The contents of the 2017–2018 Student Handbook are subject to change without notification. Students are encouraged to regularly visit this resource.
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1. UNDERGRADUATE ACADEMIC POLICIES

drexel.edu/provost/policies

University academic policies are listed on the Office of the Provost website, and these policies guide students’ decisions about their progress and performance. Some policies apply only to undergraduate or graduate students, and colleges and schools may have published policies and procedures that are consistent with University policies but impose more stringent requirements or provide greater detail consistent with the major/program. Academic policies are subject to change, and students will be responsible to comply with the most current published policy on the respective websites unless an exception has been granted by the proper authority.

2. GRADUATE ACADEMIC POLICIES

drexel.edu/graduatecollege

The academic policies provided by the Graduate College are provided to assist graduate students with issues that may pertain specifically to them. They are meant to supplement the policies listed on the Office of the Provost website, at drexel.edu/provost/policies for ALL students (both graduate and undergraduate).

In addition, graduate students should review the information on the Graduate College website. Policies are subject to change, and students will be responsible to comply with the most current policy unless an exception has been granted by the proper authority.

3. BOOKSTORES

drexel.bncollege.com

The Drexel University Bookstores are operated by Barnes & Noble College Bookstores. Barnes & Noble Drexel University Bookstores stock new, used, and electronic textbooks, and supplies. Students now have an additional option to rent select textbooks for up to 80% off of the new textbook price. There is also a wide selection of reference books, emblematic clothing and giftware, snacks and other food items, health and beauty aids, magazines, greeting cards, comfortable spaces to relax, and more. Textbooks, apparel, electronics, and many other items sold in the store may also be purchased online at drexel.bncollege.com.

The bookstore at the University City Campus is the anchor of the Dragon Shops located in MacAlister Hall at 33rd and Chestnut Streets. The Center City Campus bookstore is located in the Bellet Building at 15th and Race Streets. The College of Medicine bookstore is located on the ground level of the new wing on the Queen Lane Campus. For updated store hours and information, please visit drexel.bncollege.com or call 215.895.2860.

4. CAMPUS ENGAGEMENT

Creese Student Center, Lower Level 215.571.3575
Hours: Monday–Friday, 8 a.m.–5 p.m. drexel.edu/studentlife/get_involved

Campus Engagement within Student Life oversees the numerous and various aspects of connecting students to campus and the community. Our mission is to provide social, cultural, and educational opportunities that promote student involvement outside of the classroom — for all students.

Campus Engagement promotes campus and community involvement and Drexel spirit and pride through annual events including Homecoming, Involvement Fairs, the University City 5K, Impact Awards, and more.

In our daily work, Campus Engagement:

• Champions student interests
• Provides time to encourage, counsel, and advise
• Develops a rapport to educate through challenge and support
• Articulates policy
• Fosters student learning and growth

INVolvement fairs

Twice annually, Campus Engagement facilitates an organization fair, which introduces students to over 150 of Drexel's student groups. Student organizations are able to recruit new members and promote their activities. This event is held during the first week of the fall and spring terms.

StUDENT ORGANIZATIONS

There are over 350 student organizations created by students for students. Whether your interests are athletic, social, artistic, cultural, literary, religious, service, political, or academic in nature, student organizations are Drexel University's forum for leadership and self-discovery.

StUDENT ORGANIZATION RECOGNITION

Recognition is a privilege awarded to student organizations that fulfill the educational mission of the institution and is the annual official acknowledgement of the organization by the University. Campus Engagement, both SIL and the Office of Fraternity and Sorority Life (FSL), in collaboration with the Undergraduate Student Government Association (USGA), reviews all applications and determines recognition based on established policies, procedures, and expectations.

Organizations may apply to be recognized at any point from summer term until the recognition deadline in November. Failure to complete the requirements will result in the organization not being recognized. Recognized student organizations receive numerous benefits, including access to a multitude of University resources, spaces, and services.
Drexel University reserves the right to deny recognition to any group that prohibits membership, discriminates against protected classes, violates through their mission and purpose Drexel University risk management guidelines, and/or is counter to the educational mission of the institution.

Operating an unrecognized student organization, including fraternities/sororities and sports clubs, organizing or sponsoring any event or activity that promotes or gives the impression or appearance that the unrecognized group is a viable organization, is prohibited. Moreover, these groups may not advertise, post, publish, solicit, recruit, pledge, or fundraise and/or off University property. Unrecognized student organizations include those who applied for recognition and were denied, as well as those who never sought formal recognition with the University for the current recognition year.

LEADERSHIP WORKSHOPS, TRAININGS, AND CONFERENCES

Campus Engagement offers leadership development to students and student organizations through the Building Organizations’ Leadership Development (BOLD) Program, Women in Leadership events, and facilitated teambuilding sessions. Through the BOLD program, student organization leaders can increase their leadership, management, and networking skills to improve their organization and make a greater impact on campus and in the community. BOLD workshops are offered throughout the year in addition to the annual BOLD Conference held each fall and spring term.

SERVICE AND CIVIC ENGAGEMENT OPPORTUNITIES

Students have the opportunity to learn and engage in leadership through participation in the Alternative Spring Break (ASB) program. ASB places teams of Drexel students in communities locally, domestically, and internationally to participate in direct service that heightens their awareness of social issues, increases involvement in communities, and raises social consciousness.

DRAGONLINK

DragonLink is the online student organization management system and your one-stop shop for campus involvement. Explore the student organization directory and see upcoming events from organizations and campus programs. The online directory is a quick and convenient way to connect with student organizations and office programs via DragonLink. DragonLink can be accessed by logging in via DrexelOne, selecting the “Campus + Community” tab, and selecting the link for DragonLink located under the “Campus Involvement” channel.

CAMPUS ACTIVITIES BOARD (CAB)

Many activities and programs at Drexel stem from student-led initiatives. The Campus Activities Board (CAB) is a student-run programming group that coordinates a variety of events for the University’s undergraduate community. CAB brings high-profile concerts, lectures, cultural programs, comedians, films, and other activities to campus, and hosts off-campus trips. CAB leaders play a key role in shaping and supporting many of Drexel’s traditions, such as Spring Jam, the Comedy Show, and the Crystal Ball. Students can visit drexelcab.com to learn more about CAB.

UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION (USGA)

Students are active members of the Drexel community with a key role and responsibility in the shared governance of the institution. Students are encouraged to develop programs and services through active involvement in organizations such as the Undergraduate Student Government Association (USGA). Drexel’s USGA is composed of student organizations, and special populations within the student body. USGA encourages a constructive relationship between the University, community, and students.

The organization serves as a channel for expression of student ideas by providing avenues for student input on University issues. Students can visit drexel.edu/usga to learn more about the Undergraduate Student Government Association.

STUDENT ORGANIZATION RESOURCE CENTER (SORC)

A center for student leaders, located in the lower level of the James Creese Student Center, the SORC provides a variety of resources such as computers, a poster printer, and a copy machine to conduct student organization business. In addition, a student organization can check out equipment and other useful resources to help make their events and programs a success. Both students involved in student organizations and students who do not participate in student organizations are welcome to come and speak to the staff about getting involved in organizations, Alternative Spring Breaks, and leadership programs.

Office of Student Leadership Development (SLD)

Creese Student Center, Lower Level, Room 32A
215.895.6646
leadership@drexel.edu
drexel.edu/studentlife/leadership

Student Leadership Development (SLD) offers a variety of programs for students to develop crucial leadership skills and knowledge to be empowering and socially responsible leaders.
LEADERSHIP WORKSHOPS, TRAININGS, AND CONFERENCES

Students can participate in workshops, speaker series events, team building activities, personality inventories, and more to learn about themselves as leaders while engaging with others to develop strong interpersonal skills, diverse perspectives, and the ability to create change. Through the BOLD program, student organization leaders can increase their leadership, management, and networking skills to improve their organization and make a greater impact on campus and in the community. BOLD workshops are offered throughout the year in addition to the annual BOLD Conference held in the spring term. SLD honors women and empowers the next generation of women leaders by offering women in leadership initiatives including a Women's Leadership Conference in March.

SERVICE AND CIVIC ENGAGEMENT OPPORTUNITIES

Students have the opportunity to learn and engage in leadership through participation in the Alternative Spring Break (ASB) program. ASB places teams of Drexel students in communities locally, domestically, and internationally to participate in direct service that heightens their awareness of social issues, increases involvement in communities, and raises social consciousness.

To learn more about ASB, visit drexel.edu/studentlife/get_involved/programs_events/asb.

Commuter Student Resources

Main Building, Suite 220A
215.895.2168
commuters@drexel.edu (Main Office)
commstudent@drexel.edu
(Community Student Association)
drexel.edu/studentlife/get_involved/commuter-resources
drexel.edu/offcampushousing

Drexel University, located along the Schuylkill River in University City, is in an urban environment providing easy access to our community and downtown Philadelphia.

We advocate for the growing population of students living off campus and recognize the unique needs of living in the surrounding neighborhoods of the University. Our office is dedicated to the support and engagement of these student populations and we strive to provide social, academic, educational, and informative programs and resources to help students feel connected to campus, discover involvement opportunities, and participate in campus life. Regardless of whether you reside two blocks from campus or two hours, our office is committed to supporting your student experience as a Drexel University Dragon. Through a variety of resources and support, we are committed to the Commuter Student Experience at Drexel, including Commuter Student Engagement and Off-Campus Housing. Upon visiting our website, students will find answers to some frequently asked questions, a place to ask other questions, learn about upcoming events, and more.

COMMUTER STUDENT ENGAGEMENT (CSE)

A primary emphasis is placed on the commuter experience to ensure the success of our students coming from off campus. Commuter Student Engagement (CSE) is designed to create tools, resources, and programs to support our students' transition and achievement over the course of their time at Drexel University.

CSE focuses on four core areas:

- Orientation and Networking
- Communication
- Academic Resources
- Community Student Association (CSA)

To further develop a sense of community for our commuter population on campus, COCO advises CSA, which is the student organization dedicated to quality of life and development of our traditional commuters. Together, they develop programs to foster a sense of belonging amongst commuters, advocate for the needs of the commuter population, and empower students to educate faculty and staff about the unique needs of commuter students.

OFF-CAMPUS HOUSING (OCH)

Moving and living off campus is a whole new experience for most students. Drexel Off-Campus Housing (OCH), as a branch of COCO, provides services and programs that assist students, faculty, and staff in searching for housing, working through landlord/tenant issues, and developing relationships with community organizations to better assist students living off campus.

The Off-Campus Housing search website, available at drexel.edu/offcampushousing, will also allow students to post sublets, find roommates, buy and sell furniture, and connect with other students living off campus. In addition, COCO sponsors information sessions to educate students on what they should know when becoming apartment renters. These include sessions on finding ideal roommates, signing leases, landlord/tenant responsibilities, and being a good neighbor.

COCO cannot make guarantees on apartment availability and is not responsible for the condition of the apartments listed. COCO does not offer any legal advice and does not take the place of a lawyer but will assist in mediating discussions with roommates and landlords.

COMMUNITY ASSISTANTS (CA)

The CA team is made up of peer mentors and leaders who support our off-campus student population as a Resident Assistant (RA) would do with resident students. CA serve as resources to help off-campus students continue to navigate facets of their Drexel experience in the community, including co-curricular, social, academic, professional, and
home life.

Throughout the year, CA plan a variety of fun and educational programs that assist all off-campus students in learning more about the University and engaging them in the campus and local community. Some of the programs that have been held in the past are: How to Make a Meal in 20 Minutes, Commuter Thanksgiving Luncheon, Concert Tailgates, Commuter Connection Day, Philadelphia Neighborhood Excursions, Transfer Seminar Series, and the Party Registration Form (PRF).

ADDITIONAL COMMUTER RESOURCES

COCO also oversees spaces on campus where commuter students can relax and study. The Charlotte Alletag Commuter Lounge provides a place for students to relax, eat, and socialize, and serves as an avenue to highlight the many involvement opportunities that exist at the University. The Lounge resources include two large flat screen televisions, couches, tables, a refrigerator, and a microwave. Lockers are also available to students for a small fee, and many are large enough to hold bicycle helmets. In addition, the Community Student Association sends out a newsletter via email to all commuter students about upcoming news and information particular to the commuter experience while highlighting COCO and campus and community activities/events.

The Office also supports students utilizing the 10% discount on SEPTA and 25% discount on NJ Transit monthly passes. Please visit drexel.edu/compass to get more information on these discount programs.

Office of Fraternity and Sorority Life (FSL)

Creese Student Center, Room 215
215.571.3375
greeklife@drexel.edu
drexel.edu/studentlife/fsl

Fraternities and sororities are a long-standing tradition on college campuses; with a history of scholarship and service, they provide students with an opportunity to participate in a well-rounded collegiate experience. Here at Drexel University, our fraternities and sororities are focused on what we call the four pillars: Academic Excellence, Brotherhood & Sisterhood, Leadership, and Service to the Community.

You can find a wealth of knowledge online about our fraternity and sorority community here at Drexel. From interested students looking to join and see what organizations are here, to current students and alumni looking for the resources available to your organization, there is something for everyone. We encourage all members of the Drexel community to see what the fraternity and sorority experience is all about at drexel.edu/studentlife/fsl.

To be recognized as an organization in good standing by the Office of Fraternity & Sorority Life, the fraternity or sorority must meet the following standards:

- The organization is recognized by their Inter/National Fraternity/Sorority as a chapter in good standing.
- The only organization that will be recognized without an Inter/National Office is Alpha Pi Lambda due to their history as a local fraternity.
- The organization is recognized and in good standing with Drexel University, Student Conduct, and Campus Engagement.
- The organization is a member in good standing of one of the three Greek Councils: Interfraternity Council, Multicultural Greek Council, or Panhellenic Council.
- The organization complies with all submissions and attendance expectations required by the Office of Fraternity and Sorority Life (FSL).

All groups interested in hosting/performing in a Presentation/Probate are expected to be in compliance with the following Presentation/Probate Policy:

It is understood that new member presentations/probate shows are an integral part of the fraternity and sorority experience. Drexel University recognizes that participation in this tradition can have significant impact on the creation of community and sense of pride within the organizations who participate. The Office of Fraternity and Sorority Life has established the following guidelines to ensure the success of planning a probate show at Drexel University:

- The Office of Fraternity and Sorority Life must approve all probate shows at least 10 business days prior to performance.
- All organizations hosting probate shows must submit written approval from a national or regional representative allowing the activity to take place.
- For non-city-wide chapters, probate shows must take place on the Drexel University campus in a location reserved with Event Services. City-wide chapters may host shows at other campuses in accordance with their policies, but are required to notify all participating campus Fraternity and Sorority Life offices about the details of the event.
- Presentations may begin no later than 9 p.m. and last no longer than 90 minutes.
- For shows held after 7 p.m. or that expect an attendance of over 100 guests, the hosting organization is responsible for the hiring of Drexel Public Safety.
- A staff member of the Office of Fraternity and Sorority Life or the chapter Faculty/Staff Advisor must be in attendance at all new member presentations/probates. It is the responsibility of the presenting organization to coordinate with the Office of Fraternity and Sorority Life to schedule a staff member to be present. Please note that significant notice may be needed in order to coordinate staff presence. Requests less than two weeks before the event will not be honored.
- No alcoholic beverages are permitted at the event.
- Participation in the show must be truly optional for new members. Any pressure or coercion to participate in the show will not be permitted.
- No hazing, as defined by the group's national organization, the University, and the Commonwealth of Pennsylvania,
• Rehearsals for the show must be held at reasonable hours and be positive in nature. Forced calisthenics and physical demands outside of what is considered reasonable for practicing of the dance/step is not permitted.
• No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as a part of the performance, but may not be used as weapons to harm another individual.
• Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters’ show, talking over the presenting organization, etc. Groups or individuals who cause a disruption will be asked to leave the performance and may face judicial or conduct charges.
• All shows must respect new members, members, alumni, other organizations, and the University. Under no circumstances will degrading or negative sentiment towards another chapter or another chapter’s members be permitted. This type of behavior includes mocking signature steps or calls in order to cause laughter or poke fun. Under no circumstances will profanity, racism, sexual innuendos, obscene gestures or hate towards another culture, gender, or identity be permitted.

PARTY REGISTRATION

All fraternity and sorority groups intending to host a party are expected to comply with the Drexel University Student Code of Conduct, the Office of Fraternity & Sorority Life party registration process, and Fraternal Information and Programming Group (FIPG) rules and regulations. Chapters without a facility are held to the same standards as chapters with on-campus facilities. All chapters are required to host their parties at a third-party vendor or on campus through the Office of Fraternity and Sorority Life registration process.

FIPG RISK MANAGEMENT POLICY

As adopted June 2017

The Risk Management Guidelines of FIPG include the following provisions and recommendations. These are intended to apply to all levels of membership in an organization. These are recommendations only as FIPG does not exist as a stand-alone association with membership and a board of directors. FIPG serves as a resource of the Fraternity Executives Association (FEA) for all organizations, colleges, universities and other entities and individuals.

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, should be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education, and should comply with either the BYOB or Third Party Vendor Guidelines. BYOB is defined as one (1) six-pack of 12-ounce beers or one (1) four pack of wine coolers brought by a member or guest who is legally able to consume an alcoholic beverage.

2. No alcoholic beverages should be purchased through or with chapter funds, nor should the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage — for example, kegs or cases — is discouraged.

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity without specific invitation where alcohol is present, are not recommended. Any event with alcohol present that can or will be associated with an entity of a fraternity should require a guest list prepared 24 (twenty-four) hours in advance of the event. It is recommended that a list of those who attend be maintained for several years.

4. No members, collectively or individually, should purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

5. It is recommended that the possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity be prohibited.

6. No chapter should co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at, or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present could be conducted or co-sponsored with a charitable organization if the event is held within the provisions of the organization and college or university policy.

7. No chapter should co-sponsor, co-finance, attend, or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.

8. All recruitment or rush activities associated with any chapter should be non-alcoholic. No recruitment or rush activities associated with any chapter should be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No organization, member, pledge, associate/new member, or novice should permit, tolerate, encourage, or participate in “drinking games.” The definition of drinking games includes, but is not limited to: the consumption of shots of alcohol, liquor, or alcoholic beverages; the practice of consuming shots equating to one’s age; “beer pong,” “century club,” “dares,” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol should be present at any pledge/associate member/new member/novice program, activity, or ritual of the chapter. This includes, but is not limited to: activities associated with “bid night,” “big brother – little brother” events or activities, / “big sister - little sister” events or activities, “family” events or activities, and initiation.

HAZING

No chapter, colony, student, or alumnus should conduct, participate in, nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”

SEXUAL ABUSE AND HARASSMENT

An organization should not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities, or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals, or members acting together. The employment or use of strippers, exotic dancers, or similar, whether professional or amateur, at a fraternity event as defined in this policy should not be allowed.

FIRE, HEALTH, AND SAFETY

All chapter houses should meet all local fire and health codes and standards.

All chapters should post emergency numbers for fire, police, and ambulance by common phones and in other locations, and should have posted evacuation routes on the back of the door of each sleeping room.

All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.

The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house should be prohibited.

Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

EDUCATION

Each fraternity should annually instruct its students and alumni/alumnae in its risk management policies and practices. It is recommended that all undergraduates and key volunteers receive a copy of the organization risk management policy on an annual basis and that a copy of the policy be posted on the organization website. For more information, refer to fea-inc.org/fipg.

5. COMPLAINT RESOLUTION – STUDENT PROCEDURES

Before seeking recourse from the formal Complaint/Grievance Process, a student must first exhaust more immediate means of resolution in the line of authority including any appeals processes provided for under the program or department policy.

Any complaint against a student or student organization should be made directly to Student Conduct and Community Standards, unless it is pertaining to a violation of the academic integrity policy and/or the parking policy (refer to the appropriate section of the Student Handbook for procedures for filing a complaint for these violations). Complaint procedures are outlined below.

Students must comply with the timelines for submitting complaints, grievances, and appeals established under this procedure. Otherwise, the matter is not reviewable.

Resolving Complaints Involving Faculty, Academic Deans, School Directors, Program Directors or Department Heads, including Academic Complaints, Grievances, Grades or Other Academic Decisions

Complaints of harassment or discrimination against University employees must be processed through the Office of Equality and Diversity.
Throughout this process, students may feel free to contact the vice president and dean of Student Life, Creese Student Center, Room 215, University City campus, 215.895.2501, for advice and consultation.

The student must file their written complaint within 30 days after issuance of the grade, evaluation, or other academic decision being challenged or within 30 days of the event giving rise to the complaint.

STEP I: FACULTY MEMBER

Every effort should always be made to resolve an issue directly with the individual faculty member. When this is not possible and/or did not resolve the issue, individuals must file a complaint in writing to the academic department head/program director. If the complaint is regarding the department head/program director, move to Step II.

STEP II: FILING A COMPLAINT REGARDING THE ACADEMIC DEPARTMENT HEAD OR PROGRAM DIRECTOR

Students may discuss the complaint with the academic department head or program director informally or choose to file a formal complaint in writing.

STEP III: APPEAL THE ACADEMIC DEPARTMENT HEAD’S/PROGRAM DIRECTOR’S DECISION TO THE ACADEMIC DEAN OR SCHOOL DIRECTOR

If a student is not satisfied with the decision of the department head/program director and wishes to pursue the matter further, their must appeal the decision to the academic dean/school director, in writing, within five (5) days of receipt of notification of the department head’s/program director’s decision. The student’s written appeal should clearly state the basis on which their is appealing the department head’s/program director’s decision and the reasons why the decision should be amended.

The academic dean/school director will review the written materials related to the appeal and may make any other inquiries they deem appropriate to evaluate the appeal.

The academic dean/school director shall send the student a final written response. The decision of the academic dean/school director on appeals of class grades and evaluations is final and not subject to further appeal. The academic dean/school director’s decision on all other matters may be appealed by the student by following the process in step IV.

STEP IV: OFFICE OF THE PROVOST

If a student is still not satisfied with the result, the student must appeal the decision to the Office of the Provost in writing within five (5) days of receipt of the final result from the academic dean/school director. The student should clearly state the basis on which their is appealing the academic dean/school director’s decision and the reasons why the decision should be amended.

The provost or designee will review the written materials related to the appeal and may make any other inquiries they deem appropriate to evaluate the appeal. The decision rendered by the Office of the Provost is final.

A program/department representative/faculty member may not appeal the decision of the academic dean/school director.

Resolving Complaints Involving Staff and Administrators

Complaints of harassment or discrimination against University employees must be processed through the Office of Equality and Diversity. Throughout this process, students may feel free to contact the Vice President and Dean of Student Life, Creese Student Center, Room 215, University City campus, 215.895.2501, for advice and consultation. The student must file his/her written complaint within 30 days of the event or incident giving rise to the complaint.

STEP I: STAFF OR ADMINISTRATOR

Every effort should always be made to resolve an issue directly with the individual. When this is not possible and/or did not resolve the issue, individuals should file a complaint in writing to the individual’s immediate supervisor.

STEP II: FILING A COMPLAINT WITH THE IMMEDIATE SUPERVISOR

Students may discuss the complaint with the immediate supervisor informally or choose to file a formal complaint in writing.

STEP III: APPEAL TO THE UNIT MANAGER

If a student is not satisfied with the decision of the supervisor and wishes to pursue the matter further, their must appeal to the unit manager for that particular area of responsibility in writing within five (5) days of receipt of notification of the supervisor’s decision. The student should clearly state the basis on which their is appealing the supervisor’s decision and the reasons why the decision should be amended.

The unit manager will review the written materials related to the complaint and may make any other inquiries they deem appropriate to evaluate the appeal.

The unit manager shall send the student a final written response.

STEP IV: APPEAL TO THE SENIOR VICE PRESIDENT

If a student is still not satisfied with the result, the student must appeal the decision to the senior vice president who oversees that area in writing within five (5) days of receipt of the final result from the unit manager. The student should clearly state the basis on which their is appealing the unit manager’s decision and the reasons why the decision should be amended.
The senior vice president or designee will review the written materials related to the appeal and may make any other inquiries their deems appropriate to evaluate the appeal. The decision rendered by the senior vice president is final. A staff member or administrator may not appeal the decision of the senior vice president.

**Resolving Complaints Concerning Individual Students and Student Organizations**

Throughout this process, students may feel free to contact Student Conduct and Community Standards, Creese Student Center, Room 215, University City campus, 215.895.6074, for advice and consultation.

**STEP I: INDIVIDUAL STUDENTS OR STUDENT ORGANIZATION**

Every effort should always be made to resolve an issue directly with the individual. When this is not possible and/or did not resolve the issue, individuals should file a complaint in writing to Student Conduct and Community Standards.

**STEP II: FILING A COMPLAINT WITH STUDENT CONDUCT AND COMMUNITY STANDARDS**

Refer to the “Student Conduct and Community Standards” section of the Student Handbook.

**6. COUNSELING AND HEALTH**

**Counseling Center**

University City Campus
Creese Student Center 201
215.895.1415

Center City Campus
Bellet Building 315
215.762.7625

Students in crisis after working hours can page the on-call counselor at 215.416.3337.

The Counseling Center provides psychological assistance and support to students enrolled at the University. Licensed psychologists and certified counselors staff the Counseling Center. The Counseling Center is also a training site for pre-doctoral practicum students and doctoral interns. Services include individual, couple, and group counseling, as well as crisis intervention, outreach programs, education, and referrals to other resources on or off campus. Students using this service have a variety of psychological concerns, which range from mild to relatively severe. Psychologists on staff work with other mental health professionals and physicians to coordinate treatment for students when appropriate.

Residential students can also contact their Resident Assistant or Resident Director for immediate assistance. Nonresidential students can also call 911 or go directly to the nearest hospital emergency room for treatment.

Please see [drexel.edu/counselingandhealth/emergency](drexel.edu/counselingandhealth/emergency) for a list of area emergency resources.

Anyone having a claim or dispute arising out of or relating to the quality of the health or medical care received at a student health clinic or counseling center, or from an athletic trainer or doctor, must attempt to resolve it first through the Drexel Health Care Mediation program before filing a claim with a court.

**SUBSTANCE ABUSE ASSISTANCE**

Drexel University is concerned about any student who has a problem with substance abuse. Assistance is available for you through campus and community resources. The Haven at Drexel is a unique residential and extended recovery community for Drexel University students with a history of substance use issues. It also offers a peer mentoring and monitoring program, two weekly 12-step program meetings per week for the Drexel community, and a confidential peer support program. Please visit [drexel.edu/counselingandhealth/alcohol-drug-education/haven](drexel.edu/counselingandhealth/alcohol-drug-education/haven) for more information.

Please do not hesitate to reach out for support by contacting the Counseling Center. Please also see [drexel.edu/counselingandhealth/alcohol-drug-education/resources](drexel.edu/counselingandhealth/alcohol-drug-education/resources) to contact the agencies listed on our resource page.

For those who seek to identify treatment resources on their own, contact the Focus on Recovery helpline at 800.234.1253.

Students whose substance problem may require extensive treatment will be referred to the appropriate services. Outpatient substance abuse treatment is a covered expense under Drexel student accident and sickness insurance for students who are enrolled. Faculty and staff who have concerns about a student who appears to have a problem with substances are encouraged to consult with Counseling Center staff for assistance.

The following numbers may be useful for self-help services in the community:

**Addiction Hotline (24 hours) – 610.853.7010**

**Alcoholics Anonymous – 215.574.6900**

**Al-Anon (for family members/friends of alcoholics) – 215.222.5244**

**Narcotics Anonymous – 215.496.2826**

**Women for Sobriety – 215.536.8026**

Concerns about the enforcement of the University drug and alcohol policy as it relates to students should be directed to Student Conduct and Community Standards at 215.895.6074. Faculty and staff who have concerns about enforcement of the University drug and alcohol policy should contact the vice president and dean of Student Life at 215.895.2506.
Drexel Student Health Center (DSHC)

3401 Market Street, Suite 105B
215.220.4700
drexel.edu/studenthealthcenter

Drexel Student Health Center (DSHC) is staffed with faculty physicians and nurse practitioners from the Drexel University College of Medicine Department of Family and Community Medicine. DSHC provides a range of health services in a confidential environment. DSHC physicians provide services including walk-ins, urgent care, allergy shots, annual gynecological exams, and sports physicals. All medical services are confidential. The physician group includes both primary care specialists and specialists in a variety of fields. DSHC will bill a student’s health insurance plan for all services. The co-payment at the time of visit will be the fee determined by your insurance company, which is usually indicated on your insurance card. If you have questions about your insurance coverage, please call the customer service phone number listed on the back of your insurance card. If you do not have your insurance card, call your health insurance plan and ask them for the co-pay amount for primary care office visits. All charges for medical visits may be made in cash, check, or credit/debit card (Visa or MasterCard). The Drexel student accident and sickness plan and most other insurances are accepted by the physician group. However, HMO insurances usually require pre-approval from a primary care provider in order for medical costs to be reimbursed. Students should bring their Drexel ID (DragonCard) and health insurance card or information to all visits at the DSHC.

When a student is sick or injured, he or she can request medical transport to and from Drexel University Student Health Center by calling Public Safety at 215.895.2822.

Health-Related Policies

All questions related to the policies below should be directed to the Office of Counseling and Health located in Suite 201 of the Creese Student Center or by calling 215.895.1415.

AIDS POLICY

The following policy provides guidance to the University community concerning human immunodeficiency virus (HIV)-infected individuals and acknowledges that such individuals do not pose a significant risk to students, faculty, or staff in a normal academic or employment setting. The University seeks to eliminate misunderstandings about HIV and those infected by it.

The University will inform the campus community by:

- Making current accurate information available about HIV infection, thereby reducing misconceptions.
- Developing educational strategies for the campus, as required, and, as considered appropriate, offering education beyond the campus as a community service.

Through the implementation of this policy, Drexel University will:

- Work to reduce and/or prevent the spread of HIV through awareness and education.
- Provide to all students, faculty, and staff the educational resources and means to deal with real or potential issues associated with HIV infection.
- Refrain from requiring any individual to undergo HIV medical screening as a condition for enrollment, employment, or financial services.
- Maintain the confidentiality of HIV testing results and the identity of HIV-infected individuals in accordance with existing law.
- Prohibit discrimination against students, faculty and staff on the basis of HIV infection in accordance with applicable law.
- Require each University college or department that has students, employees, and faculty handling human blood, blood products, and other body secretions to utilize the Centers for Disease Control (CDC) formal guidelines. This requirement shall apply to on-campus or other academically required off-campus supervised fieldwork.
- Make available a list of individuals or agencies that can provide appropriate advice and counsel to those students, faculty, and staff who require general information, as well as those who have concerns about anyone who has or may have HIV infection.

HEALTH INSURANCE POLICY

All full-time students are required to demonstrate proof of coverage under a health insurance plan each academic year that they are enrolled. Domestic students may satisfy the requirement by purchasing the Drexel Health Insurance plan or by submitting an online insurance waiver form. Failure to complete an online waiver form or purchase the University-sponsored plan will result in a default enrollment into the University-sponsored plan. The charge for this plan will subsequently appear on the University bill. Once this charge has been placed on the student’s account it cannot be removed and students will be enrolled in Drexel Student Health Insurance for the full academic year. All undergraduate international students must purchase the University-sponsored plan (the only plan accepted in lieu of the Drexel plan will be Embassy-sponsored coverage). Graduate international students holding a J-1 visa must also purchase the University-sponsored plan so that federally governed J-1 mandates are met.

IMMUNIZATION POLICY

Drexel University requires all entering full-time undergraduate and graduate students and all full- and part-time international students (includes all visa holders and permanent residents) to complete the following immunization schedule:

- MMR vaccine: measles, mumps, rubella
- Hepatitis B vaccine (2 doses, 3 preferred)
- PPD screening within 12 months of enrollment (PPD required regardless of prior BCG inoculation;
test must be performed in the United States)
• Varicella (chicken pox) either history of disease
  or two doses of the varicella vaccine
• TDAP (within the past 8–10 years)
• Meningococcal (for students 21 years or younger
  or any student living in University housing)

Drexel University currently does not require the
Meningococcal B vaccine as the American College Health
Association, our guiding body, has not yet endorsed
this vaccine as required for university students. We do
recommend that all students speak with their family
physicians about the advisability of getting this vaccine,
and if necessary, we will assist students in finding
Philadelphia locations where the vaccine is available.

The immunization requirement is based on the
recommendations of the Commonwealth of Pennsylvania
Department of Health Immunizations and the American
College Health Association. Students can satisfy this
requirement by completing the immunization form that
is mailed to students prior to entering Drexel. Please see
drexel.edu/counselingandhealth/immunization
to access this form online.

Failure to comply with this policy will result in an
administrative hold being placed on the student’s record,
which will prevent registration for the next term’s classes.
Residential students who have not complied with the
stated immunization policy will also not be able to remain
in their residence hall until completing this requirement.

Emergency Support Services
for Sexual Assault Victims

Please refer to the Office of Counseling and Health website
at drexel.edu/counselingandhealth/emergency for a
more complete list of general emergency services. The information
provided will be useful for emergency support services
in the local community.

Students, faculty, and staff who have experienced crimes
of a sexual nature, or have concerns regarding reporting etc.,
should consult the Office of Equality & Diversity’s Title IX
Resource page at drexel.edu/oed/policies/eolaws/title-ix.

7. CAMPUS DINING

Creese Student Center (DragonCard Office)
3210 Chestnut Street, Suite 124
215.895.6095
campusdining@drexel.edu
drexel.edu/dining

Drexel Campus Dining is a central part of the student
experience at Drexel University. The program features
multiple locations that offer the variety, healthy options,
and convenience students need to stay energized day
and night. The dining experience at Drexel encourages
students to relax and spend time with their friends

and classmates.

Campus Dining offers a variety of dining plans to fit
every student and every budget. Information about
campus dining locations, hours of operation, and dining
plans can be found at drexel.edu/dining.

8. DISABILITY RESOURCES (DR)

3225 Arch Street, Ground Floor
215.895.1401
disability@drexel.edu
drexel.edu/odr

The mission of Disability Resources (DR) is to provide
equal opportunities and equal access to education,
employment, programs, and activities at Drexel. To achieve
this, DR collaborates with and empowers individuals
who have documented disabilities by working together
proactively to determine reasonable and appropriate
accommodative measures. In an effort to ensure compliance
with current legislation and eliminate attitudinal barriers
against people with disabilities, DR also provides guidance
and education to the campus community.

All members of the Drexel community and guests who
have a disability need to register with Disability Resources
if requesting auxiliary aids, accommodations, and services
in order to fully participate in Drexel's programs and
activities. All requests are considered on a case-by-case
basis and in a timely fashion.

DR staff may also be able to arrange services as a courtesy
students who have conditions that are not permanent
or chronic. Arrangements are made on a case-by-case basis.

Review registration information for students at drexel.
edu/oed/disabilityresources/students and view the
Reasonable Accommodation of Individuals with Disabilities
Policy (OED-2) at drexel.edu/oed/policies.

9. DRAGONCARD – UNIVERSITY ID

University City Campus
124 Creese Student Center
215.895.6095

Center City Campus
1603 New College Building
215.762.6680

Queen Lane Campus
2900 Queen Lane, Room 101
215.991.8105
drexel.edu/dragoncard

The DragonCard is the official identification card of Drexel
University. It serves to identify students, faculty, and
professional staff of the University and is a tool to access
buildings, dining plans, Dragon Dollars and other on-
campus services. The DragonCard is the property of Drexel University and is governed by University regulations.

There is a DragonCard office located on all three Drexel campuses to manage card issuance and card services. Hours of operation vary; visit drexel.edu/dragoncard for details.

Card Issuance

DragonCards are issued only to students who are registered for classes (or are on an official co-op assignment) for the current term. In order to receive a DragonCard, students must show the DragonCard representative valid government-issued photo identification. Recipients must physically visit one of the DragonCard Offices in order to have their photo taken and receive their DragonCard. DragonCards cannot be mailed and cannot be issued to another person on the cardholder’s behalf. Hats and sunglasses must be removed for the photo. Students who are also faculty/professional staff members will receive only one DragonCard that states their primary function at the University as defined by their official Drexel University Banner record. Typically, this is “Faculty” or “Professional Staff” and not “Student.”

In most cases, the individual may upload their own photo to the DragonCard Office website. Upon approval, the DragonCard will be printed for pickup at the office. In all cases, a form of valid government-issued photo identification is required for pickup.

Online students may receive a photo DragonCard by visiting a DragonCard Office. Online students who are not local to Philadelphia may request a non-photo identification be mailed to their permanent home address.

Temporary identification cards are issued as a service at the request of the student. These temporary cards are valid for a maximum one-week time frame and students may only receive one temporary identification card per term. In order to receive a temporary ID card, students must be registered for the current term.

Card Possession

The DragonCard must be carried at all times while on University-owned property, as students may be required to produce proper Drexel identification to a Public Safety officer or University official. Students may only have one DragonCard in their possession; additional DragonCards must be turned in to the DragonCard Office. The DragonCard is not transferable and is not permitted to be used by anyone other than the cardholder. The DragonCard must be shown on demand if requested by a Public Safety officer or a University official.

Validation

Each year, it is the responsibility of the student to bring their DragonCard to one of the validation locations to have their registration status verified and receive a validation sticker noting the current calendar year. Students without validated DragonCards are not permitted access to most buildings and services on campus.

Card Replacement, Re-Issuance and Lost Cards

The first DragonCard is issued at no charge. Replacement cards, including name changes, re-issuances, or lost/stolen cards can be issued. A replacement fee will apply. All members of the University community can immediately mark their card as “lost” via the GET Portal to prevent unauthorized usage and learn more information about these instances at drexel.edu/dragoncard. A new photo is required for all new card issuances.

Card Access

Access to various locations on campus is administered by the Department of Public Safety. Access is granted, as appropriate, to currently enrolled, active students via the department responsible for granting access. For resident students, this is the Office of University Housing.

Students who are inactive or have an administrative hold on their account, will not be able to use their DragonCard for access to buildings, dining plans, Dragon Dollars, or other University services. If your DragonCard is not working, please contact a DragonCard Office to begin troubleshooting.

DragonCard Uses

RESIDENCE HALLS

University Housing will activate a student’s card to gain access to the residence hall to which the student is assigned.

PARKING

Upon purchase of a parking permit from Drexel Parking Services, access will be granted to gated garages and lots via the DragonCard.

DASKALAKIS ATHLETIC CENTER (DAC) AND DREXEL RECREATION CENTER

The DragonCard will provide access to the Drexel Recreation Center for applicable students. For membership information, contact the Drexel Recreation Center.
CAMPUS BUILDINGS

If the student’s academic or co-curricular program requires after-hours access to a campus facility, access is granted after approval by the appropriate University department, facility manager, or Department of Public Safety.

LAPTOP CHECKOUT

Present your DragonCard at the Creese Information Desk, Korman Center, or W. W. Hagerty or Hahnemann libraries to borrow a laptop to utilize Drexel’s wireless network within the building. Laptops are also available 24/7 via a self-service kiosk in the W. W. Hagerty Library. Locations and availability are subject to change.

DREXEL SHUTTLES

All Drexel University students, staff, and faculty must show a current validated DragonCard to ride the Drexel Shuttles.

LIBRARIES

A validated DragonCard is required for entrance into all libraries and to check out materials.

DINING DOLLARS AND DINING PLANS

Students use their DragonCard to access their dining plans and Dining Dollars accounts. After purchasing a Dining Plan, the student presents their DragonCard to the cashier. The cost of the purchase is deducted from the plan.

DragonDollars

The student’s DragonDollars account becomes active when they are issued their DragonCard. The DragonDollars account is governed by the Drexel University Escrow Agreement located on the DragonCard office website.

ADDING FUNDS TO A DRAGONDOLLARS ACCOUNT

Funds can be added to an account at any time and in any amount you choose. There is no fee to add funds to an account. Parents and family may add funds also with the student’s University ID number. Add funds by:

- Visiting [drexel.edu/dragoncard](http://drexel.edu/dragoncard)
- Through USPS with a personal check* payable to Drexel University
- In person at the DragonCard office with cash, a personal check, or a credit/debit card
- At on-campus cash load stations located in the libraries or Creese Student Center

* The maximum amount that can be added via check is $250. The check must clear before funds will be added. Starter checks will not be accepted.

10. EVENTS WITH ALCOHOL POLICY

Revised Date: June 12, 2014

Responsible Officer: senior vice president for enrollment management and student success

Drexel University’s policy regarding alcohol on University property or at University events is consistent with the laws of the Commonwealth of Pennsylvania. All individuals in possession of and/or consuming alcohol on campus must be at least 21 years of age. The consumption, distribution, or service of alcoholic beverages must be in compliance with the Pennsylvania liquor and crime codes, which define the lawful consumption and service of alcohol and prescribe sanctions for violations. The consumption, distribution, or service of alcoholic beverages at University events must also comply with the University regulations and policies described below. This policy applies to all Drexel University students, faculty, staff, and trustees as well as to events held by third parties on University property.

1. No undergraduate student fee money shall be used for the purchase of alcoholic beverages.

2. All University events must be department sponsored.

3. No alcoholic beverages shall be served at membership recruitment functions (e.g., fraternity/sorority recruitment, professional societies, and special interest groups).

4. No one shall advertise or promote alcoholic beverages of any kind at Drexel University or at a Drexel University event. Further, no one may accept sponsorship, promotional items, or activities from companies engaged in the sale or marketing of alcoholic beverages. This statement should not be interpreted to prevent the distribution of materials whose primary purpose is to educate individuals concerning the health risks or other dangers involved in drug or alcohol abuse. Where there is some question concerning the primary purpose of such information, the University reserves the right to review and/or approve this information prior to its distribution.

5. Outdoor public drinking on premises owned, leased, or controlled by Drexel University is strictly forbidden regardless of the age of the individual without prior approval from a senior vice president. This includes walkways, building or residential steps or porches, unenclosed patios, lawns, etc.

6. All events where alcohol is served on University property must be conducted in accordance with the following provisions:

a. Such events must be coordinated through the Office of Event Services by submitting the Application for Events with Alcohol at least two (2) weeks in advance.

b. Alcohol cannot be purchased using individual department Purchasing Cards or cash advances and cannot be reimbursed through a check request. All alcohol for University events must be purchased through University-authorized
vendors. All alcohol for third-party events held on University property must be purchased by the third party.

c. Only wine and beer are permitted to be served unless pre-approved in writing by a senior vice president. Kegs are not permitted at events on campus unless pre-approved in writing by a senior vice president.

d. Except where the University provides written approval prior to the event, no fee will be charged.

e. The Office of Event Services and/or Department of Public Safety has the right to request that the host of the event provide and maintain a guest list.

f. No alcoholic beverages shall be served within a half-hour of the termination of the event or after 1:30 a.m., whichever is earlier. A formal cut-off announcement will be made to that effect. The event sponsor will notify Drexel Public Safety if a problem arises with the closing of the function.

g. For University events, any alcoholic beverages that are not consumed after the termination of the event must be discarded. The sponsoring department, however, may store unopened containers of alcoholic beverages in a secure location, as approved by Event Services and/or Public Safety, for future events held by the department. Such future events must otherwise comply with this policy. For third-party events held on University property, any alcoholic beverages that are not consumed after the termination of the event must either be discarded or otherwise removed by the third party from University property immediately.

7. Recognized student organizations are permitted to host events with alcohol, but must seek approval from the appropriate office:

a. Events hosted by recognized fraternities/sororities, as determined by the Office of Fraternity and Sorority Life (FSL), must be coordinated through FSL by submitting the Events with Alcohol Form.

b. Events hosted by recognized undergraduate and joint student organizations, as determined by the Office of Campus Activities (OCA), must be coordinated through OCA by submitting the OCA Event Registration Request Form.

c. Events hosted by recognized graduate student organizations, as determined by Student Life, must be coordinated through Student Life by submitting the Event Registration Request Form.

8. Off-campus University events with alcohol must be approved by the appropriate affiliated University department and held at a properly insured third-party facility. All contracts related to the third-party facility must be reviewed and approved pursuant to the contract protocol policy.

9. Any exception to this policy must be approved by a senior vice president.

10. All other University policies relating to alcohol shall also apply including but not limited to the Drug and Alcohol Free Workplace Policy, the Student Code of Conduct, and Residential Living and Housing policies.

11. Any violation of the University Policy for Events with Alcohol or federal, state, or local laws, or failure to comply with the above will result in the alcohol being removed from the premises by the Department of Public Safety. Any violation may also result in the loss of future privileges to serve alcohol at University-sponsored events and/or additional disciplinary action.

Any time prior approval of the University is required in this policy, it shall be coordinated through the Office of Event Services.

11. HAZING PREVENTION POLICY

I. Introduction

Drexel University seeks to foster a safe and healthy environment built on mutual respect and trust. At the very basis of the University’s mission is the recognition of the essential dignity and worth of each member of the University community. Hazing is a serious violation of these principles. As such, Drexel University will not tolerate hazing activities by any individuals, groups, teams, or registered/unregistered student organizations. The University encourages all members of its community to be aware of the serious nature of hazing and challenges its members to work together to prevent its occurrence.

II. Definitions


a. Hazing is any action or situation which recklessly or intentionally endangers the mental or physical health of a student or willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of, or recognized as an organization by, an institution of higher education.

b. The term shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health and safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.
c. For the purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be ‘forced’ activity, the willingness of an individual to participate in such activity notwithstanding.

2. Drexel University definition of hazing: Regardless of the individual’s willingness to participate, hazing is any action taken or situation created involving new or returning organization/group members as a part of joining, maintaining membership, or holding office in that organization that meets any or all of the following:
   • Violates state or federal law
   • Humiliates or degrades an individual or group
   • Intentionally or unintentionally endangers an individual — mentally, physically or emotionally

3. “Members of the University Community” refers to its faculty, staff, students, volunteers, coaches, organizations, groups, teams, alumni, and visitors.

4. An “organization” is defined as persons enrolled as students at the University who are associated with each other and have completed the process of being a recognized student organization with the Office of Campus Activities.

5. A “group” is defined as persons who are associated with the University and each other, but are not a recognized student organization or are not required to register as a student organization including, but not limited to, varsity athletic teams, administrative offices, academic departments, or musical or theater groups through a department, etc.

6. A designated “University Official” is any faculty, staff, affiliate member, or person who is employed by or contracted to work for the University. For the purposes of this policy, appropriate University Officials for reporting hazing are as follows:
   • Primary: Public Safety
   • Secondary: Student Conduct and Community Standards, Fraternity and Sorority Life, Recreational Athletics, Drexel Athletics, Student Life
   • Allegations regarding faculty/staff: Human Resources

III. Hazing Policy

Hazing in any form is prohibited. This regulation applies to all members of the University community. This regulation applies to behavior that occurs on or off Drexel University property.

The implied or expressed consent of a student to hazing is not a defense under this policy.

1. Actions and situations that may constitute hazing include, but are not limited to, the following:
   • Forced consumption of food, alcohol, or drugs
   • Paddling
   • Creation of unnecessary fatigue outside of standard expectations associated with athletic competition
   • Personal servitude
   • Physical and/or psychological shocks
   • Wearing apparel that is conspicuous and not normally in good taste
   • Degrading or humiliating games and activities
   • Sleep or food deprivation
   • Unreasonable exposure to the weather or unsafe environments
   • Kidnapping or abandonment
   • Line-ups and/or berating
   • Undue interference with academic pursuits
   • Expectation of participation in activities that are illegal, lewd, or in violation of University policy

   This list is not intended to be inclusive of all activities that could be considered hazing.

2. Retaliating in any manner against any individual who reports hazing or who participates in an investigation of a hazing report is prohibited and will be referred to the Office of Student Conduct and Community Standards and the University’s Chief Compliance Officer.

3. Making an intentionally false accusation of hazing through the University’s procedures is prohibited.

4. Responsibility for any violations of this regulation may be attributed to the perpetrators, the student organization or team, its members and/or its officers.

5. Any organization or group may be found responsible for any violations of this regulation upon satisfactory proof that the organization or group did not discourage or did not take reasonable steps to prevent hazing by its members or affiliates.

6. In addition to this policy, National Collegiate Athletic Association (NCAA) student athletes shall follow the policies and guidelines set forth by the Athletic Department, NCAA, and Colonial Athletic Association.

7. In addition to this policy, fraternity and sorority members shall follow the policies and guidelines set forth by the Office of Fraternity and Sorority Life, their national umbrella organization, and national fraternity/sorority.

8. In addition to this policy, all recognized student organizations shall follow the policies and guidelines set forth by the Office of Campus Activities.

IV. Rights of Those Who Report

1. Individuals who are victims of hazing and who truthfully report the activities to Drexel University Public Safety and/or an appropriate University Official will not be individually charged with a violation of this regulation.
2. Individuals who have knowledge of a hazing incident but did not participate and truthfully report the activities that occurred will not be individually charged with a violation of this regulation in relation to that particular incident.

3. An organization or group that seeks assistance in preventing hazing from occurring within the organization, even if past behaviors have included hazing, may not be charged with a violation of this regulation. Any organization that self-reports a hazing behavior to appropriate University officials or the Drexel University police prior to incident being reported will be given the opportunity to change those behaviors without immediate threat of being charged with a violation of this policy at the sole discretion of the Office of Student Conduct and Community Standards. If evidence is presented thereafter that hazing behaviors have continued within the organization or group, that organization or group may be held responsible for current and past behaviors.

4. An organization or group that self-reports must identify those individuals responsible for the hazing behaviors to be held individually responsible through the appropriate conduct process.

5. Any University Official or employee who receives a report of hazing must communicate that report to Drexel University Public Safety and/or Student Life as soon as possible.

VI. Reporting

Authority for enforcement of this policy is vested with the Division of Student Life and Administrative Services, in conjunction with Student Life and Student Conduct and Community Standards, or their designee.

1. Complaints or reports of activities believed to be hazing should be reported to Drexel University Public Safety at 215.895.2222. A person reporting an incident of hazing can seek advisement from a staff member of one of the following appropriate University Offices:
   - Student Conduct and Community Standards – 215.895.6074 – sccs@drexel.edu
   - Student Life – 215.895.2506 – deanofstudents@drexel.edu
   - Fraternity and Sorority Life – 215.571.3575 – greeklife@drexel.edu
   - Campus Engagement – 215.895.1328 – askOCA@drexel.edu
   - Recreational Athletics – 215.895.2025 – sports@drexel.edu
   - Drexel Athletics – 215.895.3977 – sports@drexel.edu

2. Anonymous reports will be accepted only through the Public Safety Silent Witness Form on the Public Safety website located at drexel.edu/publicsafety/about/forms.

3. When reporting an alleged or potential act of hazing, please include as much detail as possible about the incident including the following information:
   - Date and location of incident
   - Description of activities
   - Organization involved (if known)
   - Name of and description of students involved

4. Any questions concerning the interpretation or application of this policy should be referred to Student Life.

VI. Additional Requirements for Recognized Student Organizations

1. All elected or appointed student organization presidents shall complete Student Organization Officer Training (SOOT), including the hazing education module (as available), in order for their organization to be a registered student organization. In doing so, they are agreeing that they personally and on behalf of the organization will comply with the terms of the Drexel University Hazing Policy.

2. All elected or appointed student organization presidents or designees shall educate their respective organization members on an annual basis regarding the applicable University policies concerning hazing. Resources and support for this education will be made available through Student Life.

VII. Corrective Action and Disciplinary Procedures

1. Violation of this regulation may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures, or other applicable University policies. Visitors refusing to comply will be reported to Drexel University Public Safety or other authorities, as appropriate.

2. Violations of this policy are subject to referral to appropriate law enforcement and/or University services, as well as to regional and national affiliated offices for action or prosecution, as applicable.

3. A student or student organization may be subject to Interim Suspension as defined in the Student Code of Conduct.

4. Violation of this policy by a registered Drexel University student will result in appropriate sanctioning as noted in the Student Code of Conduct. Such determination of responsibility shall be done through the procedures outlined by the Office of Student Conduct and Community Standards.

5. Students continuing to act in the name of a suspended or expelled student organization may be in violation of a sanction imposed under this policy and be subject to Student Code of Conduct charges as individuals.
Living on campus can be an exciting part of the college experience. Sharing close quarters with fellow classmates gives students the opportunity for fun, social, athletic, and educational activities. More than 4,000 students call Drexel’s 9 distinct residence halls their “home away from home.” Each building has staff to assist students. Resident Assistants (RAs) are undergraduate students who live on each floor and provide assistance to students. Full-time professional Assistant Director/Resident Directors (AD/RDs) oversee the student experience in the residence halls. The halls also have 24-hour-a-day controlled access, staffed by Residential Desk Coordinators (RDCs) or Public Safety officers.

Residence Hall Locations and Contact Information

- **Caneris Hall**
  115 North 32nd Street, Philadelphia, PA 19104
  215.571.3179

- **Kelly Hall**
  203 North 34th Street, Philadelphia, PA 19104
  215.571.3015

- **Millennium Hall**
  223 North 34th Street, Philadelphia, PA 19104
  215.895.6155

- **Myers Hall**
  3301 Race Street, Philadelphia, PA 19104
  215.571.3046

- **North Hall**
  3200 Race Street, Philadelphia, PA 19104
  215.571.3087

- **Race Street Residences**
  3300 Race Street, Philadelphia, PA 19104
  215.571.3103

- **Stiles Hall**
  325 N. 15th Street, Philadelphia, PA 19104
  215.553.7400

- **Towers Hall**
  101 North 34th Street, Philadelphia, PA 19104
  215.571.3028

- **Van Rensselaer Hall**
  3320 Powelton Ave, Philadelphia, PA 19104
  215.571.3068

Resident Assistants (RAs) are trained graduate and undergraduate students who live on the floors with the residents. RAs serve as mentors, resources, and facilitators of community. RAs set norms for the residential community and work with residents to plan social and educational events; they also play a role in enforcing Drexel University’s Student Code of Conduct.

Residential Policies and Procedures

The following policies and regulations were developed in accordance with the fire, health, safety, and maintenance standards critical to maintaining a safe residential community while protecting students’ rights and acknowledging students’ responsibilities. Compliance with these policies and regulations contributes to the creation and maintenance of a productive living and learning residential experience. Drexel University students are responsible for knowing and abiding by the following residential policies. Failure to abide by any of the following policies will subject the student to disciplinary action.

- Section I. Residential Living and Student Conduct Office Policies
- Section II. Individual Room Policies
- Section III. Building-Specific Policies and Information
- Section IV. Administrative Sanctioning Policy
- Section V. University Housing Policies

Residential Living and Student Conduct Office Policies

1. **Alcohol and Other Drugs**
   The Residential Living and Student Conduct Office supports and expects adherence to established University policies and state laws regarding the use of alcohol and other drugs.
   - Residents from other buildings and nonresident guests are not permitted to enter the residence halls with alcoholic beverages regardless of age.
   - Alcohol consumption is not permitted in public areas of the residence halls. A public area is anywhere in the residence hall except a student room/suite/apartment with a closed door. A student room/suite/apartment with an open door is considered a public area.
• Drinking games including, but not limited to beer pong, flip cup, and shots of any kind, are not permitted. Simulated drinking games are also prohibited regardless of whether or not alcohol is used.
• Alcohol consumption is not permitted by anyone in an adjacent area to the residence halls such as balconies, parking lots, patios, loading docks, porches, lawns, etc.
• Residents are not permitted to keep empty alcohol containers in their rooms at any time for any reason, including decorative purposes.
• Drinking paraphernalia including, but not limited to, empty bottles, funnels, and beer pong tables are not permitted. This list is not exhaustive.
• Regardless of ownership or origin, any of the following items found in the residence halls will be confiscated and disposed of: unauthorized alcoholic beverages such as alcoholic beverages found in the possession of minors, kegs, beer balls, taps, or other mechanisms used to dispense alcohol. Public Safety staff is authorized to confiscate and dispose of such items.

2. Community-Developed Policies
Upon the approval of the assistant director/resident director or resident director of a particular building, residents within a defined area (floor, building, etc.) can create policies that further the quality of the living experience for all its members (community living agreements).

Policies must:
• Be congruent with current University and RLO policies and procedures
• Be agreed upon by ALL community members
• Remain in place for a designated period of time

3. Compliance with Behavior Standards
Residents and their guests are expected to treat others with respect and consideration and to maintain a comfortable and safe living environment. Residents are required as a condition of continued residence to comply with the University’s Code of Conduct.

4. Compliance with RLO Staff Member Request
All Drexel University students and their guests are expected to adhere to requests made by any Residential Living staff member performing his/her duties (including contracted workers, RAs, AD/RDs, RDs, RDCs, etc.).

5. Damage/Vandalism
Students are encouraged to report any information regarding specific acts of vandalism to their RA, RDC, AD/RD, RD, University Housing, or Public Safety.
• Residents are expected to treat the residence halls with respect and care for the environment. Residents cannot paint, damage, or otherwise alter the private or public spaces of the hall.
• Residents who are found responsible for damage will be liable for any damage and/or loss to a residential facility or its furnishings and may face disciplinary action through the Student Conduct Process.
• Whenever possible, repair or replacement costs will be assessed to the individual(s) responsible; when this is not possible, costs will be prorated among the residents of a building floor or wing, room suite, or apartment. When costs are prorated among the residents, this is referred to as “Common Area Damage.” Common area damage charges cannot be appealed.
• The resident agrees to satisfy by the due date all damage assessment charges billed to them.
• Residents will be held responsible for the condition of the room to which they are assigned as well as for the repair of any damages to public areas.
• Each room is inspected during check-in and a Room Condition Report (RCR) is completed. The residents of each room will be asked to check the information on the RCR and sign it. As each resident checks out, the room will be inspected against the RCR to determine if there are any damages. Resident Assistants may not excuse any damages and final inspection by an AD/RD, RD, or designee will be completed at a later date. University Housing will place damage charges onto the student’s account. In the case of damages to public areas, a bill will be issued to the responsible person as soon as the cost of repairs can be determined.

6. Damage or Loss of Personal and College Property
• The University is not liable for any loss or damage incurred to residents’ personal property, whether by flood, fire, theft, or any other cause.
• Residents of University housing are expected to provide adequate insurance coverage for all personal property by their move-in date. Students should ensure their property has the necessary coverage whether by coverage through a parent/guardian's homeowner's insurance policy or through individual renter's insurance coverage.
• Residents assume any and all liability for damage or claims that result from their own negligence, as well as any negligence of visitors or guests.
• Residents are liable for any damage and/or loss to a room, its furnishings, or any other part of the residence hall.
• Misuse, abuse, theft, or damage to personal property by one resident or group of residents to another is not permitted.

7. Endangering Behavior
Any student action that may lead to physical harm to oneself or others is considered endangering behavior and will typically result in removal from University residence halls, disciplinary action (including cost of repair and/or cleaning), and/or criminal charges.
• Residents are not to engage in behaviors of disorderly or disruptive conduct at any time of day or night that is inconsistent with the healthy functioning of our residential community.
• Residents found responsible for causing unnecessary garbage and debris in the hallway will be billed accordingly.
In situations when an individual or group poses an immediate threat to the health, safety, or property of others or of oneself, the individual or group can be relocated or removed from University residences prior to a hearing to address the specific behaviors. The decision to remove or relocate rests with the assistant dean of students for Residential Living or his/her designee.

8. **Hall Sports**
   Sports activity or any other type of physical activity that causes disruption in the residence halls is prohibited. Activities include, but are not limited to skateboarding, inline skating, bike riding, hoverboard usage, water gun usage, ball and Frisbee tossing, boxing, or wrestling.

9. **Privacy**
   In a residence hall environment: Living together with many fellow students in a University residence is a wonderful experience that can truly enhance your academic career. All residents are encouraged to communicate their needs clearly, using roommate agreements, regarding privacy matters with roommates, suitemates, and floor mates. All residents should expect to maintain personal privacy within their student rooms and community bathroom facilities. Students who invade an individual’s privacy within bathroom facilities, or who violate an individual’s privacy by entering their room without permission or recording an individual without permission will likely face disciplinary action.
   - Cohabitation is prohibited.
   - When having guests, each resident should be conscious of the privacy of his/her roommate. Residents should exercise their right to privacy responsibly and conduct themselves appropriately, being mindful of extra responsibilities and social obligations of having guests.
   - The right to privacy does not imply the right to violate the applicable regulations of the Residence Hall Regulations, University, city, state, or federal laws.

Sharing of Personal Information: When a student applies for housing, they indicate their privacy wishes (how and if personal information can be shared with the campus community such as email address and phone numbers). Residents who reserve the right of privacy will not have any information given out regarding their hall and room assignment, home address, or phone number by the Residential Living or University Housing staff to unauthorized parties.

10. **Pets**
    - Students may not at any time be in possession of animals except for fish, even for short-term visits, in University-owned or -operated residential facilities, unless prior approval is provided through the University’s policy on Assistant and Service Animals.
    - Fish may be kept in a 15-gallon or smaller tank. The occupants of the room will assume all charges for damages related to the use or malfunction of the aquarium.
    - Students without prior approval through the University’s policy on Assistant and Service Animals who are found with an animal (except fish) in their room, will be asked to remove it immediately. Failure to comply with this request will result in disciplinary action along with the permanent removal of the animal by University Housing officials. Please note: if the animal presents an immediate threat, Public Safety and/or Drexel Police may be involved.

11. **Quiet/Courtesy Hours and Noise**
    Courtesy Hours serve as a reminder to all residents of the primary rights to sleep and study in residential communities. Students are expected to exercise courtesy when playing music or participating in other activity that may disturb other residents and/or interfere with the attempts of others to study.
    - All residential communities will adhere to 24-hour courtesy hours.
    - Quiet hours are Sunday–Thursday from 10 p.m. until 10 a.m. and Friday/Saturday from 12 a.m. to 10 a.m. or as deemed appropriate by the RD.
    - During final exams, 24-hour quiet hours are enforced in the halls.
    - Quiet hours are times when noise from speakers, televisions, computers, and conversations must not be clearly audible in private rooms from areas such as hallways, adjoining rooms, or through open windows.
    - Courtesy Hours are times when residents are expected to keep from unduly interfering with anyone else’s ability to sleep, read, or study.

12. **Smoking**
    - Smoking (including electronic cigarettes and vaping devices) is not permitted in any University-owned or -leased residential facility. Students found smoking in residence halls (or Drexel master leased space in University-affiliated housing) will face disciplinary action. Students will be charged for any related maintenance or cleaning as the result of smoking in a residential facility.
    - Smoking is prohibited (including electronic cigarettes and vaping devices) around all entrances, exits, and perimeters of residence hall buildings (see Smoke-Free University in the Drexel University Code of Conduct).
    - The use of hookahs in the residence halls is prohibited.

**Individual Room Policies**

1. **Cooking**
   The only cooking permitted in residents’ rooms is that which can be done in a microwave oven. Because of the danger of electrical overload, high-wattage appliances are prohibited. Residents in Stiles Hall and Van Rensselaer Hall are allowed to cook in the suite. All approved appliances must be used in the floor kitchen and not in rooms or suites. Never leave items you are cooking unattended.
2. Decorations
Residents are encouraged to decorate their assigned rooms in order to make their residential community feel like home. Residents are expected to decorate with adherence to the following:

- All decorations must be fire-resistant.
- Only Underwriters Laboratory (UL) or Factory Mutual (FM) approved cool bulbs are allowed.
- Natural trees and cut tree boughs are not allowed in residence halls. Students are not permitted to hang any items from the sprinkler piping, sprinkler heads, or any room electrical wiring.
- Decorations may not obstruct free passage of the hallways or entry/exit to the room.
- Electrical decorations must be kept away from metal doorframes; lights must be strung so a door will not close on the wiring.
- No permanent alterations may be made to the residence hall rooms (i.e., painting the room, ceiling, furniture, etc.).
- Students will be charged for any damages resulting from decorations in the room.

3. Guests and Visitors
At the start of the academic year, roommates in undergraduate buildings are required to complete roommate agreement forms that outline basic expectations of all occupants of a particular room or suite. Guests are defined as individuals who are not assigned to the resident host’s room. All guests to a room are subject to the agreement of all room residents. The presence of guests may not restrict free access for legitimate occupants to any common space and any private space they may have or create any situation that infringes on the need of roommate and/or suitemate(s) to remain undisturbed. Residents should work to reach an amicable agreement on the presence of guests in a residence hall room. While the primary purpose of these spaces is to provide a safe and welcoming environment for learning, it is also a home. Roommates and/or suitemate(s) unable to reach a livable solution should work with residence hall staff to find common ground.

- Resident hosts must sign in their guest(s) following proper procedure at the front desk. The host must escort all signed-in guests back to the front desk to sign them out of the building at the end of the visit. If a guest is not properly signed out, then the guest would be considered still in the building. Students may not sign in or sign out guest(s) for other residential students.
  - Photo identification will be required for each guest. It is the responsibility of each host to inform his/her guest(s) that they need identification to be permitted into the residence halls. Photo identification of the guest(s) will remain at the desk until the guest(s) vacate the building.
  - Acceptable forms of photo identification include: a driver's license, university/college/school ID, or a passport. No other forms of ID will be accepted.
  - Guests without ID will not be allowed access into the hall, except in emergencies (See emergency ID section).

- Residents are allowed to have overnight guests. An overnight guest is defined as anyone in the resident host’s room anytime between 3:30 a.m. and 7 a.m.
- Guests are allowed to visit in a student room for no more than three (3) nights in a seven (7) day period. An individual guest may spend no more than nine (9) nights per month within a residence hall. Guests under the age of sixteen (16) are not allowed overnight in residence halls. Limited exceptions may be made with advance notice and the completion of an exemption request form. Overnight guests ages 16 and 17 are permitted with written parental consent.

- Hosts must check with their roommate(s) for approval before inviting a guest to the room. If the roommate(s) do not approve, the guest cannot stay in the room.
- Students with concerns regarding guests should talk to the host, and then if necessary, with their RA and/or RD.

- Hosts are responsible for the actions of their guests and will face disciplinary action if their guests violate University or Residential Life policies.
- Hosts should familiarize guests with community expectations.

4. Lockout Policy
- When locked out, a student should report to the front desk of Van Rensselaer Hall to notify the desk staff that access will be needed.
- Students will be allowed to sign out a spare (or “lockout”) key to allow access to their own room. Spare room keys should be returned to the front desk of Van Rensselaer residence hall, but are subject to fines set by Residential Living and University Housing staff. Furthermore, students who abuse the lockout policy are subject to disciplinary sanctions.
- Students are not allowed to borrow the spare room key for a room other than their own.
- Keys must be returned in person and will not be accepted by mail.
5. Open Flame
Open flames are not permitted. Open flames are a leading cause of residence hall fires nationwide. The lighting and burning of candles, incense, or any other item with an open flame is not permitted. Candles are not permitted for decorative purposes.

6. Permitted and Non-Permitted Items
There are various items that are not appropriate for use in student rooms for safety reasons. Possession of one or more of these items can subject the occupant(s) of the room to a fine and possible disciplinary action. Examples of Non-Permitted Items (this list is not exhaustive):

- Bicycles (unless they are in a University-designated bicycle storage area)
- Candles
- Coffeemakers
- Extension cords
- Flammable liquids, gases, or other substances
- Halogen lamps
- Hammocks in bedrooms and/or common spaces
- High-wattage electrical appliances
- Hot plates
- Hoverboards
- Illegal drugs
- Incense and incense holders
- Indoor grills
- Live or cut Christmas trees
- Lofts
- Outside antennas and/or satellite dishes for television/radio reception
- Outside routers for Internet usage (see drexel.edu/it)
- Pets (unless prior approval via the University's policy on Assistant and Service Animals)
- Popcorn poppers
- Portable space heaters; electrical appliances with a heating element
- Sandwich makers
- Surveillance cameras
- Toasters
- Toaster ovens
- Waterbeds
- Weapons
- 2.4 GHz cordless phones

7. Room Access
- Students are encouraged to lock their doors at all times.
- Students are encouraged to report the presence of any suspicious persons or unusual activities in the residence halls to your Resident Assistant, Front Desk staff, or Public Safety.
- Room keys or entrance door access devices are not provided to guests.
- Students should not enter another resident's room without the knowledge and consent of the occupant(s), regardless of whether or not the door is closed and locked.
- The University reserves the right to enter a resident's room for the purpose of investigation, inspection, and repair or in cases of clear emergency. (See Room Inspection/Search Policy for additional information.)

8. Room Keys
Students are responsible for carrying their keys with them at all times. The room occupancy key issued to each resident is the property of the University and is issued to that particular resident for his/her exclusive use. Students are not permitted to lend or give their room keys to anyone or any group. It is unlawful to duplicate any residence hall key. Students are not permitted to put their own locks or alarms on any residence hall doors.

Keys must be returned when a student vacates his/her residence hall assignment. A lost or unreturned key will result in a lock core change and a $75 fee per affected lock. In the event of a broken key, a replacement fee will be charged. Lost or misplaced keys should be reported immediately to the front desk staff. At the time of move out, keys must be returned in person to the residence hall desk and will not be accepted by mail.

9. Room Inspections/Searches
The University recognizes and respects each resident's desire for privacy, especially within the context of a group living environment; however, the University reserves the right to enter and inspect any student room at any time without permission or consent of the room occupant(s) to provide emergency service or general maintenance work, make safety or condition inspections, or investigate possible violation(s) of University, city, state, or federal regulations. The following procedures have been developed as a guide for University employees in the performance of duties and maintaining a resident's privacy.

The rooms shall be entered in the resident's presence or absence by authorized University personnel when there is reasonable cause to believe:

- A resident's safety may be in jeopardy.
- A room or its furnishings may be damaged.
- Custodial or maintenance functions must be performed.
- There is reasonable cause to believe that University, city, state, or federal laws are being violated.
- Sanitation, safety, and/or damage inspections are to be completed (see Safety and Sanitation/Maintenance Policy).
- There is reasonable information to suggest stolen property is located in the residence hall space.
General guidelines for administrative room searches are as follows:

- An AD/RD, RD, or designee must be on site supervising the inspection procedure.
- Only upon the approval of the AD/RD, RD, or designee can a staff member enter the room alone.
- The actual inspection in the room will be conducted only to the extent necessary to locate the object(s) being sought.
- A report detailing the inspection will be made by the AD/RD, RD, or designee to the assistant dean of students for Residential Living.

10. Room Furnishings
In all University residences, each resident is provided with a bed frame, mattress, desk, desk chair, dresser, and closet/wardrobe (and sofa in single-rate rooms).

- All supplied furniture must stay in its designated room.
- Furniture cannot be removed from its assigned room.
- Furniture must be used for intended purposes.
- Students are not permitted to leave room furnishings in common areas, hallways, or corridors.
- Furniture found in any of these areas will be returned to the student's room and a fine for obstruction of egress and a moving charge will be assessed to the student for each incident.
- Cinder blocks are not permitted in University residences.
- Lofts of any type are not permitted in Residence Hall rooms (unless issued by the University).
- Ping-pong tables, pool tables, video arcade games, and other large game tables (by use or function) are not permitted due to limited room space and potential disruption to other students.

11. Safety and Sanitation Inspections/Maintenance
Students should report maintenance needs by filing a work order request. Please see drexel.edu/housing for instructions on how to complete a work order request.

Safety and Sanitation Inspections: Safety and sanitation inspections are conducted each term. Best efforts will be made to notify students of the date of the inspections. Should a resident not be available at the time the room is to be inspected, staff members will conduct the inspection in the resident's absence.

12. Vacant Room or Half-Room: In the event that a room within a suite or a space within a double/triple room becomes vacant at some point during the year, resident(s) are not permitted to utilize that space. The room or half-room must be kept clean and "move-in ready" for a new occupant. Failure to adhere to this policy may result in a fee and/or conduct charge being assessed.

Building-Specific Policies and Information

1. Art Projects
Students are expected to exercise extreme caution when completing art projects. Proper ventilation must be maintained and floors, walls, and furniture must be protected. The use of spray paint or any aerosol spray is prohibited.

2. Bicycles
- All bicycles should be registered with the Department of Public Safety.
- All unregistered/unclaimed bicycles will be removed from the halls by Public Safety staff and a fee will be charged to recover removed bicycles.
- Residents can store bicycles in bike storage areas only in the hall to which they are assigned and only during the quarters in which they are residing in the hall.
- Residents are expected to exercise caution when using the bike racks by providing the necessary locks.
- Bicycles should not be stored in bedroom spaces. Bicycles should be stored in designated bicycle storage areas.

3. Building Access
All residence hall entrance doors are locked for student safety 24 hours each day. Access to the residence hall is only through the front door. All other doors are locked from the outside and equipped with exit alarms that sound when the door is opened. These doors are to be used only in case of an emergency. To enter a building, residents must scan their ID at the proximity reader by the lobby doors. The ID will allow access to the front lobby. Resident students must then hand their ID to the staff person working the desk. The desk staff will scan the ID to allow access into the hall.

- All nonresident guests must be registered (see Guest Policy).
- The desk staff can assist residents in registering guests.
- Desk staff reserves the right to inspect all bags, carts, trunks, luggage, etc. of students and/or guests attempting to gain building entry or exit. In the event that staff indicates an inspection, they should have reasonable grounds to perform the search and will remain mindful of a student's right to privacy. Random bag searches may also be performed at the discretion of the assistant dean of students for Residential Living or designee.
- RLO reserves the right to deny admittance to any person to the residence halls.

4. Common Areas
The use of residence hall common areas is restricted to the building occupants, their guests/visitors, and University-affiliated groups and organizations that have reserved a space through the building's AD/RD, RD or Event Services, respectively. The size of the group must be limited to the number of persons that can be accommodated in the lounge to be used.
• Common area furniture must remain in common rooms:
  ‒ A fee may be assessed if common area furniture needs to be moved back to its appropriate location.
  ‒ If common area furniture or other equipment placed in common areas for the benefit of the residents is found in a student room the occupants of the room will face disciplinary action.
• Common areas cannot be used for sales or solicitation.
• Common areas should not be physically modified in any way without prior approval by RLO.
• Due to health and safety concerns, students are expected to keep common areas reasonably clean and orderly for community use. Cleanliness is a major concern in group kitchens; thus, all dishes, pots, and pans should be washed and stored immediately after use. Counters should be cleaned following use and trash/garbage should be disposed of properly. Garbage should not be flushed down sink drains. Continued failure to adhere to standards of cleanliness in group kitchens could result in disciplinary action.

Lounge Reservations for Nonresidents:
• All reservations for lounge spaces must be approved by the Office of Residential Living and Student Conduct.
• The office reserves the right to monitor the event and take any action necessary to ensure the security of the participants, residents and facilities.
• A group exceeding 25 requires the hiring of additional desk staff to be paid by the sponsoring group.
• Certain locations also require the hiring of security guards through the Department of Public Safety; the sponsoring group is responsible for payment.
• Publicity for the event must be limited to the residence halls and academic buildings of the University.
• All nonresident groups are expected to adhere to residence hall regulations.
• Priority for the use of these facilities is given to residents and resident groups.
• Any costs resulting from use will be passed on to the responsible parties.

5. Emergency ID
Emergency IDs will only be issued when non-admittance to the residence halls could impact the individual’s safety. Emergency IDs will not be issued to guests simply because they forget proper identification. Immediate family members who come to visit and do not have proper ID can be issued an emergency ID by the desk staff. Requests from non-family members without ID who request building access will be handled on a case-by-case basis by the desk and residence hall staff on duty.

6. Equipment Use
The front desk is responsible for administering the use of residence hall equipment (sports, recreation, and cleaning equipment). A University ID is required for the use of this equipment.

7. Fire Safety

Fire Equipment/Drills
The residence halls are required by law and insurance regulations to provide a fire alarm system. Fire safety equipment in the residence halls includes fire alarm pull stations, fire hoses, smoke and heat detectors, fire extinguishers, water standpipes in high-rise buildings, and sprinkler systems. Door closers and posted evacuation plans are considered fire safety equipment.

• A fine will be assessed to individuals found responsible for tampering with fire safety equipment or intentionally setting off a fire alarm.
• Fire drills are conducted each quarter. Each building is completely evacuated.
• Any resident who fails to leave the building whenever the fire alarm is engaged will be subject to disciplinary action and possible fines.
• In the event of a false fire alarm, the City of Philadelphia may fine the University to cover the cost of responding to the false fire alarm. Be advised that this fine, which could be in excess of $500, will be assessed to any resident(s) found responsible for initiating a false fire alarm.

Fire Evacuation Procedures
The Philadelphia Fire Department has approved the following fire evacuation procedures. If a resident discovers fire or smoke, the building alarm should be activated. Each resident should be familiar with the location of the alarm signal stations and how they operate.

• The person staffing the front desk will immediately notify the fire department and Drexel Public Safety. When residents hear the fire alarm, they should leave at once.

To vacate in the safest possible manner, residents should:
• Feel the door that leads from the room to the corridor before opening it. If the door is hot or smoke is seeping in, do not open the door. If trapped in the room and unable to reach the fire exit, keep the door closed, and seal any cracks. If a telephone is available in the room, call the fire department by dialing 911. Give the name and location of the building and the room number. If a telephone is not available, open a window for air and signal for help.
• If the door feels cool, open it cautiously. Be braced to slam it shut if the corridor is full of smoke or if heat pressure is felt against the door. If the corridor is clear, close the door when leaving the room, proceed to the nearest fire exit, descend to street level, and leave the building. Move to the designated evacuation area.
• If caught in smoke or heat, stay low where the air is clearer. Take short breaths through the nose until a fire exit is reached.
• Do not use elevators. Elevator shafts are like chimneys. Smoke could enter the elevator shaft, thereby asphyxiating the occupants trying to evacuate the building.
• Disabled persons: Responsible individuals who live in the same area as a disabled person should assist that person to the area of refuge and notify building staff.
• Any individual with a disability (who would need assistance during a fire alarm) should fill out a form noting their disability and necessary assistance at the front desk of their residence hall.
• Important: Be sure the fire exit doors are kept closed at all times so smoke cannot enter the stairway. If at any time, a fire exit door is observed being tied or propped open, please report the information to the RA or desk staff.

8. Identification Card: DragonCard
Students must carry their Drexel ID at all times. Students are required to present their Drexel ID to Residential Living/University staff when requested by the staff person acting in accordance with his/her responsibilities. Students may not attempt to falsify or tamper with a Drexel ID to gain entry to the residence halls or for any other purpose. Damaged or non-working IDs must be replaced. A student may not give his/her ID to another individual to gain entry into the residence halls or for any other purpose. A student may not use another individual's ID to gain entry.

9. Lounges
The use of the lounges is restricted to residents of the hall and their guests. Since these are public areas of the halls, residents should conduct themselves accordingly, respecting the rights of all residents to use these areas. Residents may utilize these facilities for group activities per the approval of the AD/RD, RD, or designee. The size of the group must be limited to the number of persons who can be accommodated in the lounge to be used.

10. Mail and Package Delivery
Each resident is assigned a mailbox in the residence hall. All residents will be issued a combination when the resident checks in. Mail is sorted and placed in the mailboxes five days per week, excluding holidays and weekends. Each building will establish times for residents to pick up any large packages or registered mail.

The official mailing address on campus for a student is the mailbox which they are assigned. All mail from the United States Postal Service and official University communications via mail will be placed in the student’s assigned box. Students are responsible for collecting any mail that is placed in this assigned mailbox. Students are also responsible for contacting all creditors when they vacate a room to provide an updated mailing address. RLO cannot forward mail to off-campus locations once students have vacated their rooms.

Residents are responsible for emptying their mailboxes at the time of move out.

Addressing Mail to the Residence Halls:
Student Name
Student Room #
Building Street Address
Philadelphia, PA 19104

NOTE: Please do not write “Drexel University” in the address section of any mail, as this will delay the delivery of items to students.

The building’s street address can be found under the Residence Hall Locations and Contact Information section at the beginning of the Residential Living Section of this Handbook.

11. Posting
Any University or individual organization wishing to advertise an event in the residence halls must have posters and flyers approved by RLO, located in the first floor of Towers Hall.

Approved posters must comply with the University’s posting policy:
• Advertising posted in the residence halls for parties or events may not refer to alcohol, tobacco, and/or other drugs.
• One poster may be displayed in the entrance area only.
• Floor bulletin boards are for posting residence hall and University events only. The office must approve any exceptions.
• Any posters not approved by R or any posters appearing in non-approved areas will be removed.
• University organizations not following this procedure will forfeit their right to post any future events.

12. Rooftops/Windows/Balconies

Rooftops
Students who are present on the roof or any other architectural feature not designed for recreational or functional use will be subject to fines, assessments for any damage, and possible disciplinary action if the student’s presence is not caused by a valid emergency. The University assumes no financial or legal responsibility for any student injured as a result of such action.

Windows
All hall window screens must be kept in position at all times. Students found responsible for removing screens from residence hall room windows will be fined per screen.

Balconies
Access to balconies of any residential buildings on Drexel’s campuses is strictly prohibited.

13. Solicitation and Selling
Solicitation and selling by students and all others are not permitted in University-owned residential facilities except by written authorization from the Executive Director for Residential Living and Student Conduct.
14. Electronic Communication
The University respects students’ right to privacy and protects students’ freedom of speech. However, in situations where the University is made aware of electronic communication that may include threats to self or others (whether physical or emotional), damage of property, extortion, or any other criminal activity, members of RLO have a responsibility to act on said communications.

Administrative Sanctioning Policy
The Office of Student Conduct and Community Standards partners with the Residential Living Office (RLO) to uphold the standards of conduct within the community in accordance with University policy; administrative sanctions may be issued to responsible parties when a reliable determination is made, and is not arbitrary or capricious.

RESIDENTIAL LIVING PROCESS OUTLINE
• An RLO staff member becomes aware of a possible violation of a residential standard via the incident reporting system.
• A student is notified that they are potentially in violation of a standard. At this point, violations will be addressed by the AD/RD or RD in one of the following ways:
  - The AD/RD or RD will impose administrative sanctions based on the information available to them in the Incident Report.
  - At the discretion of the AD/RD or RD, reported incidents will become conduct matters. In such cases, a complaint will be forwarded to the Office of Student Conduct and Community Standards where it will be handled accordingly.

APPEAL PROCESS
If a student feels that they were not treated fairly through the above stated process, they may request in writing to the Director of Residential Living, reconsideration of their sanction within seven (7) business days of receiving the final decision. Appeal requests must be submitted in writing and include the following information: student’s name, Drexel ID number, reason for the appeal (please review the grounds for an appeal section listed below), and any additional information necessary to establish your rationale for requesting an appeal.

Please note that decisions regarding your appeal will be based solely on the information you provide in your written appeal; if you have additional questions please contact RLO at 215.895.6155.

Grounds for an appeal include:
• Severity of the sanction imposed.
• Significant procedural irregularities that denied the accused student the right to a fundamentally fair process and a fair decision.
• Substantial new evidence or information not available at the time the decision was made.

SANCTIONS
The following sanctions are normally issued separately or in combination for violations:

Banned from Residence Halls
RLO and the Office of Student Conduct and Community Standards reserve the right to restrict access to any or all residence halls.

Deferred Loss of Housing
Deferred loss of housing serves as a final warning that any further violation(s) of University policy obligates the University to consider loss of housing privileges as a primary educational response.

Loss of Guest Privileges
A student is not permitted to have guests for a specific period of time.

Removal from Housing
Removal from University housing is a sanction that is typically used for serious violations or standards including endangering behavior, theft, and significant damage to property and for students who repeatedly violated policies and show no signs of changing behavior.

Residential Warning
This sanction is typically imposed for minor violations.

Residential Probation
This sanction is typically imposed for more serious violations of standards, as well as for repeated minor violations.

Residential Educational Sanctions
Educational sanctions are used for students in situations where they would benefit from further learning about their behavior, or from completing a project that allows them to contribute positively to their community. Examples of such sanctions include: community service, organizing a program, doing a survey, attending a presentation, etc.
Restricted Access

The guest privileges of the student are revoked for a specific period of time. Additionally, residents are required to sign in and out of their residence hall in the Restricted Access log.

Restitution

The student is required to make a monetary reimbursement to the University or other persons, groups, or organizations for specified damages by a date designated by the RD.

Required Move (Administrative Relocation)

Some situations may warrant moving a resident to a new residence hall, either for their own benefit or for the benefit of their residential community.

University Housing Policies

UNIVERSITY HOUSING AGREEMENT

By agreeing to the terms of the Individual Housing Agreement, the resident agrees to adhere to all federal, state, and local laws and ordinances, and University policies, procedures, and regulations, including the Student Handbook.

If a resident breaches any provision of this Agreement, the resident may be subject to loss of housing, disciplinary action, and may be liable for the damages. This agreement becomes legally binding on the date the student electronically signs their application. The Housing Agreement can be found in its entirety at drexel.edu/housing.

CANCELLATION OF THE HOUSING AGREEMENT

Residents may seek to cancel their Housing Agreement by submitting a Request for Release from the Housing Agreement. Any resident requesting cancellation of the Agreement must complete and submit a Request for Release form along with appropriate supporting documentation to the University Housing Office. The Request for Release form is available at drexel.edu/housing as well as in the Office of University Housing.

If a cancellation is approved for the current term, residents are required to check out within forty-eight (48) hours. If approved for future quarters, residents are required to check out at the end of their remaining assignment. Residents failing to adhere to this schedule may be assessed fines.

CANCELLATION FOR ACCEPTABLE REASONS

If a resident seeks to cancel the Housing Agreement for a reason deemed acceptable by the University, the Request for Release will be approved on the date of receipt by University Housing of the Request for Release form, together with the supporting documentation specified below.

Acceptable Reasons include:

- Not Attending University – Required supporting documentation: a signed letter from first-year students and transfers only, stating their intent not to enroll at the University. The housing deposit is nonrefundable.
- Academic Withdrawal from the University – Required supporting documentation: a completed Undergraduate Withdrawal Form. The housing deposit is nonrefundable.
- Co-op Outside the Area – Required supporting documentation: a Request for Release form signed by a resident's co-op advisor confirming the resident's acceptance of a co-op assignment outside of a 10-mile radius of the University’s campus. Additionally, the resident must provide verification of resident's new residence located outside a 10-mile radius of the University's campus.
- Study Abroad – Required supporting documentation: a Request for Release form signed by the Study Abroad Office verifying participation in a Study Abroad program.
- Taking a Quarter Off (Leave of Absence) – Required supporting documentation: a signed letter from the resident stating their intent to take a quarter off by not registering for classes or co-op for any given quarter. The housing deposit is nonrefundable.

CANCELLATION FOR UNACCEPTABLE REASONS (ANY REASON OTHER THAN REASONS DEFINED AS ACCEPTABLE ABOVE)

Residents seeking to cancel the Housing Agreement for any reason other than those specified above will be subject to cancellation fees. A resident's contractual obligation for another living arrangement will not be honored as a valid reason for release from the Housing Agreement. A cancellation fee schedule can be found in the University Housing Agreement and on the University Housing website. All residents cancelling housing for unacceptable reasons will forfeit the housing deposit, regardless of cancellation date.

In the event a resident fails to provide written notice using the Request for Release form of their intention to cancel the Agreement, or fails in any other manner to comply with the cancellation provisions of the Housing Agreement, the resident will be liable for all housing charges for the remainder of the term of the Housing Agreement. A resident must clearly indicate their intention to cancel each quarter to which the Housing Agreement is applicable, for example, cancellation of the Housing Agreement with respect to the fall quarter will not be effective with respect to the winter and/or spring quarters unless the Request for Release form clearly states that intention.

The cancellation fee for residents cancelling their housing contract for an Unacceptable Reason will include a cancellation fee for each quarter that is cancelled. If the Request for Release form does not indicate any and all subsequent quarters that the resident seeks to cancel, the resident will be responsible for a cancellation fee for each subsequent quarter in accordance with the deadlines in the cancellation fee schedule.
Residents deemed ineligible for University Housing or who have their Individual Housing Agreement cancelled by the University will incur cancellation fees according to the Cancellation Fee schedule. The cancellation fees will be determined based on the date the resident is deemed ineligible for University Housing. This includes those students who may be suspended by the University through the Office of Student Conduct and Community Standards.

ROOM USE AND OCCUPANCY

All residents of a room are responsible for what occurs in their room.

University Housing and Residential Living expect that rooms in University residences are to be occupied by the students who are assigned to the space in the University Housing database.

Students are expected to move into the exact bedroom to which they are assigned particularly in suite and apartment-style residences. Students who move into the incorrect room will be required to move back to their originally assigned space (and may be charged damage fees if additional cleaning is required). In cases where half or part of the bedroom is vacant, students should keep those areas available for move-in at all times. Students may be assigned to that space with minimal notice in emergency situations.

Any individual found to be residing in a student room without a room assignment will face disciplinary action for theft of service.

FORCIBLE REMOVAL

Residents who leave excessive personal belongings in the room, suite, or apartment after vacating the premises will be assessed additional removal costs (costs that include professional moving services and packaging). All forms of currency, personal identification, keys and/or jewelry will be provided to Public Safety.

Students’ Drexel University-provided email address serves as their official email address. Notifications are sent to students at this email address only. It is the student’s responsibility to check their Drexel University email regularly. Residential Living and University Housing will attempt to contact the individual(s) to arrange retrieval options.

Those individuals who fail to respond to contact attempts made by Residential Living and University Housing will result in loss of personal belongings. Loss includes discarding, donating, or shipping personal belongings to the permanent home address on file, at the student’s expense, after ten (10) business days with no response.

DISEASE CONTROL AND PREVENTION (PARASITES)

In the past few years, there has been a resurgence of reports of bedbugs in Philadelphia. Each year, the University receives reports of possible cases of bedbugs where the majority of reports have been found to be negative.

The University recognizes its responsibility to investigate every report, take all possible precautions to prevent the spread of an infestation, and eradicate any confirmed problems. To effectively accomplish these objectives, cooperation is critically important. Residential Living and University Housing need to partner with students in adhering to the proper protocol.

All residents of a room are responsible for what occurs in their room to maintain a comfortable and safe living environment. All residents are encouraged to report information regarding parasite concerns (bedbugs, scabies, etc.) to their RA, RDC, AD/RD, RD, University Housing Office or Public Safety.

Reported parasite concerns will be inspected by a University-contracted pest control vendor and the Drexel University Department of Environmental Health and Safety. In the event that a reported parasite concern is confirmed positive by a University-contracted pest control vendor and the Drexel University Department of Environmental Health and Safety, Residential Living and University Housing will provide residents with initial treatment resources and education as outlined by the Drexel University Department of Environmental Health and Safety.

Residents should be prepared to follow written instructions provided by University Housing prior to treatment. Residents who fail to comply with provided treatment instructions will be liable for all additional treatment procedures and may face disciplinary action through the Student Conduct Process.

2-Year Residency Program

Drexel’s Residency Program has been developed to provide a living environment that complements the student’s educational experience and contributes to the student’s growth as a member of the University community and beyond. To facilitate this experience, full-time undergraduate students whose permanent address, as stated in their official University Record, is approximately outside of a 10-mile radius of the University City campus, are required to live in a Drexel Residence Hall for their first (freshman) year and in a Drexel Residence Hall or University-affiliated housing for their second (sophomore) year.

Under the program, first-year (freshman) students live in a Drexel Residence Hall; second-year (sophomore) students may live in a Drexel Residence Hall or University-Affiliated Housing (American Campus Communities’ The Summit, University Crossings, or Chestnut Square). Sophomores may also live in a Drexel fraternity or sorority house with invitation from the organization.

Please contact housing@drexel.edu for more information regarding Drexel University’s Residency Program.
13. UNIVERSITY HOUSING – 34TH STREET RESIDENCES

The University manages and provides oversight for nine properties that house fraternity/sorority organizations as part of the 34th Street Housing program:

- 200 North 34th Street Sigma Phi Epsilon
- 202 North 34th Street Delta Zeta
- 204 North 34th Street Alpha Epsilon Pi
- 206 North 34th Street Alpha Chi Rho
- 208 North 34th Street Alpha Sigma Alpha
- 210 North 34th Street Pi Kappa Alpha
- 212 North 34th Street Delta Phi Epsilon
- 3411A Powelton Avenue Phi Sigma Sigma
- 3411B Powelton Avenue Phi Mu

Likewise, the University has a relationship with the respective Alumni boards that manage the following houses on University property:

- 214 North 34th Street Delta Sigma Phi
- 216 North 34th Street Theta Chi
- 216 North 33rd Street Alpha Pi Lambda
- 3401 Powelton Avenue Lambda Chi Alpha
- 3405 Powelton Avenue Pi Kappa Phi

All students living in the 14 residential buildings that make up 34th Street Housing are subject to residential policies and procedures.

House Directors

The University-managed properties listed above house a live-in house director, a member of the Office of Residential Living and Student Conduct staff, who acts as a liaison between the University and the respective fraternity or sorority.

House Directors (HDs) are trained graduate students who live with the residents and serve as mentors, resources, and facilitators of community. HDs set norms for the residential community and work with residents to plan social and educational events; they also play a role in enforcing Drexel University’s Student Code of Conduct.

Residential Policies and Procedures

The following policies and regulations were developed in accordance with the fire, health, safety, and maintenance standards critical to maintaining a safe residential community while protecting students’ rights and acknowledging students’ responsibilities. Compliance with these policies and regulations contributes to the creation and maintenance of a productive living and learning residential experience. Drexel University students are responsible for knowing and abiding by the following residential policies. Failure to abide by any of the following policies will subject the student to disciplinary action.

Section I. Residential Policies
Section II. Individual Room Policies
Section III. Building-Specific Policies and Information
Section IV. University Housing: Policies
Section V. University Housing Services
Section VI. Administrative Sanctioning Policy

Residential Policies

ALCOHOL AND OTHER DRUGS

University Housing and FSL support and expect adherence to established University policies and state law regarding the use of alcohol and other drugs. Only those residents residing in the Chapter House who are of legal age may possess and/or consume alcohol. Alcohol consumption is not permitted by anyone in adjacent areas to the properties such as balconies, parking lots, patios, porches, lawns, etc. Fraternities and sororities wishing to host an event where alcohol will be present must adhere to the Events with Alcohol guidelines supervised by FSL. Drinking paraphernalia including, but not limited to, empty bottles, funnels, and beer pong tables are not permitted. Drinking games including, but not limited to, beer pong, flip cup, shots of any kind, are not permitted in the property.

Regardless of ownership or origin, any of the following items found in the 34th Street properties will be confiscated: unauthorized alcoholic beverages such as, but not limited to, alcoholic beverages found in the possession of minors, kegs, beer balls, taps or other mechanisms used to dispense alcohol. Public Safety staff is authorized to confiscate and dispose of such items.

COMMUNITY-DEVELOPED POLICIES

Residents of each Chapter House are required to abide by all policies of University Housing, Residential Living and Student Conduct, Fraternity and Sorority Life and any Chapter-related policies.

COMPLIANCE WITH BEHAVIOR STANDARDS

Residents and their guests are expected to treat others with respect and consideration and to maintain a comfortable and safe living environment. Residents are required, as a condition of continued residence, to comply with the University’s Code of Conduct.

COMPLIANCE WITH UNIVERSITY STAFF MEMBER REQUEST

All Drexel University students and their guests are expected to adhere to requests made by any University staff member performing his/her duties.

DAMAGE/VANDALISM

Students are encouraged to report any information regarding specific acts of vandalism to their House Director, the Offices of University Housing, and Residential Living and Student Conduct.

Residents are expected to treat the house with respect and care for the environment. Residents are expected to adhere to their Chapter License Agreement with respect to improvements of the Chapter house.
Residents who are found responsible for damage will be liable for any damage and/or loss to a residential facility or its furnishings and may face disciplinary action through the Student Conduct Process.

Whenever possible, repair or replacement costs will be assessed to the individual(s) responsible; when this is not possible, costs may be assessed to the Chapter organization. The resident agrees to satisfy all damage assessment charges billed by the Office of Student Accounts by the indicated due date.

Residents will be held responsible for the condition of the room to which they are assigned as well as for the repair of any damages to public areas.

Each room is inspected during check-in and a Room Condition Report (RCR) is completed. The residents of each room will be asked to check the information on the RCR and sign it. As each resident checks out, the room will be inspected against the RCR to determine if there are any damages. The Office of University Housing will place damage charges onto student accounts. In the case of damages to public areas, a bill will be issued to the responsible person as soon as the cost of repairs can be determined.

DAMAGE OR LOSS OF PERSONAL AND COLLEGE PROPERTY

The University is not liable for any loss or damage incurred to the resident's personal property, whether by flood, fire, theft, or any other cause.

Residents of University housing are expected to provide adequate insurance coverage for all personal property. Residents assume any and all liability for damage or claims that result from their own negligence, as well as any negligence of visitors or guests.

Residents are liable for any damage and/or loss to a room, its furnishings, or any other part of the Chapter House. Misuse, abuse, theft, or damage to personal property by one resident or group of residents to another is not permitted.

ENDANGERING BEHAVIOR

Any student action that may lead to physical harm to oneself or others is considered endangering behavior and will typically result in removal from University-provided housing, disciplinary action (including cost of repair and/or cleaning), and/or criminal charges.

Residents are not to engage in behaviors of disorderly or disruptive conduct at any time of day or night that is inconsistent with the healthy functioning of our residential community.

Residents found responsible for causing unnecessary garbage and debris in the hallway will be billed accordingly.

In situations when an individual or group poses an immediate threat to the health, safety, or property of others or of oneself, the individual or group can be relocated or removed from University residences prior to a hearing to address the specific behaviors. The decision to remove or relocate rests with the executive director of the Office of University Housing and Residential Living and Student Conduct.

EXTERIOR

The exterior of all residences shall be properly maintained as to keep a clean appearance, meaning free of clutter, trash, and unapproved furniture.

Porches shall be free of (this list is not exhaustive):
- Flammable liquids and gases
- Sofas and other unapproved furniture
- Trash

PRIVACY

Living together with many fellow students who share common themes and values in a University residence is a wonderful experience that can truly enhance your academic career. All residents are encouraged to communicate their needs clearly, using roommate agreements, regarding privacy matters with roommates and housemates. All residents should expect to maintain personal privacy within their student rooms and community bathroom facilities. Students who violate an individual’s privacy by entering their room without permission or invade their privacy within bathroom facilities will likely face disciplinary action. All houses are single-gendered. Cohabitation is prohibited.

When having guests, each resident should be conscious of the privacy of his/her roommate. Residents should exercise their right to privacy responsibly and conduct themselves appropriately, being mindful of extra responsibilities and social obligations of having guests. The right to privacy does not imply the right to violate the applicable regulations of the 34th Street Housing Regulations, or University, city, state, or federal laws.

SHARING OF PERSONAL INFORMATION

Residents who reserve the right of privacy (how and if personal information can be shared with the campus community such as email addresses and phone numbers) will not have any information given out regarding their hall and room assignment, home address or phone number by the Office of University Housing staff to unauthorized parties.

PETS

Students may not at any time be in possession of animals except for fish, even for short-term visits, in University-owned or-operated residential facilities, unless prior approval is provided through the University’s policy on Assistant and Service Animals.
Fish may be kept in a 15-gallon or smaller tank. The occupants of the room will assume all charges for damages related to the use or malfunction of the aquarium.

**QUIET/COURTESY HOURS AND NOISE**

Courtesy hours serve as a reminder to all residents of the primary rights to sleep and study in residential communities. Students are expected to exercise courtesy when playing music or participating in other activity that may disturb other residents and/or interfere with the attempts of others to study.

All residential communities will adhere to 24-hour courtesy hours.

Quiet hours are Sunday–Thursday from 10 p.m. until 10 a.m. and Friday/Saturday from 2 a.m. to 10 a.m. or as deemed appropriate by the House Director staff. During final exams, 24-hour quiet hours are enforced in the 34th Street houses.

Quiet hours are times when noise from speakers, televisions, computers, and conversations must not be clearly audible in private rooms from areas such as hallways, adjoining rooms, or through open windows.

Courteous hours are times when residents are expected to keep from unduly interfering with anyone else’s ability to sleep, read, or study.

**SMOKING**

Smoking is not permitted in any University-owned or -leased residential facility, including all fraternity and sorority houses. Students found smoking will face disciplinary action. Students will be charged for any related maintenance or cleaning as the result of smoking in a residential facility. Smoking is prohibited around all entrances, exits, and perimeters of residence hall buildings. See Smoke-Free University in the Drexel University Code of Conduct.

**Individual Room Policies**

**COOKING**

Each house has a community kitchen that serves as the primary source for cooking and storing food.

**DECORATIONS**

Residents are encouraged to decorate their assigned houses in order to make their residential community feel like home. Residents are expected to decorate with adherence to the following:

- All decorations must be fire-resistant.
- Only Underwriters Laboratory (UL) or Factory Mutual (FM) approved cool bulbs are allowed. Natural trees and cut tree boughs are not allowed in any University residential properties.

- Students are not permitted to hang any items from the sprinkler piping, sprinkler heads, or any room electrical wiring.
- Students are not permitted to hang or store personal belongings within 20 inches of sprinkler heads.
- Decorations may not obstruct free passage of the hallways or entry/exit to the room.
- Decorations must not cover more than 40% of the available wall space.
- Electrical decorations must be kept away from metal door frames; lights must be strung so a door will not close on the wiring.
- No permanent alterations may be made to the house.

**GUESTS AND VISITORS**

Guests are defined as individuals who are not assigned to the Chapter House through the Office of University Housing. All guests to a room are subject to the agreement of all room residents.

The presence of guests may not restrict free access for legitimate occupants to any common space and any private space they may have or create any situation that infringes on the need of roommate(s) and/or housemate(s) to remain undisturbed. Residents should work to reach an amicable agreement on the presence of guests in the Chapter House. Although the primary purpose of these spaces is to provide a safe and welcoming environment for learning, it is also a home. Roommates and/or suitemate(s) who are unable to reach a livable solution should work with their House Director staff to find common ground.

Residents are allowed to have overnight guests. An overnight guest is defined as anyone in the resident host’s room anytime between 3:30 a.m. and 7 a.m. Guests are allowed to visit in a student room for a period not to exceed three consecutive nights. Guests may stay no more than three consecutive nights on campus. Hosts must check with their roommate(s) for approval before inviting a guest to the room. If the roommate(s) do not approve, the guest cannot stay in the room. Students with concerns regarding guests should talk to the host, and then if necessary, with their House Director.

Hosts are responsible for the actions of their guests and will face disciplinary action if their guest violates University or Residential Life policies. Hosts should familiarize guests with community expectations.

**LOCKOUT POLICY**

When locked out, a student should first contact their house manager and then the House Director on duty for entrance.

**OPEN FLAME**

Open flames are not permitted. Open flames are a leading cause of house fires nationwide. The lighting and burning of candles, incense, or any other item with an open flame is not permitted. Candles are not permitted for decorative purposes.
PERMITTED AND NON-PERMITTED ITEMS

There are various items that are not appropriate for use in student rooms for safety reasons. Possession of one or more of these items can subject the occupant(s) of the room to a fine and possible disciplinary action. Examples of Non-Permitted Items (this list is not exhaustive):

- 2.4 GHz cordless phones
- Black lights
- Candles
- Extension cords
- Flammable liquids, gases, or other substances
- Halogen lamps
- Hammocks (in residential rooms)
- High-wattage electrical appliances
- Hot plates
- Hoverboards
- Illegal drugs
- Incense and incense holders
- Indoor grills
- Live or cut Christmas trees
- Lofts
- Outside antennas and/or satellite dishes for television/radio reception
- Outside routers for Internet usage (see drexel.edu/it)
- Pets (unless prior approval via the University's policy on Assistant and Service Animals)
- Popcorn poppers
- Portable space heaters; electrical appliances with a heating element
- Sandwich makers
- Toasters
- Toaster ovens
- Waterbeds
- Weapons

ROOM ACCESS

Students are encouraged to lock their doors at all times. Students are encouraged to report the presence of any suspicious persons or unusual activities in or around the Chapter House to the Offices of University Housing and Fraternity and Sorority Life and/or Public Safety.

Room keys or entrance door access devices are not provided to guests.

Students should not enter another resident’s room without the knowledge and consent of the occupant(s), regardless of whether or not the door is closed and locked.

The University reserves the right to enter a resident’s room for the purpose of investigation, inspection, and repair or in cases of clear emergency. (See Room Inspection/Search Policy for additional information.)

Residents are not to tamper with automatic door locks or prop open doors with automatic closures including Chapter House front doors.

Residents are not to enter/exit through fire doors except during fire alarms/drills.

In cases of emergency, students are encouraged to use the following emergency resources:

- 911
- Department of Public Safety, 215.895.2822
- Emergency call boxes located throughout campus
- Fraternity and Sorority Life staff (i.e., HDs, coordinator for Fraternity and Sorority Life, and the assistant dean of students)

ROOM KEYS

A room key is issued to each student assigned to a University-owned or -leased residence. Students are responsible for picking up their keys and locking their rooms.

Keys are the property of Drexel University. Only one room key per occupant will be issued.

Students are not permitted to lend or give their room keys to anyone. Students may not make copies of their room key. Students are not permitted to put their own locks or alarms on any doors.

Keys must be returned to the House Director of the building from which you are checking out prior to your departure. Residents will be charged for the cost of replacing the locks for that room if keys are not returned. Lost or misplaced keys should be reported to the House Director immediately. Keys must be returned in person to the residence hall desk at time of move out and will not be accepted through the mail.

ROOM INSPECTIONS/SEARCHES

The University recognizes and respects each resident’s desire for privacy, especially within the context of a group living environment. However, the University reserves the right to enter and inspect any student room at any time without permission or consent of the room occupant(s) to provide emergency service or general maintenance work, make safety or condition inspections (see Safety and Sanitation/Maintenance Policy), or investigate possible violation(s) of University, city, state, or federal regulations. The following procedures have been developed as a guide for University employees in the performance of duties and maintaining a resident’s privacy.

The rooms shall be entered in the resident’s presence or absence by authorized University personnel when there is reasonable cause to believe:

- A resident’s safety may be in jeopardy.
- A room or its furnishings may be damaged.
- Custodial or maintenance functions must be performed.
- There is reasonable cause to believe that University, city, state, or federal laws are being violated.
- Sanitation, safety and/or damage inspections are to be completed (see Safety and Sanitation/Maintenance Policy).
- There is reasonable information to suggest stolen property is located in the residential space.

General guidelines for administrative room searches are as follows:

- Under no circumstances should an inspection be authorized or conducted without Student Life approval.
- A professional member of the Student Life staff must be on site supervising the inspection procedure.
• The actual inspection in the room will be conducted only to the extent necessary to locate the object(s) being sought.
• A report detailing the inspection will be made to Student Life.

ROOM FURNISHINGS

In all University residences, each resident is provided with a bed frame, mattress, desk, desk chair, dresser, and closet/wardrobe.

All supplied furniture must stay in its designated room. Furniture cannot be removed from assigned room. Furniture must be used for intended purposes. Students are not permitted to leave room furnishings in common areas, hallways, or corridors.

Furniture found in any of these areas will be returned to the student's room and a fine for obstruction of egress and a moving charge will be assessed to the student for each incident.

Cinder blocks are not permitted in University residences. Lofts of any type are not permitted.

Ping-pong tables, pool tables, video arcade games, and other large game tables (by use or function) are not permitted due to limited room space and potential disruption to other students.

ROOM USE AND OCCUPANCY

All residents of a room are responsible for what occurs in their room. University Housing and FSL expect that rooms in University residences are to be occupied by the students who are assigned to the space in the University Housing database. Any individual found to be residing in a student room without a room assignment will face disciplinary action for theft of services.

SAFETY AND SANITATION INSPECTIONS/MAINTENANCE

Safety and Sanitation Inspections: Safety and sanitation inspections are conducted each term. Best efforts will be made to notify students of the date of the inspections. Should a resident not be available at the time the room is to be inspected, staff members will conduct the inspection in the resident's absence.

Maintenance Needs: Students should report maintenance needs by filing a work order request; instructions on completing a work order request can be found on DrexelOne.
FIRE SAFETY

Fire Equipment/Drills: All University residences are required by law and insurance regulations to provide a fire alarm system. Fire safety equipment in 34th Street Housing includes fire alarm pull stations, fire hoses, smoke and heat detectors, fire extinguishers, water standpipes in high-rise buildings, and sprinkler systems. Door closers and posted evacuation plans are considered fire safety equipment. A fine will be assessed to individuals found responsible for tampering with fire safety equipment or intentionally setting off a fire alarm.

Fire drills are conducted each quarter and each building is completely evacuated. Any resident who fails to leave the building whenever the fire alarm is engaged will be subject to disciplinary action and possible fines. In the event of a false fire alarm, the City of Philadelphia may fine the University to cover the cost of responding to the false fire alarm. Be advised that this fine, which could be in excess of $500, will be assessed to any resident(s) found responsible for initiating a false fire alarm.

FIRE EVACUATION PROCEDURES

The Philadelphia Fire Department has approved the following fire evacuation procedures. If a resident discovers fire or smoke, the building alarm should be activated. Each resident should be familiar with the location of the alarm signal stations and how they operate.

To vacate in the safest possible manner, residents should:

• Feel the door that leads from the room to the corridor before opening it. If the door is hot or smoke is seeping in, do not open the door.
• If trapped in the room and unable to reach the fire exit, keep the door closed, and seal any cracks. If a telephone is available in the room, call the fire department by dialing 911. Give the name and location of the building and the room number.
• If a telephone is not available, open a window for air and signal for help.
• If the door feels cool, open it cautiously. Be braced to slam it shut if the corridor is full of smoke or if heat pressure is felt against the door. If the corridor is clear, close the door when leaving the room, proceed to the nearest fire exit, descend to street level, and leave the building. Move to the designated evacuation area.
• If caught in smoke or heat, stay low where the air is clearer. Take short breaths through the nose until a fire exit is reached.
• Do not use elevators. Elevator shafts are like chimneys. Smoke could enter the elevator shaft, thereby asphyxiating the occupants trying to evacuate the building.

Disabled persons: Responsible individuals who live in the same area as a disabled person should assist that person to the area of refuge or appropriate egress and notify building staff. Important: Be sure the fire exit doors are kept closed at all times so smoke cannot enter the stairway. If at any time a fire exit door is observed being tied or propped open, please report the information to the House Director.

IDENTIFICATION CARD: DRAGONCARD

Students must carry their Drexel ID at all times. Students are required to present their Drexel ID to any University staff member when requested by that staff member acting in accordance with his/her responsibilities. Students may not attempt to falsify or tamper with a Drexel ID to gain entry to the Chapter House or for any other purpose. Damaged or non-working IDs must be replaced. A student may not give his/her ID to another individual to gain entry into the Chapter House or for any other purpose. A student may not use another individual’s ID to gain entry to a Chapter House.

MAIL AND PACKAGE DELIVERY

The United States Postal Service (USPS) delivers mail to each Chapter House directly when the parcel is correctly addressed. Chapter House leadership is responsible for developing a system for mail to be distributed within the Chapter House.

The University Housing Office is not responsible for forwarding mail to off-campus locations once students have vacated their rooms.

ROOFTOPS/WINDOWS/BALCONIES

Students who are present on the roof or any other architectural feature not designed for recreational or functional use will be subject to fines, assessments for any damage, and possible disciplinary action if the student’s presence is not caused by a valid emergency. The University assumes no financial or legal responsibility for any student injured as a result of such action.

SOLICITATION AND SELLING

Solicitation and selling by students and all others are not permitted in University-owned residential facilities except by written authorization from FSL in consultation with University Housing.

No person, organization, or department can conduct business, sales, or solicitation in any University residential building. No person, organization, or office may enter these facilities to distribute or collect questionnaires and surveys and/or to collect any other information in person from students in their place of residence without obtaining advance written permission from the University. No deliveries may be made to individual rooms unless the Office of University Housing has granted prior permission.
University Housing: Policies

By agreeing to the terms of the Housing Agreement, the resident agrees to adhere to all federal, state and local laws and ordinances, and University policies, procedures and regulations, including the Student Handbook. If a resident breaches any provision of this Agreement, the resident may be subject to loss of housing and disciplinary action, and may be liable for the damages. This agreement becomes legally binding on the date the student electronically signs their application. The housing agreement can be found in its entirety at drexel.edu/housing.

CHECKING IN

Upon the initial arrival to the Chapter House, residents are required to complete the check-in section of the paperwork. After the paperwork has been completed, the resident will receive a key to his/her room. It is the responsibility of the resident to review the condition of the assigned room and inform the staff of any additions to the form within 48 hours of check-in. The Room Condition Report (RCR) officially documents the condition of the room at check-in. Failure to complete the RCR will result in the resident being responsible for all damages assessed at check-out.

CHECKING OUT

All students are required to officially check out of their space at the end of their assignment. In order to avoid an improper check-out fee, students are required to do the following:

• Remove all belongings from the bedroom (and Chapter House if appropriate)
• Clean the bedroom prior to departure, which includes wiping down all surfaces, vacuuming/sweeping the floor, and disposing of all trash.
• Return the key by completing an Express Check-Out.

CLOSURE AND TERM BREAK HOUSING

There is no fee associated with Term Break housing in 34th Street Housing for those residents who have an Individual Housing Agreement for both the preceding and following academic term surrounding the Term Break.

FAILURE TO CHECK IN (NO SHOW)

In the event that the resident does not check in/move in to the Chapter House, their may be designated as a No Show. The Office of University Housing may cancel the agreement or assign another student to the vacant room. The resident will be held accountable for fees totaling up to one quarter until a Request for Release is approved by the Office of University Housing. All Requests for Release are reviewed with Chapter House leadership before being processed.

PERSONAL PROPERTY INSURANCE

The University recommends that residents secure personal property insurance or homeowner’s or renter’s insurance to cover their personal items while on campus (see the Damage or Loss of Personal and College Property section of this document). Residents should keep a record of the serial numbers of all appliances, including television, stereo, computer, and camera equipment. All valuables should be marked with the resident’s first initial and last name.

REFUNDS

Refunds are based on when the Office of University Housing received the Request for Release form. Acceptable reasons are outlined in the Request for Release (Termination) section of the Housing Agreement. All other reasons are subject to the Termination Fee schedule outlined in the Housing Agreement. Residents should refer to the Housing Agreement for the Refund Schedule for Acceptable Reasons.

REQUEST FOR RELEASE (CANCELLATION)

The Housing Agreement constitutes a serious two-way agreement between the resident and Drexel University. In the event that you may be unable to continue to live in Drexel housing, you are required to complete the Request for Release Form. This request is subject to approval and cancellation fees may be imposed. Please see the Housing Agreement at drexel.edu/housing/forms for full details. Under the Chapter License Agreement, University Housing will consult with the fraternity/sorority before releasing a student from their Individual Housing Agreement.

ROOM ASSIGNMENTS

The Office of University Housing issues all housing assignments to students with signed Housing Agreements. Chapters may provide input on House rosters by submitting their rosters to the Office of University Housing prior to the start of the academic term.
University Housing: Services

CABLE TELEVISION

Cable television is provided by a local cable provider.

CUSTODIAL SERVICES

Light custodial services are provided for the Chapter House to supplement cleaning organized by the Chapter residents. Students are provided an option for requesting additional services through University Housing.

COMPUTER NETWORKING

ResNet provides each on-campus resident with an active computer network jack that provides access to the Drexel network and Internet. To use this service, residents will need to provide their own Ethernet-equipped computer. The ResNet helpline can be reached at 215.895.2020.

PARKING

Students may purchase parking permits at the Parking Services Office located at 3030 Market Street, Room 124. Please visit drexel.edu/parking or call 215.895.2813 for more information.

PAYMENTS

All housing fees are payable to “Drexel University.” Payments are due in full according to the amounts and schedules posted by the Bursar’s Office.

PEST CONTROL

Pest control is of particular concern in an urban environment. University Housing provides weekly service to all public areas and an ongoing aggressive extermination program for all buildings.

Any resident wishing to have his or her room exterminated during the course of the year may do so. This service can be requested by submitting a work order request. Private room exterminations are completed on the same day that the public areas are completed in a particular building.

REPAIRS

Any repairs needed to a residential room can be obtained by completing a maintenance request form on the University Housing website at drexel.edu/housing. Emergencies or special problems should be reported immediately to the House Director. Residential Living and University Housing recognizes its obligation to maintain its facilities in reasonable working order. Occasionally, breakdowns will occur that require complete replacement or extensive repairs of equipment. The University will pursue the necessary repairs or replacement as quickly as conditions allow, but the University cannot accept responsibility for any inconvenience or loss to residents in such an event.

ROOM CLEANING

Custodial services are provided to every University-owned or -operated residential facility. The duties of the custodians are to keep the common living areas clean, empty trash and recycling in common areas, and otherwise keep buildings up to University standards.

Residents are required to maintain their rooms in a clean and safe condition. Custodial service is provided for public areas only. Food in the room must be kept stored in sealed containers. Any spills of solid food or liquids must be cleaned up immediately. Before vacating the assignment, residents are required to remove all trash and debris from their rooms, place all trash in plastic or paper bags, and dispose of the bags in the proper location.

UTILITIES

Drexel purchases electricity, water, and steam from public utilities for heating, lighting, and air conditioning. Occasionally, disruptions in service will occur, particularly during storms. Drexel is not responsible for any inconvenience or financial loss to residents during such external or internal disruptions. Repairs are handled on an emergency basis due to the nature of the use of our buildings. Drexel works closely with the utility companies to ensure that service is restored at the earliest possible moment. Repairs to internal equipment are also handled on an emergency basis seven days a week by Drexel staff.

In regard to heating and air conditioning, note that uncertain and sudden changes in the weather (particularly in October and April) often cause some slight discomfort to residents, since it takes two to three days for residual heat or cold to “work out” of the buildings and their environment systems. Therefore, a decision to turn heating or air conditioning on or off is made by the University Housing staff based on the severity of the change in weather as well as the forecast for the continuation or immediate moderation of the weather change.

The Office of University Housing will purchase and install air conditioning units in residential bedrooms. Air conditioning units are not purchased for public spaces. Air conditioning units purchased by the organization for public spaces will be installed by the University at no cost.

14. STUDENT CENTER FOR DIVERSITY AND INCLUSION (SCDI)

Creese Student Union, Lower Level
3210 Chestnut Street
215.859.2662
inclusion@drexel.edu
drexel.edu/studentlife/inclusion

The Student Center for Diversity and Inclusion (SCDI) supports Drexel University’s commitment to being a welcoming, inclusive, engaging, and diverse community with an atmosphere of mutual respect.
With a philosophy of intentional advocacy and community building at its core, the SCDI supports our diverse student communities including but not limited to those who identify as LGBTQ (Lesbian, Gay, Bisexual, Transgender, and Queer) and ALANA (African, Latino/a, Asian, and Native American), as well as the Religious and Spiritual communities on campus.

Visit our website for more information about:
- New community spaces (TLU, LGBTQA-SC, etc.)
- Diverse student organizations and leadership development
- Diversity-related education
- Opportunities to get involved
- Individual student support
- Resources on and off campus

15. INFORMATION TECHNOLOGY

215.895.2020
consult@drexel.edu
drexel.edu/it

The Office of Information Technology (IT) provides support to the Drexel community for wired and wireless (DragonFly3) Internet access, Drexel computer accounts and email, Office 365, Drexel Learn (for online course content), DrexelOne, site-licensed software, residential phone and TV setup, and much more. Take a look at our student services page at drexel.edu/it/students for more information about these and other services.

The Tech Lounge on the Square in University City and the New College Building (245 North 15th Street) provide walk-in technology support as well as support via phone, email, and online chat. The Tech Lounge on the Square in University City provides printing access for students.

Information about discounted software and computing equipment to help you make informed choices can be found at drexel.edu/it/computers-software. Vendors such as Dell and Apple offer educational discounts, special pricing, and rebate incentives when you purchase via the DrexelOne “Campus + Communities” tab.

16. INTERNATIONAL STUDENTS AND SCHOLARS SERVICES

215 Creese Student Center
215.895.2502
isss@drexel.edu
drexel.edu/isss

International Students and Scholars Services (ISSS) provides assistance to all non-immigrant visa holders at Drexel University. ISSS advises international students and scholars on immigration-related and cross-cultural adjustment issues. The international student advisors in ISSS assist with work authorization, program transfers and extensions, and other immigration-related advising.

Additionally, ISSS provides cultural and educational enrichment activities throughout the year. All international students at Drexel University must follow all rules pertaining to their immigration status and all University policies, rules, regulations, or standards of conduct put forward in this Handbook. Please see drexel.edu/isss for detailed information about ISSS and programs.

17. LGBTQA STUDENT CENTER

Creese Student Center, Lower Level, Room 48C
3210 Chestnut Street
215.571.4653
inclusion@drexel.edu
drexel.edu/studentlife/LGBTQA

The Student Center for Diversity and Inclusion (SCDI) supports the Drexel LGBTQA Student Center (LGBTQA-SC), which has the mission to support the development, growth, and education of Drexel students with the intent to serve as a safe and inclusive location for the LGBTQA community and their allies on campus.

Visit our website for more information about:
- LGBT-related programming
- LGBT-related education
- Individual student support
- Resources on and off campus
- Frequently asked questions
- Resources for Transgender students

18. LIBRARIES

drexel.edu/library

Drexel University Libraries is dedicated to helping students succeed in their coursework and to become well equipped for the information-rich workplace they will enter as alums. With nearly a million books, journals, and electronic resources, and over 55 dedicated staff, the Libraries provides students with access to the resources they need to undertake coursework and to build their research skills to become independent lifelong learners.

There are four physical libraries, offering access to collaborative and individual study spaces and convenient expert guidance. Designated 24-hour spaces are available at each campus, providing safe, computer-equipped, around-the-clock learning environments. Please visit library.drexel.edu/hours for hours by location.

More information about the Libraries, including access to electronic resources, research assistance, and library guides, is available at drexel.edu/library.
19. OMBUDS

drexel.edu/ombuds
(Also see Section 5: Complaint Resolution)

The president of the University appoints the ombuds. He or she is not any group or person’s advocate or representative, but impartially seeks to assist any member of the University community who believes an informal dispute resolution process might be helpful.

The role of the ombuds is to seek to resolve conflicts and complaints from the University community, students, faculty, and staff that are not subject to other dispute resolution processes. The ombuds seeks resolutions of problems by serving as an independent resource for listening to complaints, investigating facts, and offering advice and possible solutions.

In the course of this work, the ombuds has direct access to the president and all University offices and records germane to the matter being reviewed. Confidentiality is maintained to the extent possible in accordance with the interests of the complainant.

The ombuds does not make decisions or set policy, but makes suggestions and recommendations. The ombuds may present his or her findings and recommendations for resolution to the appropriate person(s) who may be part of the administration, faculty senate, staff, and/or community at large.

20. PARKING – UNIVERSITY CITY AND QUEEN LANE CAMPUSES

General Services and Parking Garage Facility
(34th and Market streets)
215.895.2813
parking@drexel.edu
drexel.edu/parking

Your vehicle is welcome on campus! Drexel Parking Services offers various parking options for the Drexel community as well as car-share and bike-share options. Please visit drexel.edu/parking for more information.

21. PENNONI HONORS COLLEGE

drexel.edu/pennonni

The Pennoni Honors College sponsors initiatives that serve Honors Program students and the Drexel community at large. The college encompass five distinct units that overlap in significant ways: the Honors Program serves selected high-achieving students with coursework and special programming; the Office of Undergraduate Research supports student research across the University and matches students with faculty mentors; the Center for Interdisciplinary Inquiry offers a changing series of cross-disciplinary courses as well as a program where qualified students can craft their own field of study; the Drexel Fellowships Office helps students prepare and apply for competitive grants and scholarships; and the Center for Cultural Media engages writers, intellectuals, celebrities, and faculty in publishing and broadcasting outlets for cultural study and analysis.

22. PHOTOGRAPHY FOR OFFICIAL UNIVERSITY USE

Drexel University reserves the right to photograph and/or film members of the University community including, but not limited to: its students, faculty, and staff, in situations appropriate to the image of an academic institution, and to publish likenesses in Drexel University publications, video, websites, news media, social media, or other recruitment or promotional materials.

23. PUBLIC SAFETY

drexel.edu/publicsafety

The Drexel University Department of Public Safety is a comprehensive public safety organization. The department accomplishes its mission, “To enrich the quality of life of our community by providing a safe and secure environment based upon effective relationships and excellence in service,” by integrating the best practices of modern public and private security, law enforcement, fire safety, emergency preparedness, and state-of-the-art technology. The Department provides numerous safety and security services and safety awareness training, and administers many community-oriented programs.

Drexel’s University City campus, Center City campus, and Queen Lane campus are situated in an urban environment. Keeping this in mind, consideration in any new construction or renovation planning includes lighting, video surveillance, electronic security systems, and environmental design techniques to provide the highest level of safety for our students, faculty and staff.

The Department of Public Safety maintains a close working relationship with local, state, and federal law enforcement agencies, local businesses, and academic institutions.

Responsibility for Campus Security

The Department of Public Safety is made up of five operating units that report to the vice president for Public Safety. They are: Police, Security, Operations, Fire and Emergency Services, Finance, and Administration. All Public Safety employees receive a variety of specialized and continuous training including first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED).

DREXEL UNIVERSITY POLICE DEPARTMENT

The Drexel University Police Department (DUPD) is accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The DUPD is composed of over 39 full-time armed and sworn police officers who are empowered to enforce federal and Commonwealth of Pennsylvania laws as well as City of Philadelphia Ordinances at the University’s three campuses. Drexel police officers may also initiate campus conduct board proceedings for violations of the Student Code of Conduct as a sole process for incident resolution or in addition to criminal charges.
Drexel University Police Officers are certified through the Commonwealth of Pennsylvania and are required to complete Pa. Title 53 basic certification training mandated by the Municipal Police Officers’ Education and Training Act.

Officers conduct vehicle, bicycle, and foot patrols and regularly meet and consult with students, faculty, and staff regarding crime prevention and safety issues and share tactical, strategic, and investigative information with other law enforcement agencies.

DUPD detectives are responsible for investigating crimes, complaints, and incidents that occur on campus property or within the University’s patrol boundaries.

SECURITY SERVICES

The Security Services Unit is responsible for security officer management of our contracted security partner Allied Barton Security.

The security officer force is comprised of 103 officers assigned to the University City campus and 64 officers assigned to the Queen Lane campus and Center City campus. Additional security services for the Center City campus are provided and managed by Tenet Health Care Systems.

Public Safety security officers provide service to the Drexel community 24/7 and are responsible for enforcing the policies and procedures set forth by Drexel University. Their primary role includes community patrols by vehicle, bicycle, and on foot, which are coordinated with Drexel University Police. They also provide a security presence in residential, academic, and administrative buildings, as well as special event security, and perform 24/7 Walking Escorts. These officers are unarmed and equipped with two-way radios used to maintain communication with the Public Safety Communications Center.

Drexel Public Safety security officers may detain individuals for violations when appropriate, until custody can be transferred to a University police officer. For violations of the University Student Code of Conduct, Public Safety security officers also make referrals requesting student conduct proceedings.

All security officers receive training in security principles, patrol techniques, authority of arrest, defensive tactics, emergency procedures, crisis intervention, Drexel community orientation, and 24 hours of field instruction prior to assignment. Public Safety security officers also receive CPR/first aid and AED training and are required to complete a certification examination.

FIRE AND EMERGENCY SERVICES

The Fire and Emergency Services Unit manages safety programs and provides emergency response, safety education and awareness training for all three University campuses. They also perform life safety inspections of campus buildings, fire system reliability testing, and evacuation and shelter-in-place drills. In addition, they participate in construction and renovation planning, serve as the University authority and liaison with regulatory agencies, and are responsible for special event fire/life safety.

This unit also has the important responsibility for the development, review, and oversight of DrexelALERT, which is the University's Emergency Management Plan.

OPERATIONS

The Operations Unit is responsible for radio and telephone communications, alarm monitoring, installation and management of security technology, crime data analysis, crime mapping, crime reporting, and Clery compliance for the Department of Public Safety.

Requests for service are processed through the Drexel University Public Safety Communications Center (DUPSCC), which operates 24-hours a day, seven days a week. The DUPSCC is staffed with highly trained personnel certified by the Association of Public Safety Communications Officials (APCO). In addition to receiving, processing, and responding to calls for service, DUPSCC personnel also monitor burglar, fire, and duress alarms from University buildings. They monitor the University electronic access control system, perform “virtual video patrols” of the campus using closed circuit TV (CCTV), and monitor the campus emergency telephone system.

The DUPSCC is also accredited by CALEA. The Drexel University Public Safety Communications Center (DUPSCC) is the only college/university communications center in the world with international accreditation.

The Drexel Department of Public Safety has introduced a new and powerful campus safety tool called Drexel Guardian that turns your cell phone into a personal blue light emergency phone. Open to all current students, faculty, and professional staff, Drexel Guardian is free and voluntary, and the information you provide is kept completely secure and confidential. All the information including location is only provided to campus police when you actively signal for help. In addition to providing more information during an emergency call, Drexel Guardian can also be used as a virtual campus escort. When you’re crossing campus alone, you can set a timer for reaching your target destination. If the timer is not deactivated after a series of reminders or when you reach your destination, Drexel University Police will be notified. Visit the Public Safety website at drexel.edu/publicsafety for details and registration information.

Oversight of the DrexelALERT Notification System also falls under the Operations Unit. This system enables fast and efficient dissemination of critical information to students, faculty, and staff through email and text messaging. More details are on page 40.
Reporting of Crimes and Incidents

Any student, faculty, or staff member who is a victim of crime, observes an incidence of crime, or witnesses suspicious activity should call the Department of Public Safety Communications Center using one of the following methods:

Dial 215.895.2222 for emergencies
Dial 215.895.2822 for non-emergencies
Use emergency call boxes (blue light phones)
DrexelGuardian Mobile Application

Anyone reporting an incident should be prepared to provide as much detailed information as possible such as location, name, time, date, and a description of the incident, and to speak in a clear and calm manner.

All calls to the Public Safety Communications Center are digitally recorded for safety and quality assurance purposes.

Missing Student Reporting Procedure

Drexel University seeks to establish a framework of cooperation among members of the University community aimed at locating and assisting students who are reported missing.

A student should be reported missing when someone has a concern regarding the immediate safety and security of the student or the student has been missing for 24 hours or more.

All reports of missing students must be directed to the Department of Public Safety, which has the responsibility and authority to investigate each report and make a determination whether the student is missing in accordance with this policy.

If you suspect that a student may be missing, contact the Department of Public Safety immediately at 215.895.2222.

When reporting a missing person, be prepared to provide the following information:

1. Your name and contact information
2. Name of missing student
3. Any/all contact information for the student
4. Time and date last seen
5. Location last seen
6. Last known destination
7. Names of acquaintances
8. Any additional information that may be important in helping to locate the missing person

Campus Incidents – Dissemination of Information

The Department of Public Safety works directly with the Philadelphia Police Department, other law enforcement agencies, businesses, and academic institutions to share information related to crimes that impact our campuses and the surrounding communities. The sharing of information allows the Department of Public Safety to provide students, faculty, and staff with information that allows individuals to make informed decisions while on campus or traveling in the surrounding communities.

DAILY CRIME LOG

The Department of Public Safety maintains a daily crime log of all incidents in the Public Safety Office located at 3201 Arch Street, Suite 350, during normal business hours. An online version of the daily crime log is available at drexel.edu/publicsafety. In order to provide the Drexel community with the most accurate information available, the crime log notes how each incident is classified related to the reporting requirements under state and federal laws. Please visit drexel.edu/publicsafety/crimereporting for daily updated information related to campus crime. Printed copies of the crime log are available upon request by calling the department of Public Safety at 215.895.1550.

STUDENT NEWSPAPER

The Department of Public Safety provides a summary of incidents and a copy of the daily crime log to the editing staff of the student run newspaper, The Triangle. The Triangle includes a summary of campus and community incidents during the regularly published edition of the paper.
Emergency Notification to the University Community

PUBLIC SAFETY ALERTS – (TIMELY WARNINGS)

Drexel University has implemented an emergency notification system called DrexelALERT, which enables fast and efficient dissemination of critical information to the Drexel University community including students, faculty, and staff of the Drexel University College of Medicine. The system would be activated upon confirmation of a significant emergency or dangerous situation posing an immediate threat to the health or safety of the community.

DrexelALERT allows the University to send alerts through text messaging and email to numerous devices such as mobile phones and email-accessible devices. This system provides Drexel University students, faculty, and staff with an additional layer of security and protection for emergency response. DrexelALERT works in conjunction with the University’s already well-established emergency communication methods, such as Drexel-wide broadcast emails, online via the drexel.edu homepage, and the coordinated use of public media outlets. The same procedures will be implemented for disseminating information to the larger community.

The effectiveness of this emergency notification system depends upon individuals providing accurate up-to-date personal contact information.

Visit drexel.edu/publicsafety/security/drexelalert for further assistance and more information about DrexelALERT.

WEBSITE

drexel.edu/publicsafety

The Department of Public Safety website contains current security- and safety-related information for the Drexel University community. The website provides instant access to policies and procedures, security tips, public safety alerts, reporting information, and information related to the Student Right to Know and Campus Security Act.

Situational Awareness and Crime Prevention Programs

EMERGENCY CALL BOXES

Emergency call boxes are strategically placed throughout the University City campus. The emergency call boxes, when activated, automatically contact the Department of Public Safety Communications Center and notify the dispatcher of the caller’s exact location. Whenever a call is received from an emergency call box, the Public Safety dispatcher will automatically dispatch police and security personnel to that location. The Public Safety dispatchers are trained to send officers to call box activations regardless if someone answers or not.

Students and staff are encouraged to learn the locations of the emergency call boxes and to use them for all security-related and emergency communications. Visit drexel.edu/publicsafety/operations/telephones for more information.

WALKING ESCORT SERVICES

The Drexel University Department of Public Safety provides walking escorts for all Drexel students, faculty, and staff, 24 hours a day, 365 days a year to allow safe travel from one location to another. Walking escorts are provided on all campuses to any location within the Department of Public Safety patrol area. On the University City campus, the area is 30th to 36th Streets / Chestnut to Spring Garden Streets. The Queen Lane campus also provides a mobile escort service to approved designated areas.

Escorts are also available from 10 a.m. to 3 a.m. between 30th and 42nd Streets from Wallace Street to Woodland Avenue and from 42nd Street to 50th Street from Market Street to Woodland Avenue via the University’s partnership with the University of Pennsylvania and University City District Ambassador Program.

To request a walking escort:

• Ask any Public Safety police or security officer on patrol or inside a building
• Call the Public Safety Communications Center at 215.895.2822
• Use one of the many University emergency telephones located across campus

Center City Campus

Request a walking escort by calling 215.852.7996. Drexel University offers walking escort services on the Center City campus Monday through Friday from 6–10 p.m., within the boundaries of Vine Street to JFK Boulevard and 16th Street to Broad Street.

Hahnemann University Hospital also offers walking escort services 24/7 from Vine Street to JFK Boulevard and 15th Street to Broad Street, by calling 215.762.7111.

MEDICAL ESCORTS

The Department of Public Safety provides medical escorts on all campuses for non-life-threatening medical conditions to Drexel University-approved hospitals, emergency rooms, and health care centers. For additional information, contact the Public Safety Communications Center at 215.895.2822.

CAMPUS SHUTTLE

The Department of Facilities Management provides campus shuttle service to the University community. Illuminated rooftop signs permit easy shuttle identification from a distance. Members of the Drexel community are permitted unlimited usage at no charge. Upon boarding the shuttle, individuals are required to present a valid Drexel ID to the driver.
Schedules for the shuttle are available online at [drexel.edu/facilities/transportation/busserviceschedules](http://drexel.edu/facilities/transportation/busserviceschedules) and at the Creese Student Center.

SAFEGUARD YOUR VALUABLES

“Safeguard Your Valuables” is an ongoing public safety awareness program, launched in collaboration with the Undergraduate Student Government Association (USGA) and Student Life, to further promote the idea that safety and security is a shared responsibility.

We encourage our Drexel University community to embrace that philosophy and take simple, yet important steps to keep their personal items safe.

- Keep your personal items with you or secured at all times
- Always lock and never prop doors
- Secure your bicycle with a U-Lock
- Remove personal and electronic items from vehicles that are in plain view
- Report suspicious activity to Drexel Police by calling 215.895.2222 or from any emergency phone

BICYCLE AND COMPUTER REGISTRATION

All Drexel students, faculty, and staff members are encouraged to register their bicycles and/or electronic device with Drexel Public Safety. The goals of this program are to heighten awareness in the University community, deter would-be thieves, and provide law enforcement with valuable crime-solving information.

This free service takes only a few minutes to complete and requires:

- Documentation of bicycle or electronic device description, serial number, and owner information
- Engraving the property with a registration number

Property registration can be completed 24/7 at 3219 Arch Street. For more information, call 215.895.1550.

RAPE AGGRESSION DEFENSE PROGRAM (RAD)

The Rape Aggression Defense Program (RAD) is a free comprehensive course for women that begins with the fundamentals of awareness, prevention, risk reduction, and avoidance and progresses to basics of hands-on self-defense training. RAD is not a martial arts program. The course is taught by certified RAD instructors and includes a workbook/reference manual that outlines the entire Physical Defense Program for continued personal growth. Please visit [drexel.edu/publicsafety/crimeprevention/programs/Rape%20Aggression%20Defense%20Program](http://drexel.edu/publicsafety/crimeprevention/programs/Rape%20Aggression%20Defense%20Program) for more information and for the RAD schedule.

CRIME PREVENTION SEMINARS

A series of crime prevention seminars and orientations are offered at the start of each semester and periodically throughout the year for all students, faculty, and staff. Crime prevention seminars may be requested by calling 215.895.1550.

EMERGENCY PREPAREDNESS (DREXELREADY)

The Department of Public Safety, Office of Fire and Emergency Services, has developed an emergency preparedness and response plan. Please visit [drexel.edu/publicsafety/emergencypreparedness](http://drexel.edu/publicsafety/emergencypreparedness) for an outline of the plan along with procedures and tips for dealing with an emergency.

Public Safety and U

The “Public Safety and U” program is designed to empower “U” as the key to personal and public safety, helping train the audience to effectively navigate irrational/disruptive behavior and active shooter scenarios, while stressing the importance of strong decision-making skills. To empower the Drexel community, this interactive presentation discusses what roles each individual has in public safety, what role and resources the Department of Public Safety deploys at the University, and what resources are available or are working for their safety — this includes an interactive presentation of DrexelAlert, Drexel Guardian, our extensive camera system (CCTV), and our robust card access monitoring system.

University Policies

To provide for the safety and security of individuals using Drexel facilities, certain policies have been established. Students and employees are held to the policies and procedures found in the Student Handbook or Human Resource policies and procedures.

The following policies are of particular importance:

IDENTIFICATION (DRAGONCARDS)

All current students, faculty, and staff are issued identification cards for the purpose of entering campus buildings and events, as well as to access many University services. All students, faculty, and staff are required to produce a proper Drexel ID (DragonCard) upon request from a Public Safety or University official. Individuals are not permitted to lend their ID (DragonCard) to another person, use another individual’s Drexel ID or tamper with the ID card in any manner. It is the responsibility of the ID card (DragonCard) holder to notify the DragonCard office if their ID card fails to operate correctly. If an ID card is lost or stolen it should be immediately reported to the Department of Public Safety at 215.895.2822.
ACCESS CONTROL

University buildings are equipped with electronic access control devices that monitor the activity of individuals entering certain University buildings during normal business hours and the activity of all individuals entering buildings after normal business hours.

All University residential halls require that students use their ID card to enter their assigned hall. Guests entering a residence hall are required to show ID and follow all policies and procedures as a guest. Drexel students are responsible for the actions and behaviors of their guests at all times. It is a violation of University policy to attempt to use your ID card to enter any area in which access authorization has not been approved by an authorized department administrator.

BUILDING ACCESS

All University buildings and residence halls are the private property of Drexel University and are posted as such. These buildings are opened at a designated time each morning and secured at a designated time each evening by assigned personnel. Any unauthorized person entering a University building is considered to be trespassing. After-hours access to University buildings is determined by the needs of each department. Once a building has been secured for the evening, only authorized individuals are permitted to enter.

HEALTH AND LIFE SAFETY CONCERNS

Individuals are not permitted to bring bicycles or any other vehicle, either manually powered or powered by a motor of any type, into any building owned or operated by Drexel University without authorization from the vice president of Public Safety designee. Individuals who are granted permission to bring a bicycle into a building must store the bicycle in their private office and cannot impede the access and egress from a building in the event of an emergency.

POSSESSION AND USE OF WEAPONS POLICY

No student, faculty, staff, or visitor shall keep, use, possess, display, or transport any rifles, shotguns, handguns, pellet or BB guns, dangerous knives, makeshift weapons, martial arts weapons, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the University, or in any vehicle on campus.

Realistic facsimiles of weapons are also specifically not allowed.

The senior vice president for finance, treasurer, and chief financial officer and the vice president for Public Safety have the authority to permit the use and possession of weapons on campus by recognized law enforcement officials.

The Drexel Reserve Officers' Training Corps (ROTC) is authorized to store, transport in a secured manner, and use firearms only in designated areas approved by the ROTC program when performing functions associated with their official duties with the approval of the Department of Public Safety.

ALCOHOL AND DRUG POLICY

The possession, use, distribution, or sale of narcotics or drugs, other than those medically prescribed, properly used, and stored in the original container by students, staff, or visitors on University property or while on University business is prohibited.

Off-campus possession, use, distribution, or sale of narcotics or drugs by students or staff are inconsistent with the University's policies and goals. This is a violation of local and state laws and therefore prohibited. Any and all types of drug paraphernalia including, but not limited to bongs, pipes, and any items modified or adapted so that they can be used to consume drugs are not permitted on University property.

Drexel's policy regarding alcohol is consistent with the laws of the Commonwealth of Pennsylvania. The consumption, distribution, or service of alcoholic beverages must comply with the Pennsylvania Liquor and Crimes Code, which defines the lawful consumption and service of alcohol and prescribes sanctions for violations.

BICYCLE/SKATEBOARD/SKATING/MOTORCYCLE POLICY

This policy was created to promote pedestrian safety and to prevent physical damage to exterior surfaces owned and maintained by Drexel University by bicycles, motorcycles, skateboards, inline skates, and scooters.

Bicycles

By statute, a bicycle is a vehicle, and cyclists must obey all traffic laws. Anyone using a bicycle shall do so in a safe manner and always yield the right of way to pedestrians.

- Bicycles shall be operated at a safe and prudent speed at all times.
- Cyclists are required to use designated bike racks for parking.
- Bicycles may not be parked or stored blocking building entrances or exits, stairways, or pedestrian walkways.
- Bicycles may not be parked or stored inside any Drexel University buildings unless the area is specifically designated for such storage and/or approved by the office of Fire and Emergency Services.

Skateboards/Skates/Inline Skates/Scooters

The use of skateboards, skates, inline skates, and scooters shall be allowed only as a means of transportation on public thoroughfares and are not permitted on any Drexel University property including pathways, ramps, railings, curbs, benches, steps, or stairs and other such structures.
The use of bicycles, skateboards, skates, inline skates, or scooters is never permitted inside any University building.

**Motorcycles or Motorbikes**

In accordance with Pennsylvania Motor Vehicle law, motorcycles, motorbikes, or scooters may not be operated on sidewalks or pedestrian pathways. Motorcycles or motorbikes must be parked in designated parking spaces and may not be stored or parked within University buildings. Violators of this policy may be subject to University and/or statutory penalty.

**Criminal Records**

Known criminal records of students and employees are considered during the admission or hiring process.

**Important Contact Numbers**

**Emergency – University City Campus Police and Security**
215.895.2222 or 911

**Center City Campus Security**
(Tenet Health Care Services)
215.762.7111 or 911

**Queen Lane Campus Security**
215.991.8132 or 911

**Center for Graduate Studies – Sacramento**
916.739.7200 or 911

**Burlington County Mount Laurel Campus**
856.222.9311/x2100 or 911

**LeBow College of Business Malvern Campus**
911

**Non-Emergency**

**University City Campus Security**
215.895.2822

**Environmental Health and Safety**
215.895.5907

**Fire and Emergency Services**
215.895.1550

**Medical and Walking Escorts**
215.895.2822

**Residential Living and University Housing**
215.895.6155

**Snow Emergency and Closing Information**
215.895.MELT (6358)

**Medical - Student Health Services**
215.895.5800

**Poison Control Center**
800.222.1222

**24. Reserve Officers’ Training Corps (ROTC)**

The primary purpose of Army ROTC is to provide leaders of character for the 21st century for America’s Army and our nation. Students can enroll in Military Science (MLSC) classes and participate in a uniquely interactive program focused on leadership development with emphasis on self-discipline, integrity, confidence, responsibility, and fitness. ROTC helps students mentally and physically improve themselves, whether they decide to pursue a career as an officer in the Army or pursue a career in the private sector.

Students can participate in the Army ROTC program through the end of their sophomore year with no military service obligation whatsoever, enroll fully in the program and participate in all aspects of the curriculum and training, or audit the classroom portion only. If they find it’s a good fit, they can compete for merit-based full-tuition scholarships. Army ROTC scholarship students incur a military service obligation only after they begin receiving their scholarship benefits. Qualified non-scholarship students must decide to commit to completing the Army ROTC program at the beginning of their junior year (or the middle of their pre-junior year). Upon completion of the Army ROTC program, students are commissioned as 2nd lieutenants in the U.S. Army and serve either on active duty or in an Army National Guard or Army Reserve unit of their choice. Army ROTC courses complement the educational experience at Drexel. Drexel’s cooperative education program provides an opportunity for the students to apply what they have learned in ROTC courses directly to the civilian work environment. In co-op, students put principles of management and leadership skills into action, learn to accept and handle responsibility, and increase their self-confidence.

The opportunity to compete for an Army ROTC merit-based two-, three- or four-year scholarship offers an excellent incentive to join Drexel’s Army ROTC program. The scholarship provides financial assistance for the education and training of highly qualified and motivated young men and women who desire to be commissioned as officers in the Army after graduating from college. Army ROTC scholarships pay full tuition and most required fees. Additional scholarship benefits include a yearly book allowance and a tax-free living allowance of $300–500 a month while in school and not on co-op. Additionally, Drexel students who earn Army ROTC scholarships are provided a free room and receive a 25% discount on their meal plan. The Army ROTC scholarship benefits listed above are not subject to decrease — only increase. Competition is tough but fair, and is based on overall academic GPA, ROTC coursework, fitness, and participation.

The program has approximately 100 highly motivated cadets from Drexel and our partnership schools — the University of Pennsylvania, LaSalle, and St. Joseph’s University. Typical activities cadets experience in our program are rappelling, orienteering, and confidence obstacle courses — just to name a few.

The Drexel ROTC program offers Ranger Challenge (Army ROTC’s “varsity sport”), which is a team...
competition among Drexel ROTC cadets against other cadets from schools within the region on their abilities to master competitive events such as a paintball assault course, assembly and disassembly of an M16A2 rifle, construction and crossing of a one-rope bridge, and more. Ranger Challenge provides cadets with the ultimate physically and mentally demanding challenge in a two-day competition each fall.

The Drexel Army ROTC Color Guard is very active in supporting the University, the city of Philadelphia, and surrounding communities, as well as providing support to local sports events. There are many other extracurricular activities to participate in within the program, so if you are up to the challenge, come out and be a part of the Task Force Dragon team.

Contact the Army ROTC Department at Drexel University if you are interested in learning more by calling 215.590.8808 or 215.590.8809, emailing the ROTC Department at armyrotc@drexel.edu; or visiting the website at armyrotc.com/edu/drexel.

25. STUDENT ACTIVITY FEE ALLOCATION COMMITTEE (SAFAC)

Creese Student Center, Lower Level
215.895.1328
safac@drexel.edu
drexel.edu/safac

SAFAC is the primary financial resource for undergraduate and joint student organizations at Drexel University. SAFAC works to educate students on fiscal responsibility, ethical stewardship of activity fees, debt management, and fundraising, and processes the procurement needs of all undergraduate and joint student organizations. SAFAC consists of enrolled Drexel University undergraduate students who support the initiatives, goals, and activities of recognized undergraduate and joint Drexel student organizations by allocating student activity fees. SAFAC applies consistent unbiased funding decisions to represent the interests of undergraduate students and enhances campus life by supporting the educational mission of Drexel University.

SAFAC oversees the following funding opportunities:

• Annual Allocations: The process by which recognized undergraduate and joint student organizations submit a fiscal year operational budget by the designated deadline to receive a portion of available student activity fees.
• Conference Funding: Designated funding to support undergraduate and joint student organization conference attendance for both professional and organizational development.
• The Good Idea Fund (TGIF): Designated funding that exists for individual students, faculty, and staff to apply for and use to engage the undergraduate student body in a broad spectrum of student life and campus-based initiatives.

• Student Project Fund: Designated funds exist as a way for students to further utilize unused student activity fee monies in a way that improves campus life at Drexel University. These initiatives may consist of infrastructure developments and capital projects that benefit a significant portion of the undergraduate student body.

26. SEXUAL AND GENDER-BASED HARASSMENT AND MISCONDUCT POLICY

Drexel University seeks to foster a safe and healthy environment based on trust and respect. The University is committed to providing an environment free from discrimination, including discrimination based on sex, and has a zero-tolerance policy concerning any and all forms of sexual harassment and misconduct. The University prohibits sexual and gender-based harassment and misconduct in any form, including, but not limited to, sexual assault, sexual violence, sexual abuse, stalking, intimate partner violence, and any form of nonconsensual sexual conduct.

The University encourages any individual who has been affected by sexual harassment or misconduct to immediately report the incident or incidents giving rise to such concerns. This policy provides several reporting options. For emergencies, the University encourages all individuals to call 911 or the Drexel University Public Safety Department at 215.895.2222. For all other non-emergency reports, contact the Office of Equality and Diversity by email at titleix@drexel.edu, by telephone at 215.895.1403, or in person at 3225 Arch Street. Reports can also be placed anonymously through the Ethics Point hotline at 866.358.1010.

The University will respond promptly and equitably to all allegations of sexual harassment or misconduct and will take all appropriate steps to eliminate the harassment or misconduct, prevent its recurrence, and address its effects. The University provides support and resources to students, faculty, and professional staff to address concerns related to sex discrimination and has appointed a Title IX Coordinator, Michele Rovinsky-Mayer, to coordinate Drexel’s compliance with Title IX and serve as a resource to Drexel Community members. Please visit drexel.edu/oed/policies/olaws/title-ix for the University’s Title IX Resource Page.

The University will provide interim measures to address individual safety and well-being; provide an adequate and reliable investigation, fair adjudicatory and resolution processes; and take remedial and corrective action when it is determined that a violation has occurred. At each of these stages, the University is committed to maintaining fairness for all parties and to balancing the needs and interests of the individuals involved with the safety of the community as a whole.

Retaliation in any form will not be tolerated against an individual who makes a report with the University or participates in an investigation of any such report.
Announcements are distributed informing students of dates when a sexual assault has occurred, it is very important to call the Philadelphia Police at 911. Upon request, the University will assist in changing a sexual assault awareness and steps to enhance personal safety. Drexel University seeks to foster a safe and healthy environment built on mutual respect and trust. The University handles complaints of sexual assault with due regard to the victim's concerns for privacy. If occurrences of sexual assault pose a general threat to the University community, Drexel will take affirmative steps to notify students, faculty, and staff of any potential danger. If a sexual assault occurs, a victim is strongly encouraged to come forward for support and assistance as well as to report the incident. Victims are encouraged to immediately contact the Department of Public Safety at 215.895.2222 or call the Philadelphia Police at 911.

For all other non-emergency reports, contact the Office of Equality and Diversity by email at titleix@drexel.edu, by telephone at 215.895.1403, or in person at 3225 Arch Street. Reports can also be placed anonymously through the Ethics Point hotline at 866.358.1010.

When a sexual assault has occurred, it is important to preserve any potential evidence. Victims are urged to assist in this effort by not showering or straightening up the crime scene. Keep all clothing and linens for potential evidence. The individual is advised of all options for filing a complaint, both on campus and off, including the right to report to the Philadelphia Police or Drexel Police, to file an anonymous report, or to file no report. Upon request, the University will assist in changing a sexual assault victim's academic and/or housing assignments if the changes requested are reasonably available.

Student Life and the Department of Public Safety sponsor a series of seminars designed to increase students' sexual assault awareness and steps to enhance personal safety. The University will pursue criminal and/or disciplinary action in cases of sexual assault, taking into account the wishes of the victim. The procedures for student disciplinary proceedings in cases of an alleged sex offense are fully described in the University Student Conduct Policy and the University Sexual and Gender-Based Harassment and Misconduct Policy located in this handbook.

Both the accuser and the accused have the right to have an advisor of their choice from the University community accompany them throughout the entire conduct process and the right to be informed of the University's final determination and sanction, if any, imposed against the accused student. Sanctions imposed for violation of the University's Sexual and Gender-Based Harassment & Misconduct Policy may include, but are not limited to, suspension or permanent expulsion. Students who are victims of sexual assault may also choose to pursue criminal charges. The University's Student Conduct Process acts independently of any legal proceedings.

27. SPIRITUAL AND RELIGIOUS LIFE

Office of Student Life
Creese Student Center, Suite 215
215.571.3575
srl@drexel.edu

The mission of the Office of Spiritual and Religious Life is to support members of the Drexel community who contribute to the Spiritual and Religious Life Campus Network. In doing so, this office supports the exploration and expression of spirituality, religious life, and spiritual traditions within the context of higher education.

The assistant vice president of Student Life serves as the coordinator, provides advocacy, and serves as a liaison for students, faculty, professional staff, and administration.

The assistant vice president of Student Life oversees the Office of Spiritual and Religious Life by providing advocacy, and serving as a liaison for students, faculty, professional staff, and administration. The assistant vice president of Student Life works closely with the Student Center for Diversity and Inclusion, student organizations and their advisors, the campus ministries, and local clergy and associated organizations to ensure opportunities are available for students, faculty, and professional staff. There are a variety of meeting and sacred spaces available on campus including the Muslim prayer room and Interfaith Chapel located on the ground level of the Academic Building (101 N. 33rd Street), the Katherine Drexel Catholic Chapel located on the 2nd floor, and the Raymond C. Perelman Center for Jewish Life at 118 N. 34th Street.

Please visit drexel.edu/studentlife/diversity/interfaith_council to learn more about the entire spectrum of resources that exist both on and off campus.

James E. Marks Intercultural Center (JEMIC)

3225 Arch Street

The Marks Intercultural Center embraces the uniqueness of Drexel's many cultural, religious, and identity groups and supports the vision of the Intercultural Engagement and Diversity Initiative (IEDI). The initiative was launched in late 2008 to encourage intercultural engagement, build intercultural competency, and support life-long learning among Drexel's diverse community of students, faculty, staff, alums, and community partners.
The Marks Intercultural Center is a visible manifestation of the initiative and provides a venue for events, speakers, workshops, exhibitions, and programs that foster cultural and religious respect and understanding among all groups. The center embraces Drexel’s broad definition of diversity, which includes, among other dimensions of diversity, socioeconomic status, ability, political beliefs, racial and ethnic background, sexual orientation, and gender identity.

The Marks Intercultural Center houses the administrative offices of Drexel’s Office of Equality and Diversity and Spiritual and Religious Life. For more information about the space, please contact reservations@drexel.edu or 215.571.3575.

**28. STEINBRIGHT CAREER DEVELOPMENT CENTER (SCDC)**

3201 Arch Street, Suite 250  
215.895.2185  
drexel.edu/scdc

The Steinbright Career Development Center serves all Drexel students and recent alumni through cooperative education and career services offerings.

Cooperative education at Drexel enables full-time undergraduate and select master’s program students to alternate periods of classroom theory with professional experience prior to graduation. Participation in co-op is available in most academic programs. Successful completion of the cooperative education experience is a graduation requirement for students enrolled in a co-op degree program. Students have the opportunity to gain up to 18 months of career-related work experience integrated with their coursework. Cooperative education helps students explore and confirm their career choices by assisting students in several areas of career development, including self-assessment and career exploration. Through co-op, students develop confidence, professionalism, and a sense of purpose. Students are expected to take advantage of every possible opportunity to observe different aspects of the workplace and to gain experience.

Career Services offers assistance to undergraduate students, graduate students, and alumni in securing employment consistent with personal career goals and objectives. Services, resources, and events include:

- Individual career counseling, including assessments designed to help individuals choose long-range career goals consistent with their abilities, education, interests, and personality.
- A wide array of targeted career-related communications and programming covering topics including résumé enhancement, interview preparation, job search strategies, and offer negotiation.
- On-Campus Interview Program arranges on-campus interviews with employers from business, industry, education and government services.
- Dragon Jobs allows students to review job postings and schedule on-campus interviews with employers who are interested in hiring Drexel students and alumni. Students can also research companies, information on career fairs, and company-hosted information sessions with Dragon Jobs.
- Comprehensive pre-professional advising services to students and alumni who are considering careers in law or medicine.

Please visit the Steinbright Career Development Center website at [drexel.edu/scdc](http://drexel.edu/scdc) for more information.

**29. OFFICE OF STUDENT LIFE – CENTER CITY**

New College Building  
245 N. 15th Street, Suite 1106 (First Floor)  
215.762.1400  
drexel.edu/studentlife/centercity

The Office of Student Life – Center City (SLCC) is an extension of Student Life and its services at Drexel University. SLCC serves as a hub for campus engagement, co-curricular enrichment opportunities, and student services. Students enrolled in classes or visiting the Center City campus will find resources for all aspects of campus life in our office. Students can stop in anytime to relax, study, ask questions, or share a story with our staff.

In addition, SLCC maintains the student lounge on the first floor of the New College Building and oversees locker rentals. The office enlists the help of our student staff to plan events and assist students who are looking to get more involved. To keep students informed, SLCC updates various social media accounts, as well as partners with academic offices to coordinate New Graduate Student Orientation and other student programs throughout the year to meet student needs.

**30. STUDENT CENTERS**

drexel.edu/studentcenters

The Creese Student Center Complex is the flagship location of Drexel Student Centers. The Student Center provides multiple atmospheres for all students including various lounges, meeting rooms, retail dining locations, and student organization offices. Ross Commons, located at 34th St. and Powelton Ave., houses Sabrina’s Café, living room-style lounge spaces, a computer lab, and game room — all of which are comfortable locations for studying or relaxing in between classes.

The Creese Student Center location has a full-service information desk that provides valuable resources to the Drexel community such as: the approval of flyers for posting on campus, discounted movie tickets, Bike Share Program, SEPTA ComPasses, laptops and tablets for checkout, a Lost and Found, and much more. At Ross Commons, you can visit the Information Desk to use gaming equipment in the building. Drexel Student Centers is not just a place where students can congregate — they can also work there!
The student center information desks offer information on where students can find employment through Drexel Campus Services at [drexel.edu/studentcenters](http://drexel.edu/studentcenters).

**Event & Conference Services**

drexel.edu/campusservices/eventconference

Drexel University's Event & Conference Services office manages the reservation process for events on the University City Campus. A variety of meeting spaces and facilities are available to be reserved for Drexel departments, student organizations and external organizations. The Event & Conference Services team provides knowledgeable advice and works closely with customers on planning events, whether it is an information table or a week-long conference.

Events & Conference Services also oversees the Drexel Conference Center at the University Club — located in MacAlister Hall at 33rd & Chestnut Streets. The conference center offers a rooftop patio and audiovisual equipment, and can accommodate groups of up to 100 people. Event and Conference Services also oversees Drexel's Summer Conference program.

### 31. STUDENT CONDUCT AND COMMUNITY STANDARDS — STUDENT CONDUCT POLICY

- **Section 1: General Information**
  - Responsible Dragon Protocol
- **Section 2: Code of Conduct**
  - Policies A to Z
- **Section 3: Procedures**
  - Disciplinary Procedures
  - General Procedures
- **Section 4: Rights**
- **Section 5: Conduct Board and Hearing Format**
- **Section 6: Sanctions**
- **Section 7: Appeals**

**Section 1: General Information**

**AUTHORITY AND RESPONSIBILITY**

In furtherance of its responsibility to make known the rules and regulations concerning student conduct and ensure basic procedural protections to students charged with violations of the University's policies, the University has adopted a Student Conduct Policy. The president of the University has conferred upon the vice president and dean of Student Life the responsibility of administering this policy. Any question of interpretation regarding it shall be referred to the Executive Director for Residential Living and Student Conduct or designee for final determination.

Students have the responsibility to be aware of and abide by the University's policies, rules, regulations, and standards of conduct. This Handbook is available online for all students and student organizations (hereafter: Student(s)) so they may become knowledgeable concerning the standards of conduct Drexel University requires of its Students and, more generally, the policies by which all members of the University community must abide.

Drexel also expects that all Students abide by the laws of the United States and the Commonwealth of Pennsylvania. Drexel subscribes to the view that, where practical, it shall deal with matters of student misconduct internally. However, where student misconduct implicates federal, state, or local laws, the appropriate law enforcement officials may be contacted.

**STATEMENT OF PHILOSOPHY AND PURPOSE**

Drexel University strives to be a leader in the higher education world, and expects Students' conduct to reflect the highest standards of global citizenship. Therefore, all Students should conduct themselves responsibly and in a manner that reflects favorably upon themselves and the University. Formal disciplinary action may result when Students' behavior is inconsistent with any of the following:

- University policies
- Applicable rules
- Regulations
- Standards of conduct

The Student Conduct Process at Drexel reflects the University's concern that Students maintain the University's high standards as described in this document. It provides procedural protections to any Student charged with a violation of a University policy, rule, regulation, or standard of conduct. The Student Conduct Process attempts to foster personal learning and growth, while at the same time holding individuals and organizations accountable for unacceptable behavior.

**JURISDICTION**

Cases of alleged violations of University policies, rules, regulations, or standards of conduct are handled through the University conduct process for the following:

- Any person enrolled in an academic course or program at Drexel University. This includes previously enrolled Students not yet withdrawn from the University.
- All recognized student organizations.
- Behaviors occurring on and off campus.

In all cases, if a Student withdraws from the University after engaging in conduct that may violate any of the University's policies, rules, regulations, or standards of conduct, but before the alleged violation has been adjudicated through the conduct process, the Student's record is placed on hold and the Student shall not be permitted to return to the University until a final decision is made. In all cases, a Student may request to delay the Student Conduct Process (e.g., for a criminal process) for a reasonable period of time.
All requests will be considered on a case by case basis factoring in the reason for the request and the safety of the campus community.

When appropriate, the University will make best efforts to grant this request. Regardless of whether the request for delay is granted, Student Conduct charges will be issued and only the adjudication of the charges will be delayed.

If a previously enrolled Student is not currently enrolled and engages in conduct that may violate any of the University’s policies, rules, regulations, or standards of conduct, the University may place a hold on the Student’s record and require them to account for this conduct prior to allowing them to re-enroll.

In addition, if a prospective Student has engaged in any conduct that may violate any of the University’s policies, rules, regulations, or standards of conduct, depending upon the nature of the alleged violation, the prospective Student may not be permitted to enroll in the University until and unless conduct proceedings are conducted in his/her favor. A Student will not be approved for graduation and/or the pursuit of the University’s mission, shall be subject to the University’s conduct process.

If a Student engages in prohibited activity on behalf of their student organization, both the Student and the student organization may be charged with a violation(s) of the Code of Conduct.

PROHIBITED CONDUCT

The University’s policies, rules, regulations, and standards of conduct are set forth herein. It is incumbent upon every Student to familiarize himself/herself with the standards of conduct that the University requires of all members of its community. All conduct that violates those policies, including any conduct that occurs off campus but which, in the University’s sole judgment, has a direct and immediate effect on the general welfare of the University and/or the pursuit of the University’s mission, shall be subject to the University’s conduct process.

RESPONSIBLE DRAGON PROTOCOL

Drexel University’s primary concern is the health and safety of its Students. The University is aware that Students are sometimes reluctant to seek medical attention in alcohol- and drug-related emergencies out of fear that they may face sanctions related to possessing or consuming alcohol or other drugs. Because these emergencies are potentially life-threatening, Drexel University seeks to create a culture of trust and care paired with safety and responsibility while reducing any barriers that would prevent Students from seeking assistance by implementing the Responsible Dragon Protocol (RDP).

DESCRIPTION OF THE RESPONSIBLE DRAGON PROTOCOL (RDP)

The RDP provides complete amnesty from disciplinary action for Students who, while in a situation or position of violating the alcohol and/or drug policy, responsibly report alcohol and/or other drug-related emergencies to the proper authorities for the intention of seeking medical or safety assistance for anyone in need of emergency care.

DESCRIPTION OF AND REQUIREMENTS DURING EMERGENCY SITUATIONS

Students who find themselves in a situation that requires emergency care of another should contact the Department of Public Safety at 215.895.2222, immediately seek assistance from a Residence Hall/University staff member to report the details needed by emergency response personnel, and/or call 911 if away from the campus vicinity.

Students needing medical assistance during an alcohol- or drug-related emergency and individuals seeking assistance for those in need will not face disciplinary/conduct action for the mere possession/use of alcohol or drugs. However, staff from the University’s Office of Student Conduct and Community Standards will seek a mutually agreeable resolution to the matter when possible, while meeting with the same Student(s) to discuss the incident. Students may be required to participate in an appropriate educational program.

OTHER REQUIREMENTS/CONDITIONS

In extreme cases, the executive director for residential living and student conduct or designee reserves the right to revisit the applicability of the Responsible Dragon Protocol. Even if there is not a disciplinary action, the Office of Residential Living and Student Conduct will maintain a file of each case that may be used to establish a pattern of history should subsequent alcohol or other drug violations occur. Conduct violations do not appear on the Student’s academic transcript.

Important Policy Limitations

Students should be aware that the Responsible Dragon Protocol does not prevent action by local and state authorities when the situation warrants outside involvement.

VIOLATIONS OF THE LAW AND UNIVERSITY POLICIES

University disciplinary proceedings may be instituted against a Student charged with a violation of the law that is also a violation of a University policy, rule, regulation, or standard of conduct. Disciplinary action at the University may proceed without regard to pending civil litigation or criminal arrest and prosecution. Such proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings. The University’s disciplinary action will not be subject to challenge on the ground that external charges or litigation involving the same incident have been dismissed or reduced.

Credit to: Clemson University, Drake University, The University of Georgia, Lehigh University, Northeastern University, Northern Iowa University, and The University of Vermont.
DISCIPLINARY FILES AND RECORDS

All student conduct records are kept in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Clery Act (1990). Subject to the provisions and exceptions of FERPA, all student conduct files are private. Files may only be reviewed in the approved process as approved by the executive director for residential living and student conduct or designee. Nothing may be removed from or added to a record once a conduct case is resolved. Copies of files will not be provided except under compliance with federal regulations or legal subpoena.

The University will retain physical student conduct records (non-Clery) for seven years from the date of the incident. The University reserves the right to keep records for a longer period of time if unresolved or deemed necessary. In cases of expulsion, the University will retain records indefinitely. The University may disclose the final results of a student conduct proceeding against a Student found in violation of a University policy, rule, regulation, or standard of conduct involving violence or a non-forcible sex offense. In such cases, the University will only release the name of the Student found in violation, the violation committed, and any sanctions imposed on the Student.

RESPONSIBILITIES: OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS

The executive director of residential living and student conduct or designee directs the efforts of Students, faculty, and staff Conduct Board members in matters involving student behavior.

Responsibilities include:

- Receiving and reviewing formal complaints.
- Advising parties of the conduct process.
- Supervising, training, and advising the Conduct Board members.
- Maintaining all student conduct records.
- Collecting and disseminating research and analysis concerning student conduct.
- Submitting quarterly statistical reports, reporting the number of cases referred to the office, the number of cases resulting in disciplinary action, and the range of sanctions imposed.

THE CONDUCT REVIEW PROCESS

The Office of Residential Living and Student Conduct shall meet on an annual basis with members of the Conduct Board and other members of the University community, such as Campus Engagement, Public Safety, Academic Affairs, and/or other appropriate University constituents. Together, this group shall make recommendations to the vice president and dean of Student Life concerning improvements and revisions to the conduct process, standards of conduct, and sanctions.

SECTION 2: CODE OF CONDUCT

What follows is a listing of the University policies, rules, and regulations that prescribe the standards of conduct that the University requires of Students and members of the University community. Sanction guidelines are provided in the Sanctions section for some violations. All members of the Drexel community are required to become familiar with these policies and comply with them. Violations of any of these policies will be dealt with in accordance with the appropriate University procedure.

1. ACADEMIC INTEGRITY

Drexel University expects all members of its community to uphold the highest values of academic integrity. In upholding these values, the University is committed to investigating any allegation of violations of academic integrity against a student. Violations include, but are not limited to: plagiarism, cheating, fabrication, and academic misconduct. All students have a right to an appeals process if they believe they have been wrongly accused or sanctioned.

Full definitions for violations can be found at drexel.edu/provost/policies/academic-integrity.

Sanctions for violations of academic integrity are administered through the Office of Residential Living and Student Conduct in conjunction with the Office of the Provost and other University offices as appropriate. It is generally the responsibility of the faculty member overseeing the academic activity to report the violation to the Office of Residential Living and Student Conduct and to determine the appropriate sanction.

Withdrawal of degree is a permanent disaffiliation between the Student and the University evidenced specifically by the University’s decision to rescind a degree already conferred as cited at drexel.edu/provost/policies/withdrawal_degree. Tuition and general University fees will not be refunded. This sanction would be imposed at the recommendation of the provost and in response to a student being in violation of the Academic Integrity policy or at the recommendation of the vice president and dean of Student Life and in response to a student being in violation of the Code of Conduct.

2. ACCEPTABLE USE (COMPUTER/NETWORK)

Drexel University’s Acceptable Use Policy (AUP) sets forth the standards by which all Students, faculty, staff, and authorized guests may use their assigned computer accounts, email services, and the shared Drexel University network. The use of Drexel’s computer and network resources, including all electronic communication systems, is a revocable privilege. By using or accessing the Drexel network, users agree to comply with this policy and other applicable Drexel policies, as well as all federal, state, local laws, and regulations. Using and/or accessing the Drexel network without proper authorization is strictly prohibited.
The complete AUP is published at drexel.edu/it/acceptable-use. This section is a synopsis, and is meant for summary purposes only. Users are responsible for being aware of any changes to the AUP. The Drexel network is provided to support Drexel University business and its mission of education, service, and research.

Any other uses that jeopardize the integrity of the Drexel network, the privacy or safety of other users, or that are otherwise illegal, are prohibited. Penalties for violating this policy may include restricted access or loss of access to the Drexel Network, termination and/or suspension from the University, and in some cases, civil and/or criminal liability.

The University reserves the right to update or revise the AUP or implement additional policies in the future. The user shares the responsibility of staying informed about University policies regarding the use of computer and network resources and complying with all applicable policies found at drexel.edu/it/about/policies.

General guidelines for acceptable use of the Drexel network are based on the following principles:

- Users are expected to behave responsibly with respect to the Drexel Network at all times.
- Users are expected to respect the integrity and the security of the Drexel Network.
- Users are expected to behave in a manner consistent with Drexel’s mission and comply with all applicable laws, regulations, and Drexel policies.
- Users are expected to be considerate of the needs of other users by making every reasonable effort not to impede the ability of others to use the Drexel Network and show restraint in the consumption of shared resources.
- Users are expected to respect the rights and property of others, including privacy, confidentiality, and intellectual property. Activities specifically prohibited are enumerated completely at drexel.edu/it/acceptable-use.

They include:
- Use of the Drexel Network for a private business.
- Attempting to bypass network security systems.
- Forging, altering, destroying, or intercepting communications.
- Attempting to disguise one’s identity, the identity of an account, or a computer.
- Intentionally or negligently revealing one’s password.
- Extending the network (e.g., routers).
- Infringing upon the intellectual property rights of others.
- Violating laws or ordinances including copyright, discrimination, harassment, and/or export controls.

Drexel will not impose any restraints on, nor make any efforts to monitor, the content of communications except:

- When required to do so by applicable federal, state, and local laws, including those regarding the right to privacy and laws that prohibit defamatory material.
- To maintain the security and integrity of the Drexel network, including the investigation of any AUP or other Drexel policy infractions.

3. ALCOHOL

Drexel University’s policy regarding alcohol is consistent with the laws of the Commonwealth of Pennsylvania. The consumption, distribution, or service of alcoholic beverages must be in compliance with the Pennsylvania liquor and crime codes, which define the lawful consumption and service of alcohol and prescribe sanctions for violations. The consumption, distribution, or service of alcoholic beverages must also comply with University regulations and policies.

Violations of the University alcohol policy include, but are not limited to:

- Consumption, possession, purchase, or use of alcohol by persons under the age of 21.
- Disruptive conduct due in part or in whole to being under the influence of alcohol.
- Giving alcohol to underage persons or providing a space for the consumption of alcohol by underage persons.
- Possession of an open alcohol container in a public area regardless of the individual’s age.
- Possession or use of bulk containers and/or objects that would promote binge drinking including, but not limited to, kegs, funnels, drinking games with alcohol, or any other tools that would promote binge drinking.

The University expects that all of its Students, whether on or off campus, will abide by the University’s regulations concerning alcohol and other drug use. When a Student engages in conduct off campus that violates the University’s regulations concerning alcohol and drug use and such violation results in behavior which, in the University’s sole judgment, is destructive, abusive, or detrimental to the University’s interests, the University’s conduct process shall apply and such matters will be processed accordingly.

Students should familiarize themselves with the Responsible Dragon Protocol (RDP) found in Section 1: General Information on pages 47–49.

See also Residence Hall and 34th Street Housing policies on alcohol consumption and possession located in the Office of Residential Living and Student Conduct section and the 34th Street Housing section located in this Handbook.

4. BICYCLES/SKATEBOARDS/SKATING/MOTORCYCLES

This Policy was created to promote pedestrian safety and to prevent physical damage to exterior surfaces owned and maintained by Drexel University by bicycles, motorcycles, skateboards, in-line skates, and scooters.

Bicycles

A bicycle is a vehicle, and cyclists must obey all traffic laws. Anyone using a bicycle shall do so in a safe manner and always yield the right of way to pedestrians. Bicycles shall be operated at a reasonable, safe, and prudent speed at all times. Cyclists are required to use designated bike racks for parking. Bicycles may not be parked or stored blocking building entrances or exits, stairways or pedestrian walkways. Bicycles may not be parked or stored in hallways, stairways, or public areas in University buildings.
Bicycles may not be parked or stored inside any Drexel University building unless the area is specifically designated for such storage and/or approved by the Director of Fire and Life Safety.

**Skateboards/Skates/In-Line Skates/Scooters**

The use of skateboards, skates, in-line skates, and scooters shall be allowed only as a means of transportation on public thoroughfares and are not permitted on any Drexel University property including pathways, ramps, railings, curbs, benches, steps or stairs and other such structures.

The use of bicycles, hoverboards, drones, skateboards, skates, in-line skates, or scooters is never permitted inside any University building. This list is not exhaustive.

**Motorcycles, Motorbikes, and Scooters**

In accordance with Pa. Motor Vehicle law, motorcycles, motorbikes, or scooters may not be operated on sidewalks or pedestrian pathways. Motorcycles or motorbikes must be parked in designated parking spaces and may not be stored or parked within University buildings.

**5. CAMPING OR SHELTER CONSTRUCTION**

Constructing shelters, camping, or sleeping on Drexel-owned or -operated properties is prohibited at all times unless otherwise authorized by the Department of Public Safety.

**6. COMPLICITY**

Encouraging, assisting, conspiring, hiring, or being an accessory to any behaviors prohibited herein shall be considered a violation of the University’s policies, rules, regulations, and standards of conduct to the same extent as if a Student had engaged in the prohibited conduct.

**7. DESTRUCTION/ATTEMPTED DESTRUCTION OF PROPERTY**

No Student shall intentionally or negligently damage, attempt to damage, or participate in the damage of property belonging to or in the care of the University, a member of the University community, or a campus visitor. Acts of vandalism on and off campus shall also be considered a violation of this policy. Damage that is caused accidentally should be promptly reported to the most appropriate authority or University official. Failure to report significant accidental damage will be considered a violation of this regulation.

**8. DISCRIMINATION/HARASSMENT – DREXEL UNIVERSITY EQUALITY & NON-DISCRIMINATION POLICY OED-1**

The University prohibits discrimination and harassment against individuals based on prohibited categories. These prohibited categories include, but are not limited to, race, color, religion, gender (sex), pregnancy, national origin, age, disability, sexual orientation, identity and expression, and veteran status. All complaints of discrimination, harassment, and retaliation should be reported to the Office of Equality and Diversity, who will work in conjunction with the Office of Residential Living and Student Conduct. Links for OED-1 and OED-3 can be found at [drexel.edu/oed/policies](drexel.edu/oed/policies).

**9. DISHONESTY/FALSIFICATION OF INFORMATION**

Students will be considered in violation of this policy if they:

- Lie or furnish false information to the University or to University officials.
- Are aware of false information being furnished by others with the intent to deceive (and do not correct that false information in a timely manner).
- Withhold information pertinent to student misconduct.
- Alter or misuse any official documents or University resources including, but not limited to, grade change forms, academic transcripts, course change forms, course withdrawal forms, evaluation forms, or electronic resources.
- Alter or have in his/her possession an altered identification card of any form (fake ID).
- Alter or enter any false information on any official document including, but not limited to, grade change forms, academic transcripts, admissions applications, evaluations or course withdrawal forms.
- Counterfeit, forge, and fabricate official documents/paperwork.
- Intentionally issue a bad check/payment or other financial instrument in order to remove a hold, register for classes, or receive an official transcript or diploma.
- Providing false information or failing to provide current information for the purpose of defrauding Drexel University or other parties.

**10. DISRUPTION**

Conduct that a reasonable person would view as substantially or repeatedly interfering with the normal functioning of a class, clinical setting, co-op setting, residence hall, or other setting is prohibited. Such conduct includes, but is not limited to the following:

- Excessively leaving and entering a classroom without authorization
- Making loud or distracting noises
- Persistently speaking without being recognized
- Repeatedly dominating online discussion boards or forums
- Resorting to physical threats or personal insults
Students are responsible to comply with a reasonable request from a professor, instructor, supervisor, or other official regarding appropriate behavior.

Additionally, conduct that interferes with, impairs, or obstructs the orderly conduct, processes, and functions of the University or which may adversely and unreasonably impinge on the legitimate interest of others is prohibited. Such conduct includes, but is not limited to the following:

- Excessive noise
- Public intoxication
- Lewd or indecent conduct
- Interference with the ability of others to enter, use, or exit any University facility, service, or activity
- Intentionally interfering with the freedom of expression or movement of others
- Interfering with University activity such as teaching, research, recreation, meetings, and public events
- Audio and/or video recording another person(s) without their express permission
- Reasonable apprehension of harm
- Threat of violence against oneself or others

Various outdoor student activity programs require the use of sound amplification equipment. The University reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound amplification equipment on campus must be obtained from the director for Event Services or designee.

11. DRUGS

The possession and/or use of narcotics or drugs other than those medically prescribed, properly used, properly secured, and in the original container (hereafter: Drugs), is prohibited. Medically prescribed marijuana is prohibited. Providing a space for the use of Drugs is prohibited. The distribution and/or sale of Drugs is prohibited. Intentionally or recklessly inhaling or ingesting substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a person's mental state is also prohibited.

Violations of the University Drugs policy include, but are not limited to:

- Consumption, possession, purchase, sale, distribution, or use of Drugs.
- Disruptive conduct due in part or in whole to being under the influence of Drugs.
- Giving Drugs to another person(s) or providing a space for the consumption of Drugs.
- Possession or use of any and all types of drug paraphernalia including, but not limited to, scales, baggies, stems, bongs, pipes, water pipes, grinders, or any items modified or adapted, that can be used to consume/distribute/handle/prepare/use drugs are not permitted on University property. Drugs and drug paraphernalia will be confiscated when found on University property.

Students should familiarize themselves with the Responsible Dragon Protocol (RDP) found in Section 1: General Information on pages 47–49.

12. FAILURE TO COMPLY

No student shall fail to comply with any reasonable request, appropriate directive, or disciplinary decision from a University official. No student shall fail to identify oneself, or cooperate with security personnel, residence hall staff, other University officials, or public authorities (e.g., police) acting in performance of their duties or with any disciplinary conditions imposed by an authorized University official or group.

13. FIRE SAFETY

All occupants must timely vacate a building whenever a fire alarm sounds. Intentionally, negligently, or accidentally setting a fire, tampering with fire safety equipment such as, but not limited to, fire extinguishers, fire hoses, alarm pull stations, smoke detectors, heat sensors or sprinklers, is prohibited. Making a false fire report, warning, or threat of fire by any means of communication is prohibited. Any improper use of a flame or lit object, including, but not limited to, smoking, candles, incense, etc., may be considered a violation of this policy.

The use and/or possession of fireworks, smoke bombs, ammunition, dangerous chemicals, explosive or flammable fuels, bottle rockets, or explosives is prohibited throughout the University. Facsimiles of any of the above-mentioned items are also prohibited. Off-campus possession with the intent to use on campus is prohibited.

A Student found responsible for a violation of this policy may be held responsible for damages incurred to property of the University or others. Anyone caught setting fires or maliciously destroying fire protection equipment may be subject to prosecution by external authorities.

14. GAMBLING

Students are expected to abide by the federal and Commonwealth of Pennsylvania laws prohibiting illegal gambling. Gambling for money or other things of value on campus or at University-sponsored activities is prohibited except as permitted by law.

Such prohibited activity includes, but is not limited to, betting, wagering on, or selling pools on any athletic event, possessing any card, book, or other device for registering bets, knowingly permitting the use of one's premises, or one's telephone or other electronic communications device for illegal gambling, knowingly receiving or delivering a letter, package, or parcel related to illegal gambling, offering, soliciting, or accepting a bribe to influence the outcome of an athletic event, and involvement in bookmaking or wagering pools with respect to sporting events.

15. GUESTS

Drexel University Students are responsible for the guests they invite, bring, or host to/on the campus. The behavior of guests on campus will be attributed to their Drexel host regardless of location (classroom, residence hall, fraternity/sorority property, academic building, general campus location, etc).
Guests are required to provide an acceptable form of identification with a photo (driver's license, university/college/school ID or passport) when requested by a University official.

16. HAZING

Hazing activities in any form are prohibited. The University supports and will strictly enforce the Commonwealth of Pennsylvania’s anti-hazing law, Act 175 of 1986. This law defines hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student or willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of or recognized as an organization by an institution of higher education.”

Additionally, Drexel University defines hazing as: “any action taken or situation created involving new or returning organization/group members as a part of joining, maintaining membership or holding office in that organization regardless of the individual’s willingness to participate, that meets any or all of the following: violates state or federal law, humiliates or degrades an individual or group, and/or intentionally or unintentionally endangers an individual — mentally, physically or emotionally.”

Actions and situations that may constitute hazing include, but are not limited to, the following: Forced consumption of food, alcohol, or drugs; paddling; creation of unnecessary fatigue outside of standard expectations associated with athletic competition, personal servitude, physical and/or psychological shocks; wearing apparel that is conspicuous and not normally in good taste; degrading or humiliating games and activities; sleep or food deprivation; unreasonable exposure to the weather or unsafe environments; kidnapping or abandonment; line-ups and/or berating; undue interference with academic pursuits; and/or expectation of participation in activities that are illegal, lewd, or in violation of University policy. This list is not intended to be inclusive of all activities that could be considered hazing. This regulation applies to all members of the University community and behavior that occurs on or off Drexel University property.

The implied or expressed consent of a student to hazing is not a defense under this policy. Furthermore, apathy and/or acquiescence in the presence of hazing are not neutral acts; they are also violations of this policy.

Retaliating in any manner against any individual who reports hazing or who participates in an investigation of a hazing report is prohibited.

In addition to this policy, NCAA Student athletes shall follow the policies and guidelines set forth by the Athletic Department, NCAA, and Colonial Athletic Association (CAA), and fraternity and sorority members shall follow the policies and guidelines set forth by the Office of Fraternity and Sorority Life, their national umbrella organization, and national fraternity/sorority.

View the full Drexel University Hazing Prevention Policy at drexel.edu/hazing.

17. INTERFERENCE WITH STUDENT CONDUCT PROCESS

Interfering with the University’s Student Conduct Process is prohibited. Such behavior includes, but is not limited to, falsification, distortion, or misrepresentation of information before a hearing officer, the Hearing Board, or the Appellate Board; knowingly instituting a complaint without good cause or with malintent; harassment and/or intimidation of any witness, member of the Hearing/Appellate Board, complainant/respondent, or University personnel before, during, or following the conclusion of the conduct proceeding; failing to comply with a notice to attend/appear at a hearing; and/or interference with the implementation of the results of any conduct proceeding or with the processing of any appeal.

Retaliation related to a person bringing a student conduct complaint or participating in the Student Conduct Process is a violation of this policy.

18. LAW AND POLICY COMPLIANCE

Students are expected to conduct themselves in accordance with the law. Violations of federal, state, and city laws and ordinances are considered to be a violation of this policy.

The University’s Student Conduct Process acts independently of any legal proceedings.

Violations of University policies described or referenced throughout this or any other official departmental Handbook or violations of any portion or provision of this or any other official departmental Handbook will be considered violations of the University’s standards of conduct. Examples of other official departments include, but are not limited to, the Office of Campus Engagement, the Office of Fraternity and Sorority Life, and Athletics including Recreational Sports.

Failure to abide by Residence Hall regulations and policies as stated in the residence halls occupancy agreement and in this Handbook will be considered violations of the University’s Code of Conduct.

19. LITTERING

No Student shall intentionally dispose of refuse of any kind in or near any building owned or operated by Drexel except in receptacles provided for that purpose.

No receptacle used for trash shall be overturned.

20. PETS/ANIMALS

Students shall not bring any pet/animal (hereafter: animal), regardless of ownership, into any University-owned or operated building, or chain an animal outside any building where it may disrupt classroom activities or resident students through barking or other noise. All animals that can be leashed must be kept on a leash at all times while on campus. Animals that cannot be leased must be securely contained at all times while on campus.

All actions of any animal will be the responsibility of the owner and/or the guardian at the time of the incident.
Service dogs are the only exception to this policy (See also Residence Hall Regulations on Pets). Animals brought on campus in accordance with procedures outlined in OED-5 will not be a violation of this policy. See [drexel.edu/oed/policies](http://drexel.edu/oed/policies) for more information about Drexel’s Service and Assistance Animal Policy (OED-5).

21. POSTING

Flyers and posters may only be hung throughout the campus on approved posting locations. All materials for posting must be stamped prior to distribution. The “Approved for Posting” stamp is maintained at the Creese Student Center Information Desk and the Office of Residential Living and Student Conduct for the residence halls.

Advertising, both inside/outside of buildings, electronic/print, and on/off campus, for parties or events may not refer to or promote illegal or irresponsible use of alcoholic beverages, drugs, or tobacco products.

Advertising the sale of alcoholic beverages, or any phrase or symbol that would lead the reader to believe that alcohol will be served or consumed is prohibited. Any materials of an obscene nature are prohibited as well as language or material that, in context, depicts or describes, in terms patently offensive as measured by contemporary community standards for Drexel University, sexual or excretory organs or activities.

Postings not approved by the appropriate University personnel will be removed immediately and the Student or organization that posted said flyers will be subject to disciplinary action. Flyers or posters should not exceed 11” x 18” in size. Mounting flyers or posters on University signage, information showcases, or other surfaces not intended for posting is prohibited. Using paint on University sidewalks, trees, benches, and other surfaces is prohibited. Posting of notices with adhesives such as duct tape, which may damage surfaces, is prohibited. The cost for removal of this type of publicity will automatically be charged to the group or individuals responsible for the posting. Groups/individuals failing to adhere to the posting policy will be subject to disciplinary action.

For other related Residence Hall policies, see page 17 in this Handbook.

22. PROJECTILES

No Student shall throw or cause to be projected any object or substance that has potential for damaging or defacing University or private property or causing personal injury or disruption. Dropping any item, or causing any item to be dropped from a window, roof, balcony, or any significant height without prior University approval is a violation of this policy. The owner/occupant of a residence hall or fraternity/sorority property room is responsible for anything that leaves the owner/occupant’s window.

23. SEXUAL AND GENDER-BASED HARASSMENT AND MISCONDUCT POLICY – OED-3

The University prohibits sexual and gender-based harassment and misconduct. Sexual and gender-based harassment and misconduct encompass a broad range of behavior involving unwelcome conduct of a sexual nature that is committed without consent, by force, intimidation, coercion or manipulation, or where a person is incapable of consent due to incapacitation. Under OED-3 Sexual and Gender-Based Harassment and Misconduct Policy, violations include sexual harassment, sexual assault, sexual exploitation, stalking, retaliation, and sexual offenses against minors as defined in the policy. OED-3 Sexual and Gender-Based Harassment and Misconduct Policy also applies to harm to others when it occurs in the context of intimate partner violence.

All complaints involving Sexual and Gender-Based Harassment and Misconduct should be reported to the Office of Equality and Diversity. The Office of Equality and Diversity will work collaboratively with the Office of Residential Living and Student Conduct.

Students are required to review and understand the full definition and scope of OED-3 Sexual and Gender-Based Harassment and Misconduct Policy found at [drexel.edu/oed/policies](http://drexel.edu/oed/policies).

24. SMOKE-FREE AREAS

This policy was established to promote a smoke-free environment for students, faculty, staff, contractors, and visitors.

In accordance with Philadelphia ordinances, smoking is prohibited within 20 feet of any entrance, exit, operable window, or air intake of a University-owned and/or-operated building to include sidewalks and thoroughfares.

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, restrooms, fire escapes, parking structures, and University owned vehicles.

Smoking is prohibited in all outdoor Smoke-Free designated areas, including outdoor athletic/recreation facilities, and during all University-sponsored outdoor events.

All University-sponsored activities taking place at facilities not owned or operated by the University will be smoke-free in those areas under the University’s control.

The sale of tobacco products by members of the University community and/or invited guests is prohibited on campus property.

25. SOLICITATION AND SALES

Solicitations and sales are not permitted except by written authorization from the director of Event Services or designee in conjunction with Student Life. Such authorization will be made only for items that are of express service to the community and only after a written request has been submitted and reviewed.
Door-to-door solicitation is prohibited at all times. Students may not act as agents for a business that entails solicitations or receiving of business offers or goods on University property. University telephones may not be used for selling or offers to sell merchandise, services, or the like. This includes going door to door and distributing anything under residence hall doors or University buildings, or using Student rooms for business purposes of any nature.

26. THEFT

No Student shall take, attempt to take, or assist in the taking of money, property, services, identity, or any item of value for which they do not have rightful possession. No Student will attempt to use property or services without proper authorization. Students must not take for their own, or use property of another person without permission, even if it is intended to be returned. Knowledge, possession, retention, or disposal of any stolen property is prohibited. Failure to fulfill a contractual agreement for which a Student was paid may be a violation of this policy.

27. UNAUTHORIZED ACCESS/ENTRY

No Student shall enter, attempt to enter, or remain in a private room, office, or restricted area under control of another Student, faculty/staff member, and/or University official except by permission or invitation of the student or the appropriate University official. No Student shall permit access to private or restricted space to another person who does not have permission or authorization to be in that space.

The University prohibits access to windows, roofs, balconies, railings, ledges, and fire escapes of all University-owned or -operated buildings except in cases of repair by the proper University authority or dire emergency.

28. UNAUTHORIZED USE OF UNIVERSITY PROPERTY OR DOCUMENTS

No Student shall use, possess, lend, or sell any parking tag, ID card, dining hall pass, keys, or official University documents or property issued by the University to or for another individual. Lending ID cards is prohibited, and cards may be confiscated.

Examples of prohibited behavior include, but are not limited to, the following:

- Use, possession, or sale of a University ID card to obtain entry or services to which a person is not entitled. Examples include, but are not limited to, using another person’s University ID for entry to the DAC, the Dining Hall, the Libraries, and other ID-required buildings/facilities.
- Use, possession, or sale of a parking tag that was not specifically issued to and paid for by the Student holding the decal.
- Use, possession, or sale of any University keys not specifically issued to the student.

- Use of official University documents or identifying information by a student not authorized to do so.
- Use of official University property or services for personal use or for use other than originally intended.

The University prohibits the duplication of any University-owned or -issued key. Any Student found with an unauthorized master or building key may be subject to fines. If any Student uses a key (including a master key) to enter a room, office, or other facilities, they will be subject to disciplinary action and the penalties of the police and state statues (see also Residence Hall and 34th Street Housing policies regarding keys).

29. VIOLENCE/THREATS

Violence/threats are defined as intentional use of physical force or power against another person, group, or community with behavior likely to cause physical or psychological harm. Responding to violence with violence, as defined in the Code of Conduct, may also be a violation of this policy. Self-defense, if shown by a preponderance of the evidence, would result in a finding of no violation of a violence charge under this policy.

Engaging in conduct, including any gesture, or written, verbal or physical act, or any electronic communication (which includes emails, text messages, and Internet postings on websites or other social media) that is so severe or pervasive and objectively offensive that it substantially disrupts or interferes with the rights of a Student or any other member of the University community.

30. WEAPONS

No Student shall keep, use, possess, display, or transport any rifle, shotgun, handgun, pellet or BB gun, stun gun, dangerous knife, makeshift weapon, martial art weapon, decorative sword, brass knuckles, or any other lethal or dangerous device capable of causing injury or casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the University or in any vehicle on campus.

Realistic facsimiles of weapons are also specifically prohibited. The ROTC is authorized to store, transport, and use firearms when engaging in University-authorized or ROTC-authorized activities.
SECTION 3: PROCEDURES

CONDUCT PROCEDURES (EXCLUDING COMPLAINTS UNDER OED-1 AND OED-3)

Filing a Formal Complaint

Any person may file a formal complaint against any Student for alleged violation(s) of a University policy, rule, regulation, or standard of conduct. Such complaints shall be forwarded to the Office of Residential Living and Student Conduct. Complaints submitted electronically from Drexel Students, faculty, or staff must be received from a Drexel University email account.

Non-academic complaints should be sent with appropriate attachments to:

Email: sccs@drexel.edu (Preferred method)
Fax: 215.895.0240
Campus Mail: Office of Residential Living and Student Conduct, 101 N. 34th Street

Persons seeking to report complaints by other methods should call 215.895.6074 for instructions.

The person(s) making the complaint shall provide in writing the following information:

• The name and address of the Student(s) involved or a sufficient description of the Student(s) and premises involved in order to identify the individual(s).
• Date, time, and location (if applicable) of incident.
• The nature of the alleged violation.
• A detailed statement of the circumstances.

INTERIM ACTION

In certain circumstances, the dean of Student Life or a designee may impose an interim action, including an interim University suspension, an interim residence hall suspension, or an interim ban from campus prior to a hearing before the Conduct Board or Administrative Hearing Officer.

Interim actions may 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 poses a definite threat of disruption or interference with the normal operations of the University.
4. If the dean of Student Life or designee determines that the interim action is in the best interests of the University community.

Depending on the scope of the interim action imposed, Students may be denied access to University housing and/or other University activities or privileges for which the Student might otherwise be eligible.

The scope of the interim action will be specifically identified by the dean of Student Life or designee based on the specific circumstances in a particular case. If appropriate, the interim action may include the issuance of a no-contact order.

In the case of a student organization, the organization’s activities and participation in University events may be limited as specified by the dean of Student Life or designee. If appropriate, interim action may include the cessation of all activities and the withdrawal of recognition and/or allocated funding by the University, pending the final outcome of the proceedings.

A hearing will be conducted before the Conduct Board or relevant Hearing Officer as soon as reasonably practicable to determine the outcome of the case.

A Student placed on an interim status has the right to request an opportunity to appear personally before the dean of Student Life or designee within five business days from the effective date of the interim action to discuss the decision. This request should be made electronically in writing to the Office of Residential Living and Student Conduct (sccs@drexel.edu) from the Student’s Drexel University email account. The decision of the dean of Student Life or designee as to whether or not to impose an interim action will hold as final.

GENERAL PROCEDURES (FOR ALL CASES OTHER THAN ACADEMIC INTEGRITY, ACCEPTABLE USE, FAILED DRUG TESTS FOR CNHP STUDENTS, AND CASES RELATED TO OED-1 AND OED-3)

Having received a formal complaint against a Student, the Office of Residential Living and Student Conduct will conduct a preliminary review of the complaint in order to determine whether the circumstances detailed in the formal complaint are sufficient to cause a formal charge to be made. It is in the Office of Residential Living and Student Conduct’s sole judgment to proceed with a complaint after appropriate consultation with relevant University constituencies. If the office concludes that the complaint is sufficiently complete, and it is reasonable to believe that a hearing board could find that the alleged behavior involves a violation of a University policy, rule, regulation, or standard of conduct, the person(s) making the complaint will be expected to participate in the adjudication process unless the accused Student (hereafter: Respondent) agrees that a violation has taken place and waives the right to a hearing. In certain cases when the person making the complaint decides not to file or pursue a formal complaint, the University reserves the right to continue to process the matter.

The Respondent shall be informed of the charge(s) via their assigned Drexel University email address or, if necessary, their U.S. mail address.

The notice of charge shall state:

• The nature of the alleged offense, stating the place of the occurrence (if applicable).
• The pre-determined date of the Respondent’s Pre-Hearing Conference.
If a Student fails to comply with scheduling or attending a Pre-Hearing Conference within the specified period of time, the facts may be reviewed by the executive director of residential living and student conduct or designee, and a decision will be rendered in the Student’s absence. An appeal in this case may only be made based on Severity of Sanction.

Students are responsible for ensuring that the University has an updated mailing address (both local and permanent). The University is not responsible for communications not received due to an improper address listed in the Drexel Information System or the Respondent’s email inbox being full. Students are responsible for checking their assigned Drexel University email account.

At the Pre-Hearing Conference, the Student will:
- Have the conduct process for the University explained.
- Have the charges explained.
- Be given the opportunity to respond to the charge(s).

The Respondent may choose not to contest the charge(s) and give up the right to a hearing by pleading “In Violation” and verifying this decision with their signature. The Office of Residential Living and Student Conduct will impose the appropriate sanction(s) and may seek input from appropriate constituents concerning sanctions when appropriate. The Respondent will be notified of the sanction(s) in writing, and this sanction decision may only be appealed based on Severity of Sanction.

Except as stated in the specific procedures described below, it is the right of a Student to have a formal hearing before the Conduct Board if the Respondent contests the charges.

The Respondent and Complainant will be notified in writing as to the time, date, and location of the hearing. If the Respondent and/or Complainant fails to attend the hearing or fails to arrive at the scheduled time after notification has been given, the Conduct Board may consider all presented information and a decision will be rendered.

Meetings with the Office of Residential Living and Student Conduct and the hearings before the Conduct Board are not open to the public. The Complainant(s) and the Respondent(s) may be present throughout the Board hearing. The University encourages all participants in the Student Conduct Process to respect the privacy of the information and individuals involved. Except as required by lawful subpoena or by request of the Student, neither the content of the hearings nor their outcome shall be disclosed by the University to any third party. Following a request by a Student to share information, the University will use best judgment on a case by case basis in determining what information is shared.

STANDARD OF PROOF

The standard of proof used for all hearings before the Conduct Board is preponderance of evidence (more likely than not), based on the reasonable person standard.

RECORDINGS

There will be a single verbatim audio recording of all hearings before the Conduct Board that will be the sole property of the Office of Residential Living and Student Conduct. This recording will be maintained only until the appeal process has concluded, until the time of appeal has lapsed, or for other reasonable University purposes at the sole discretion of the executive director. No one is permitted to record a student conduct pre-hearing or hearing without permission from the executive director of Residential Living and Student Conduct or designee.

PROCEDURES FOR STUDENTS SUBJECT TO DRUG TESTING

drexel.edu/~media/files/studentlife/sscs/drugtestingflowchart

Students enrolled in programs that subject Students to Drug testing should expect more stringent procedures that may not allow for the same processes.

When a Student’s Drug screening results in a “positive” outcome, the Student will be required to immediately meet with the program chair or his/her designee. The program is obligated to report all positive drug screens for licensed Students to appropriate licensure agencies. If the Student does not contest the positive drug screen, this will be considered an admission of being “In Violation” and the case will be referred to the Office of Residential Living and Student Conduct for sanctioning in addition to the program providing information to the Student on treatment/assistance related to drug use. If the Student contests the positive drug screening, a “same-specimen” retest will be conducted concurrent to the Student being placed immediately on an interim suspension. If the “same-specimen” retest yields a positive outcome, this result will be considered an admission of being “In Violation” and the Student will be referred immediately to the Office of Residential Living and Student Conduct for sanctioning. Students in this situation may only appeal their cases based on Severity of Sanction. If the retest yields a negative outcome, the interim suspension will be lifted and the Student will be subject to random retests with a new sample at the discretion of the program.

When a Student’s Drug screening results in a “diluted sample” or other outcome determined by the program, the Student will be subject to an immediate but random retest with a new sample at the discretion of the program. If the Student does not comply with the written instructions for an immediate but random retest, this will be interpreted as a positive test and an admission of being “In Violation,” and the Student will be referred immediately to the Office of Residential Living and Student Conduct for sanctioning. Students in this situation may only appeal their cases based on Severity of Sanction. If the retest yields a negative outcome, the Student will be subject to random retests with a new sample at the discretion of the program.
Students enrolled in the College of Nursing and Health Professions Nurse Anesthesia program are subject to a specific and separate “Substance Abuse Policy” that can be found at [drexel.edu/~media/files/studentlife/sccs/cnhp-sap](drexel.edu/~media/files/studentlife/sccs/cnhp-sap).

**PROCEDURES – ACADEMIC INTEGRITY CASES**

In order to fully articulate its commitment to academic integrity and protect members of its community from the results of dishonest conduct, the University has adopted policies and procedures to address cases of academic dishonesty. These policies are intended not only to emphasize the imperative of integrity, but also to protect the rights of all members of the University community.

When a Student is suspected of violating academic integrity standards, the faculty member will, as soon as reasonably possible, take the following actions:

1. Preserve all documentation and material relevant to the case.
2. Consult with the department head or designee, or other if the reporter is the department head.
3. Notify the Student of the suspected infraction and the faculty member's intention to submit a complaint, and seek the Student's explanation. Notification should go to the Student's Drexel email account. Students should be given a reasonable time to respond.
4. Faculty member will undertake reasonable and appropriate measures to further understand the scope of the potential violation, and initially determine whether a violation of the Academic Integrity policy has occurred.
5. a. If the Student agrees a violation has occurred, the faculty member will inform the department head or designee, program director, or equivalent administrator (hereafter referred to as department head) offering the course of the alleged violation, and the violation will be referred to the Office of Residential Living and Student Conduct with an appropriate sanction.
   b. If the Student disagrees that a violation has occurred, the faculty member will require the Student to meet with the department head, who will make a final determination whether a violation of the Academic Integrity policy has occurred.
6. If, based on the information presented by the faculty member, the Student, and with the results of any further investigation the department head may undertake, the department head agrees that an academic integrity infraction has occurred, the department head and faculty member will determine the appropriate sanctions and inform the Student of their decision. The infraction will be referred to the Office of Residential Living and Student Conduct with an appropriate sanction.

Any Academic Integrity violation beyond a first offense is subject to the sanctions determined by the academic department as well as to disciplinary sanctions that may be imposed through the University conduct process as administered through the Office of Residential Living and Student Conduct. These sanctions may include suspension or expulsion from the University and are subject to an appeal process described in this Handbook.

All cases of academic dishonesty will be communicated to the Office of Student Conduct and Community Standards. Interpretation of this information as it relates to alleged violations of the Drexel University Academic Integrity policy are left to the discretion of the faculty member, department head, dean of the college, and provost.

Students are strongly encouraged to request that the faculty member specify individual expectations prior to the commencing of projects and/or assignments. Consultation and advice are available through the Office of Residential Living and Student Conduct.

For more information, see [drexel.edu/studentlife/community_standards/facultystaff/integrity](drexel.edu/studentlife/community_standards/facultystaff/integrity).

**PROCEDURES – ACCEPTABLE USE (COMPUTER/NETWORK) CASES**

Drexel University takes a strong stand against unlawful distribution of copyrighted music, movies, and software. While the University does not routinely monitor Internet activity, if you are downloading or sharing copyrighted works over the Internet, your activity can be seen by the copyright owners. If the University receives notification of claimed infringement from a copyright owner or agent about your Internet activity, federal law requires that the University take action. You are responsible for the activity associated with your IP address and/or Drexel user ID. The Office of Information Technology (IT) has developed comprehensive strategies to effectively and appropriately respond to notifications of claimed infringement. Every notice of claimed infringement is reviewed by IT to determine if it can be matched to a University account. When IT is satisfied that it can identify the individual account associated with the claimed infringement, it will issue a notice of violation of the University’s Acceptable Use Policy to the individual associated with the account, and also provide a copy to the Office of Residential Living and Student Conduct (RLSC). Recipients are required to respond to such notices within five days. Failure to respond will result in an immediate loss of network privileges.

Any violation of the Acceptable Use Policy beyond a first violation is subject to sanctions, including monetary fines and loss of network privileges, which may be imposed by RLSC in its sole discretion. Due to the nature of the violations and with respect to the match of an individual’s account to a claim of infringement, the executive director for residential living and student conduct will make a final determination of responsibility should any Student contest a violation of this policy. The Student will be notified of the outcome and/or sanction(s) in writing, and the sanction may only be appealed based on the severity of sanction.
Any person may bring charges against a Student for alleged misconduct. The Respondent has the right to a hearing. Drexel University endorses as Students’ rights the following procedural protections:

1. The Conduct Board consists of those Students, faculty, and staff who serve both on the University Hearing Board and/or the University Appellate Board. No member of the Conduct Board who is otherwise interested in the particular case will serve during the proceeding.

2. Students will be informed in writing of the nature of the complaint against them and in sufficient time to ensure an opportunity to prepare for the hearing.

3. Any Student involved in the conduct process will have the right to have an advisor of their choice from the University community to accompany them throughout the entire conduct process. Though the Student Conduct Process does not allow the Respondent to be represented by an attorney during the process (including the pre-hearing conference and Conduct/Appelate Board hearings), the University will allow such advisement if criminal charges are pending concurrent to the University proceedings. Proof of such charges must be presented to the Office of Residential Living and Student Conduct (RLSC) by 5 p.m. the business day preceding the scheduled hearing/conference. During such time, the attorney may only advise their client and may not speak during the proceedings and/or serve as an active participant in the process. RLSC has the right and authority to excuse the attorney should the attorney’s behavior be deemed inappropriate during the process.

4. Items confiscated by the Department of Public Safety may be destroyed. Students have the right to request from the Department of Public Safety that any confiscated items be returned to them. This request must be made within seven (7) business days of the confiscation. The approval of requests and the manner/mode by which the request is granted is at the sole discretion of the Department of Public Safety.

5. The burden of proof is on the University if the University serves as the Complainant.

6. The Student will be given an opportunity to present their case, including the presentation of information and witnesses. The executive director of residential living and student conduct or designee has sole discretion whether to allow witness names and/or supporting documentation from either party after the stated deadline for submission has passed.

7. Both the Complainant and Respondent will have an opportunity to hear and question witnesses. In no case will the Conduct Board consider statements against a charged student unless the student has been advised of the content and of the names of those who submitted the disciplinary complaint and unless the student has been given an opportunity to rebut the unfavorable inferences that might otherwise be drawn.

8. All matters upon which the decision may be based must be introduced before the Conduct Board. The decision will be based solely upon such matters.

9. A Respondent will have the right to appeal an adverse decision.

10. Proceedings before the Office of Residential Living and Student Conduct staff, all hearing officers, the Conduct Board, and the Appellate Board are private, subject to the provisions of the Family Educational Rights and Privacy Act (FERPA), or other legal requirements.

PARTY’S RIGHTS

The rights of the Complainant(s) and Respondent(s) include:

1. The right to have an advisor of their choice from the University community to accompany them throughout the entire conduct process.

2. The right to be present throughout the entire conduct process.

3. The right to have past unrelated behavior excluded from the hearing process.

4. The right to question the other party through an appropriate process determined by the executive director for residential living and student conduct or designee.

5. The right to be provided during the hearing, whenever practical, a waiting area that does not require the parties to be in close proximity or near the other party’s family, friends, or witnesses.

6. The right to be informed in writing of the determination of responsibility in a timely manner.

7. The right, if so desired, to provide a written impact or mitigation statement that shall be available for later use if the Respondent is found or pleads in violation of any policy. Impact statements may describe the harm the Complainant sustained as a result of the alleged misconduct. Mitigation statements may describe relevancy to be considered in the determination of sanctions. These statements must be received prior to the determination of responsibility and will be reviewed prior to the imposition of sanctions.
NOTE: See Appendix A to OED-1 and OED-3 “Complaint Procedures for Resolving Complaints Against Students” for rights under this policy. Visit drexel.edu/oed/policies/overview/oed-3 for the OED-3 Sexual Harassment and Misconduct Policy.

SECTION 5: CONDUCT BOARD AND HEARING FORMAT (Excluding Complaints Involving OED-1 and OED-3)

THE UNIVERSITY CONDUCT BOARD

The University Conduct Board (“UCB”) is established to provide a fair hearing and appeal process. In cases in which a Student is found responsible for a violation of a University policy, rule, regulation, or standard of conduct, the University Conduct Board recommends sanctions to the executive director of residential living and student conduct or designee, who serves as the official spokesperson of the University Conduct Board.

The University Conduct Board is comprised of students, faculty, and staff. Members of the University Conduct Board will serve on both the University Hearing Board and University Appellate Board. While the University Conduct Board is in session, it shall be chaired by a student appointed by the executive director of residential living and student conduct or designee. The University Conduct Board shall be advised by a Hearing Officer with Residential Living and Student Conduct, who shall serve as an ex-officio non-voting member of the board. A quorum of three, including two students and a faculty or staff member, must be present to hold a hearing or appeal.

Faculty UCB members shall represent a broad spectrum of the University faculty, including faculty from the Center City campus. Professional staff UCB members shall represent a broad spectrum of the University community. Student UCB members shall represent a broad spectrum of the student body including graduate students.

Conduct Board members shall be eligible to serve only in a single capacity for a case. Members who serve on the Conduct Board will not be eligible to serve on the Appellate Board for the same case.

UNIVERSITY HEARING FORMAT

Hearings shall proceed to the extent possible according to the following form:

- The chair shall open the proceedings by reading the statement of charges.
- The administrator (the person bringing the complaint on behalf of the University) shall then present the case against the Respondent. This shall be completed by the submission of written, physical, and testimonial information in advance of the hearing. Witnesses will be asked to affirm that their testimony is truthful and may be subject to charges of dishonesty. The Respondent and the board members shall have the right to conduct reasonable questioning of the Complainant and the University’s witnesses.
- At the conclusion of the presentation of the complaint, the Respondent shall present a response to the charges. This shall be done by the submission of written, physical, and testimonial information. The board members shall have the right to conduct reasonable questioning of the Respondent and the Respondent’s witnesses. Witnesses may only speak of the specific incident in question; character witnesses are not permitted.
- After both cases have been presented, the chair may allow a presentation of rebuttal information.
- At the close of the hearing, the chair may allow closing arguments by the parties.
- The Hearing Board may call witnesses or request additional documentation. Failure to comply with a summons of the Hearing Board may result in disciplinary action.
- Only after deliberations have been completed and if, and only if, the Respondent was found “in violation,” will the Hearing Board consider the following information, shared by the executive director of residential living and student conduct or designee, before recommending the appropriate sanction(s):
  - Previous conduct record
  - Academic records (when applicable to the nature of the case).

The University Hearing Boards shall recommend sanction(s) to Student Conduct and Community Standards, who will determine the final sanction(s).

The determination by the Hearing Board of a Student’s responsibility for an alleged violation shall be made on the basis of whether it is more likely than not that the Student charged violated a University policy, rule, regulation, or standard of conduct. The final decision of the Hearing Board shall be by majority voice vote unless any member of the board requests a written secret vote of the members present and voting. The Student charged will receive written notification of the board’s decision and the resultant sanction(s) (if applicable), within ten (10) business days of the close of the hearing (excluding University holidays), except in extraordinary circumstances. Proceedings before the Conduct Board are private.

In all cases in which a Respondent fails to appear, the information in support of the charges shall be presented and considered. No Student will be found to have violated the University’s policies, rules, regulations, or standards of conduct solely because the Student failed to appear before the Hearing Board.

Any party involved in the hearing may challenge a board member on the grounds of personal bias. Board members may be disqualified upon majority vote of the remaining members of the board, conducted by secret ballot.

HEARING FORMAT FOR CASES INVOLVING CIVIL RIGHTS DISCRIMINATION, HARASSMENT, AND MISCONDUCT

See drexel.edu/oed/policies/overview/oed-3 for OED-3, Appendix A.
SECTION 6: SANCTIONS

Students found to have violated University policies, rules, regulations, or standards of conduct shall be subject to a range of disciplinary actions, as imposed by the Office of Residential Living and Student Conduct.

More than one sanction may be imposed for any single violation. Note that after a sanction has been determined, should information come to light that changes the disposition of a case, the executive director of residential living and student conduct or designee has the right to reopen the case and to change the prior sanction.

Drexel University has the right to withhold the issuance of a degree should a student conduct matter either be unresolved or should the sanctions for a case be incomplete.

Penalties and sanctions that may be imposed include, but are not limited to, the following:

EXPULSION

Expulsion is permanent termination of student status and exclusion from University premises, privileges, and activities. Tuition and general University fee refunds will be determined in accordance with the University refund policy as approved by the Board of Trustees. In the case of a student organization, the group will lose its official recognition, allocated funding, and all other privileges.

WITHDRAWAL OF (RESCIND) DEGREE

Withdrawal of degree is a permanent disaffiliation between the Student and the University evidenced specifically by the University’s decision to rescind a degree already conferred as cited at drexel.edu/provost/policies/withdrawal_degree. Tuition and general University fees will not be refunded. This sanction would be imposed at the recommendation of the provost and in response to a student being in violation of the Academic Integrity policy or at the recommendation of the vice president and dean of Student Life and in response to a student being in violation of the Code of Conduct.

WITHHOLDING OF A DEGREE

A Student’s degree can be withheld and not immediately issued after degree completion if it is determined that withholding the degree is the most appropriate course of action in lieu of suspension or other comparable action.

SUSPENSION

Suspension is a separation of the Student from the University for a specified period of time. A suspended Student will be withdrawn from all courses and may not attend classes, take exams, receive grades, maintain a position as a co-op Student, hold a leadership position, or be on University premises without the authorization of the vice president for Public Safety or designee throughout the entire duration of the suspension period.

In the case of a student organization, suspension will result in the loss of privileges including, but not limited to, the use of campus facilities, participation in University activities, hosting and/or participating in events with alcohol, use of allocated funds, and sponsorship of official activities. Loss of privileges may also include recruitment and pledging activities.

DEFERRED SUSPENSION

Deferred suspension serves as a final warning to a Student that if the student is again found in violation of any University policy, the University is obligated to consider suspension as a primary response.

LOSS OF HOUSING

A Student is involuntarily removed from University housing for a designated period of time. Removal from University housing means the Student must properly check out of their room in accordance with existing University procedures within the time constraints established by the Office of Residential Living and Student Conduct. As indicated in the occupancy agreement, the resident will be liable for the full room charge specified if a replacement assignment cannot be made by the Office of University Housing. The sanction conferred by the Office of Residential Living and Student Conduct may stipulate requirements that must be fulfilled for reinstatement into University housing.

DEFERRED LOSS OF HOUSING

Deferred Loss of Housing serves as a final warning that any further violation(s) of University policy obligates the University to consider Loss of Housing privileges as a primary response.

BAN FROM UNIVERSITY HOUSING/BAN FROM RESIDENCE HALLS

A Student is prohibited from entering all or specific residential buildings, including fraternity/sorority properties for a designated period of time.

HOUSING REASSIGNMENT

A Student is involuntarily reassigned to a new campus location.

RESTRICTED ACCESS

The residence hall visitation and guest privileges of the resident Student are revoked for a designated period of time. Additionally, the Student must sign in and out of the building in the Restricted Access Log each time the Student enters or exits the building.
DISCIPLINARY PROBATION

Disciplinary Probation is a specific period of time during which the University provides the Student or organization with the opportunity to prove that they will contribute in a positive manner to the University community. Should a Student or organization violate University policies while on Disciplinary Probation, more severe sanctions shall be imposed. Disciplinary Probation will specify any restrictions with which the individual must comply, such as not representing the University in any extra-curricular activity or holding an office in any student group or organization.

ASSIGNMENT OF A CONSTRUCTIVE/EDUCATIONAL TASK

A Student is required to complete a task that benefits the individual, campus, or community. Examples include, but are not limited to, completing an educational module or class, performing community service, writing reaction or research papers, attending programs or lectures, or other educational sanctions deemed appropriate by the Office of Residential Living and Student Conduct or designee.

HOLD ON RECORDS

The enforcement of University policies may necessitate a hold on transcripts, grades, diplomas, or other official records pending the resolution of cases.

NOTIFICATION OF PARENT OR LEGAL GUARDIAN

The University will inform a Student’s parent(s) or legal guardian(s) that the Student has been found in violation of University rules and policies.

FINE

The Student or student organization is required to make a punitive monetary payment. Fines collected shall support Student Life educational initiatives.

RESTITUTION

The Student or student organization is required to make monetary reimbursement for repair/replacement of property or service rendered to the University or to other persons, groups, or organizations for specified damages by a date designated by the Office of Residential Living and Student Conduct. These charges may not be in excess of the damage or loss incurred.

DISCIPLINARY REPRIMAND

The Student or student organization is informed that their actions were inappropriate and that better judgment is to be used in the future.

GUIDELINES FOR SANCTIONS

For some Code of Conduct violations, Drexel University subscribes to guidelines that offer the hearing officer suggested sanctions for the most typical cases. The following Code of Conduct violations include guidelines for sanctions:

1. Academic Integrity
2. Acceptable Use
3. Alcohol
4. Dishonesty
5. Drugs
6. Fire Safety
7. Projectiles
8. Sexual and Gender-Based Harassment and Misconduct
9. Theft

1. Sanction Guidelines for Violating the Academic Integrity policy

First/all violations: If an act of academic dishonesty is determined to have occurred, one or more of the following sanctions will be imposed, depending on the severity of the offense:

- Reduction of a course grade
- An “F” for the assignment or exam
- Failure for the entire course
- Other action deemed appropriate by the faculty member
- Any of the above sanctions with the inability to withdraw

Examples of other action deemed appropriate include, but are not limited to, requiring the Student to retake the exam, recomplete an assignment, or complete an assigned exercise. The decision of the faculty member and the department head shall be reported to the Office of Residential Living and Student Conduct, which is responsible for maintaining student conduct records. The incident will result in an official conduct record for the Student(s). Students may also be required to attend or complete an educational activity as determined by the Office of Residential Living and Student Conduct, and the student may be placed on disciplinary probation.

Second violation: Suspension or expulsion, in addition to any sanction issued from the list above.

A violation of the Academic Integrity policy discovered after the conferral of a degree is grounds for Withdrawal of (Rescind) Degree.

2. Sanction Guidelines for Violating the Acceptable Use Policy

The University considers the sanctions listed below to be guidelines for the conduct officer when adjudicating violations of the Acceptable Use Policy. Each incident is reviewed on an individual basis. Depending on the specifics of the incident, more or less severe sanctions may be imposed.
First Violation: Warning letter, acknowledgement of notice required from Student.

Second Violation: $100.00 fine, acknowledgement of notice required from student, disciplinary probation.

Third Violation: Up to a $500.00 fine, acknowledgement of notice required from student, network account temporarily disabled, deferred suspension.

NOTE: Fines collected shall support Student Life educational initiatives.

3. Sanction Guidelines for Violating the Alcohol Policy

The University considers the sanctions listed below to be guidelines for the conduct officer when adjudicating alcohol violations. Each incident is reviewed on an individual basis. Depending on the specifics of the incident, more or less severe sanctions may be imposed.

First Violation: Alcohol education, $100.00 fine ($1000.00 for recognized student organizations), disciplinary probation.

Second Violation*: Counseling referral, $200.00 fine ($1,500.00 and educational sanction for recognized student organizations), deferred loss of housing and/or deferred suspension, parental notification, and extension of probation.

Third Violation*: Suspension from the University and/or one or more of the following: loss of housing privileges, deferred suspension from University, $200.00 fine ($1,500 and educational sanction for recognized student organizations), parental notification.

*within a five-year period

4. Sanction Guidelines for Violating the Dishonesty Policy

Dishonesty related to disclosure in any suspension level case is grounds for suspension.

5. Sanction Guidelines for Violating the Drug Policy

The University considers the sanctions listed below to be guidelines, and a starting point, for the conduct officer when adjudicating drug policy violations. Each incident is reviewed on an individual basis. Depending on the specifics of the incident, more or less severe sanctions may be imposed.

First Violation: $100.00 fine ($1,000.00 fine and educational sanction for recognized student organizations), disciplinary probation. Suspension/deferred suspension, loss of housing/deferred loss of housing, ban from University housing, counseling evaluation, disciplinary probation (upon return), and parental notification; possibility of expulsion.

Second Violation*: Counseling referral, $200.00 fine ($1,500.00 and educational sanction for recognized student organizations), deferred loss of housing and/or deferred suspension, parental notification, and extension of probation. Suspension/deferred suspension, loss of housing/deferred loss of housing, ban from University housing, counseling evaluation, fine, disciplinary probation (upon return), and parental notification; possibility of expulsion.

NOTE FOR CRIMINAL CASES: Students should be aware of Amendments to the Higher Education Act of 1965 and the penalties under section 484(r). Section 484 has been amended to include the following information:

(r) SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES

(1) IN GENERAL – A Student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table.

If convicted of an offense involving:

The possession of a controlled substance:

First offense Ineligibility period is 1 year
Second offense Ineligibility period is 2 years
Third offense Ineligibility period is indefinite

The sale of a controlled substance:

First offense Ineligibility period is 2 years
Second offense Ineligibility period is indefinite

(2) REHABILITATION - A Student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if —

1. the Student satisfactorily completes a drug rehabilitation program that —
   a. complies with such criteria as the secretary shall prescribe in regulations for purposes of this paragraph; and
   b. includes two unannounced drug tests; or
2. the conviction is reversed, set aside, or otherwise rendered nugatory.

(3) DEFINITIONS - In this subsection, the term “controlled substance” has the meaning given in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).

6. Sanction Guidelines for Violating the Fire Safety Policy

The University considers the sanctions listed below to be guidelines for the conduct officer when adjudicating Fire Safety policy violations. Each incident is reviewed on an individual basis. Depending on the specifics of the incident, more or less severe sanctions may be imposed.

First Violation: $100 fine ($500 for recognized student organizations), loss of housing, ban from University housing, parental notification, possibility of suspension/expulsion, and/or higher fine/other sanction depending on the severity of the violation.
Second Violation*: $200 fine ($1,000 for recognized student organizations), permanent loss of housing, permanent ban from University housing, parental notification, suspension/expulsion, and/or higher fine/other sanction depending on the severity of the violation.

*within a five-year period

See Residential Living and 34th Street Housing sections of this Handbook for additional policies and information.

7. Sanction Guidelines for Violating the Projectiles Policy

The University considers the sanction listed below to be a guideline when adjudicating Projectiles policy violations that occur in University Housing. Each incident is reviewed on an individual basis. Depending on the specifics of the incident, more or less severe sanctions may be imposed.

First Violation: Loss of Housing

8. Sanction Guidelines for Violating the Sexual and Gender-Based Harassment and Misconduct Policy

Each violation of the Sexual and Gender-Based Harassment and Misconduct Policy is considered individually. Depending on the specifics of the incident, more or less severe sanctions may be imposed. The policy prohibits a broad range of behaviors, all of which are serious in nature. In determining the appropriate sanction, the adjudicator shall consider the following factors:

- the nature and violence of the conduct at issue;
- the impact of the conduct on the complainant or other appropriate parties;
- the impact or implications of the conduct on the community or the University;
- prior misconduct by the Respondent, including the Responding Party’s relevant prior discipline history, both at the University or elsewhere, including criminal convictions;
- whether the Responding Party has accepted responsibility for the conduct;
- maintenance of a safe and respectful environment conducive to learning;
- protection of the University community; and,
- any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

Sanctions that may be imposed under this Policy include all those set forth in Section VI of Appendix A of the Policy, or in Section 6 of this Handbook. Other sanctions may be imposed instead of, or in addition to, those specified. Service, education, or research projects may also be assigned. More than one of the sanctions listed may be imposed for any single violation.

9. Sanction Guidelines for Violating the Theft Policy

The University considers the sanction listed below to be a guideline when adjudicating Theft policy violations. Each incident is reviewed on an individual basis. Depending on the specifics of the incident, more or less severe sanctions may be imposed.

First Violation: Suspension; deferred suspension, loss of housing, ban from residence halls, restitution, and parental notification; possibility of expulsion.

SECTION 7: APPEALS
(Excluding Complaints Involving OED-1 and OED-3)

All appeals must be submitted electronically and in writing to the Office of Student Conduct and Community Standards (sccs@drexel.edu) within seven (7) business days from the date of the written documentation informing the student of the decision of the University's hearing officer and the sanction(s) imposed. Please see drexel.edu/sccs for more information.

If the Office of Residential Living and Student Conduct does not receive written notification for an appeal within the seven (7) business day period, the sanction(s) shall be implemented. In cases where the appeal is granted, the Appellate Board will make a recommendation to the executive director for residential living and student conduct or designee regarding the outcome of the appeal and any sanctioning decisions.

PROCEDURES FOR APPEAL FOR RESPONDENTS WHO PLED IN VIOLATION

A Respondent may appeal a decision made by the Hearing Officer or designee to the Appellate Board. The only basis for this type of appeal is for Severity of Sanctions. In cases in which the basis for the appeal is Severity of Sanction, the Appellate Board may amend the sanction or deny the appeal.

Severity of Sanctions: To determine whether the sanction(s) imposed was appropriate for the violation of the Code of Conduct for which the Respondent has taken responsibility.

PROCEDURES FOR APPEAL FOR RESPONDENTS FOUND IN VIOLATION FOLLOWING A HEARING

A Respondent may appeal a finding of responsibility made by the University Hearing Board to the University Appellate Board.

Except as required to explain the basis of new information, an appeal shall be limited to the review of the verbatim audio recording of the initial hearing, when necessary, and supporting documents for one or more of the following purposes:

1. Severity of Sanctions: To determine whether the sanction(s) imposed was appropriate for the violation of the Code of Conduct.
2. Insufficient information: To determine whether the decision reached regarding the Respondent was based on a preponderance of the information; that is, whether the facts in the case were sufficient for a reasonable person to establish that “it is more likely than not” that a violation of the Code of Conduct occurred. In making such a determination, the Appellate Board shall not substitute its judgment for the judgment of the Hearing Board, but instead will review the Hearing Board’s determination only to see whether there was information sufficient enough to support the result reached. Improper procedure: To determine whether the original hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the Complainant a reasonable opportunity to prepare and present information that the Code of Conduct was violated, and giving the Respondent a reasonable opportunity to prepare and present a rebuttal of those allegations.

3. New information that has become available, but was not available at the time of the hearing: To consider new information or other relevant facts not brought out in the original hearing that would be sufficient to alter a decision. In this case, such information and/or facts were not or could not be known to the person appealing at the time of the original hearing. In the case of new information, the appeal must be submitted within seven (7) days of when the new information becomes available, not to exceed thirty (30) days following the final case decision, unless extraordinary circumstances are present as determined by the executive director for residential living and student conduct.

In cases in which the basis for the appeal is severity of sanction, the Appellate Board may amend the sanction or deny the appeal. If the Appellate Board grants an appeal for a reason other than Severity of Sanction, the matter shall be returned to the original Hearing Board to allow reconsideration of the original decision. In reopening all cases, the decision of the Board regarding sanctioning may not result in more severe sanction(s) for the Respondent.

APPEAL HEARINGS ARE DOCUMENT HEARINGS; THE STUDENT IS NOT PRESENT

In cases in which an appeal is requested, an automatic stay of sanctions may be granted when appropriate. If a stay is granted, all sanctions would then be held in abeyance pending the outcome of the appeal. The Office of Residential Living and Student Conduct reserves the right to deny a request for a stay of sanctions when appropriate.

Final decision of the Appellate Board shall be by majority voice vote by the members present and voting unless any member of the board requests a written secret vote of the members present and voting.

PROCEDURES FOR APPEAL — ACADEMIC INTEGRITY CASES

Any Student who believes that she/he has been accused of academic dishonesty unjustly may request a meeting with the faculty member and/or program director/department head or designee offering the course. Likewise, if the Student views the punishment as excessive given the circumstances, the appeal process may be initiated.

If such a meeting does not resolve the disagreement, and the Student still believes the charge to have been unjust, she/he can appeal, in turn, to the dean of the college or director of the school or designee offering the course. If still not satisfied, the Student can pursue a final level of appeal that should be forwarded in writing to the provost.

Consistent with the procedures for complaint resolution, students must initiate any appeal related to a violation of the Academic Integrity policy within thirty (30) days after the sanction/decision has been issued.

Forms required for an appeal and additional information can be found at drexel.edu/studentlife/community_standards/students/appeals.

PROCEDURES FOR APPEAL — SEXUAL HARASSMENT AND MISCONDUCT CASES. SEE OED-3, APPENDIX A

The procedures for appeal for sexual misconduct cases, or any case with Title IX implications, are similar to the general procedures for appeal. For additional information, please review Appendix A to OED-3, Sexual Harassment and Misconduct Policy.

drexel.edu/oed/policies/overview/oed-3

32. STUDENT TRANSPORTATION

drexel.edu/facilities/transportation/busserviceschedules

Campus Bus Service

The mission of the Drexel University Campus Bus Service is to provide transportation for students as a means of enhancing safety between campuses. This service includes three fixed bus routes, Powelton-Spring Garden, Dragon, and Queen Lane. These services operate from 5:30 a.m. to 11:15 p.m., Monday through Friday. Please visit “Transportation” at drexel.edu/facilities for bus service schedules.

The buses carry up to 49 passengers and are Drexel University branded for easy identification. The routes and stops have been designed to allow easy access to W. W. Hagerty Library, academic buildings, General Services Building, Drexel Parking Garage, residence halls, popular student housing areas, local eateries, Creese Student Center, Vidas Athletic Complex, Queen Lane Medical Campus, and Hahnemann University Hospital at 15th and Race Streets. This service connects with local public transportation services such as SEPTA subways and light rail trolleys.
Students, staff, and faculty are permitted unlimited use of this service. Upon boarding the buses, all passengers are required to present a valid Drexel University ID card (DragonCard) to the driver.

Drexel University also has a reciprocity agreement with the University of Pennsylvania allowing Drexel University students to ride the University of Pennsylvania fixed-route campus bus service, free of charge. This service generally operates as far west as 48th Street and Woodland Avenue and as far east as 20th and South Streets. This reciprocity arrangement does not apply to the University of Pennsylvania Escort Service.

CAMPUS BUS STOPS
For passenger safety, the Bus Service will only stop and pick up passengers at a posted bus stop.

Rider Rights and Responsibilities
- All passengers must present a valid Drexel University ID when entering the vehicle
- No smoking
- No alcoholic beverages are permitted
- Passengers are not to interfere with or distract the operator while the vehicle is in operation
- Shuttle driver can deny service to any disruptive passenger

TEMPORARY TRANSPORTATION ASSISTANCE POLICY
The Transportation Department provides limited transportation service to members of the University community Monday through Friday from 8 a.m. to 4 p.m. To schedule this service, call Disability Resources at 215.895.1401. Please visit [drexel.edu/facilities/transportation/temporaryassistance](drexel.edu/facilities/transportation/temporaryassistance) for all guidelines and restrictions.

ESCORT SERVICES
The Department of Public Safety is available to provide walking escorts to all Drexel students, faculty, and staff 24 hours a day, seven days a week to any location on campus. To schedule this service, call the Public Safety Dispatch Center at 215.895.2822.

MEDICAL ESCORTS
The Department of Public Safety provides medical escorts for non-life-threatening medical conditions to Drexel University-approved hospitals, emergency rooms, and health care centers. Medical escorts are currently provided to the Hospital of the University of Pennsylvania, Presbyterian Hospital, and Hahnemann University Hospital.

For additional information, call the Public Safety Dispatch Center at 215.895.2822. Please visit [drexel.edu/facilities/transportation/temporaryassistance](drexel.edu/facilities/transportation/temporaryassistance) for all guidelines and restrictions.

33. OFFICE OF VETERAN STUDENT SERVICES

215 Creese Student Center
215.895.2501
rebecca@drexel.edu
drexel.edu/veterans

The Office of Veteran Student Services and the Veterans Task Force have played a vital role in maintaining highly responsive professional staff in key offices such as Admissions, Financial Aid, Academic Resources, Counseling, Disability Resources, Drexel Central, the Steinbright Career Development Center, and Student Life to assist veterans, service members, and military dependents currently enrolled at the University.

The Office of Veteran Student Services provides students with a dedicated orientation session and information to make their transition to university life more manageable.

The Office of Veteran Student Services’ mission is to create a welcoming, inclusive, respectful, and engaging campus community for all military-affiliated students, faculty, professional staff, and alumni, and to build meaningful networks with our community and employee stakeholders. The office assists with the recruitment, retention, and graduation of military-affiliated students by:

- Offering and coordinating academic, career, civic, social, and other support services.
- Fostering a supportive “military-centric network” for current military-affiliated students, alumni veterans, employee veterans, ROTC participants and Greater Philadelphia veteran groups.
- Offering intentional programming designed to educate our campus community about military service.
- Overseeing of the Drexel Veterans Lounge, which is located in the Armory (University City Campus) and open to all student-veterans as a place to learn, network, and relax. The lounge also serves as the home of the Drexel Veterans Association, a student group that represents the needs of student-veterans and as a support for social, patriotic, and service programs on campus.

Please visit [drexel.edu/veterans](drexel.edu/veterans) or [drexel.edu/yellowribbon](drexel.edu/yellowribbon) to learn more about the services and programs Drexel provides to military-affiliated students.