learning: Strategy for cultivating a commitment to service through students' participation in activities and/or segments of new or established academic courses

SGA: Student Government Association; the elected leadership of the student body

SHAC: Student Health and Counseling

Short-Term LOA: Short-Term Leave of Absence; stop-out from academics for a period not to exceed 10 business days in the event of an immediate and significant health or family emergency

SOC SCI: Department of Social Sciences

Stalking: A form of harassment that involves ongoing and/or continual pestering of an individual, either in person, in written or electronic formats, or on the telephone

STC: McNeil Science and Technology Center

STUD AFF: Division of Student Affairs

Student Conduct Policy: A written code outlining student behavior to protect the rights and property of students and other members of the University community

Subsidized Loan: A loan where the government pays the interest while the student is in school and the principal is deferred (e.g., Stafford Loan)

Summa Cum Laude: Graduation honor; undergraduate students must attain a minimum grade point average (GPA) of 3.80 – 4.00

Survivor: Term used instead of “victim” in describing someone who has experienced sexual and/or relationship violence

Syllabus: A handout from your instructor, which may include some or all of the following: purpose of the course; prerequisites; instructor's name, office hours, and telephone number; a schedule of reading and/or homework assignments; a schedule of tests; the instructor's policy on attendance; learning outcomes; and the course grading policy

T

TA: Teaching Assistant; students who are hired by the University to help with teaching, research, and administrative responsibilities

TBA: To be announced

TBD: To be determined

Transcripts: A student's educational record of completed courses with grades; maintained by the Registrar Office

Transfer Credit: Credits awarded by the University based on courses transferred from other colleges and universities; for the course to be eligible for transfer, the student must have attained a grade of "C" or better and the course must be comparable to an existing course at the University; the credits are applied toward degree requirements, but they do not carry grades and are not used to compute GPA

Tuition Management Systems (TMS): Tuition payment plan approved by the University where the amount due for both semesters is spread over 10 months, from July 1 to April 1; special 12-month plan is available for students attending three semesters; there is a one-time service charge but no interest accrues on the balance due; information is available in the Student Accounts Office

Tutors: Tutors: Available through the Department of Tutorial Services; these students have received training and have been recommended by faculty as having earned a B+ or better in the specific course for which they are tutoring

U

Ultimate 700 Plan: Meal plan offered by Dining Services

University: University of the Sciences in Philadelphia

Unlawful Discrimination: Discrimination directed towards a person because they are a member of a Protected Class which results in an adverse employment or academic action

Unlawful Harassment: Harassment based on an individual's membership in a Protected Class that is severe and/or pervasive

Unsubsidized Loan: A loan where the student pays or capitalizes the interest during the in-school period and the principal is deferred

W

W: Withdrew; grade designation that carries no point value and is not included in calculation of the GPA; student can officially withdraw (end enrollment) from a course after the Drop/Add period but before completion of the eighth week of the semester

WCR: Women's Club Room, Whitecar Hall, Room 203

WDL (or 4500): 4500 Woodland Avenue Building

Weapons: Includes any device, instrument, material, or substance that under **any** circumstances is readily capable of causing death or **injury**

WebAdvisor: A Web interface that provides students with access to information stored in the University administrative database known as Colleague

WH: Whitecar Hall

WI: Wilson Student Center/Wilson Hall (Student Housing)

Withdrawal: The act of officially ending your enrollment in the University; a withdrawal must be approved by the college dean

Witness: Any person with information relevant to an incident

Work Study: Federally subsidized financial aid, which students qualify for on the basis of need; part of financial aid package offered to some students; students are hired to work and are paid an hourly rate from federal funds

Wrongful entry: Entering, attempting to enter, or remaining without authority or permission in any University office, residence hall room, University-sponsored event, or University premise

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