



The Graduate School

2010-2011 Graduate Handbook

*{ see why we're **more** than just another graduate school }*

See why we're more than just another graduate school.

Welcome to The Graduate School. It's an exciting time to be here at Rowan University, to say the least! The hustle and bustle of continuous growth here at Rowan are bringing new and exciting opportunities for advanced learning. As you can see by our ever-expanding offering of graduate-level programs, we are passing the torch of opportunity on to you: our graduate student community. Never has there been a better time to further your education at Rowan University than right here, right now.

The Graduate School understands that our students come in many more shapes and sizes than undergraduates: full-time, part-time, on-campus learning, distance education, working professionals, parents/caretakers, household providers, homemakers, and the list goes on. This Graduate Handbook has been thoughtfully developed with your needs in mind as you navigate the path toward your graduate certificate, master's or doctoral degree. It provides graduate students, faculty, staff and advisors with a wide array of information, both graduate-specific and university-wide, regarding academic requirements, policies, campus resources, and more.

Also contained within this text is information about the Graduate Executive Council, the governing body of The Graduate School. The Graduate Executive Council is comprised of Rowan University graduate faculty members and plays a vital role in guiding graduate academic policy and curriculum. This prestigious council is at the heart of the substantive and sustained growth you see in Rowan University's graduate offerings today and in the future.

On behalf of the The Graduate School and Rowan University, I welcome you to the next step. We wish you the best of success in your graduate academic endeavors. If you ever have questions or need additional information, don't hesitate to contact The Graduate School at any time. We are here for you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mira Lalovic-Hand'.

Mira Lalovic-Hand, Ph.D.

Assistant Provost & Director

The Graduate School

About The Graduate School

The Graduate School at Rowan University offers stimulating and challenging graduate education experiences. Small classes, well-qualified professors, focused and dynamic courses characterize our varied graduate programs. The Graduate School provides scholarly opportunities to meet professional and personal desires for lifelong learning and career development and promotes an exceptional environment for scholarly achievement and fulfillment.

The office of The Graduate School, located in Memorial Hall (1st floor), is open Monday through Friday (Monday through Thursday from mid-May to mid-August). The main phone number of The Graduate School office is (856) 256-4050 and the e-mail address is gradoffice@rowan.edu.

The office staff can provide information about graduate programs and admissions procedures and can help students obtain additional academic advisement.

The staff of The Graduate School main office are:

- MIRA LALOVIC-HAND, PH.D.
Assistant Provost/Director of The Graduate School
- CAROLINE VALLANDINGHAM
Assistant to the Director
- KAREN HAYNES
Coordinator of Graduate Admissions
- HAROLD THOMPSON
Coordinator of Graduate Advisement Services
- ALICIA GROATMAN
Admissions Specialist
- KATHY PASQUARELLA
General Reception
- JENN COLODNEY
Coordinator of Marketing & Creative Services

About This Handbook

The Rowan University Graduate Student Handbook provides an overview of policies and practices governing graduate work at the institution. The University expects students to access and review this information guide in order to remain informed of rules, regulations, policies and practices in the Rowan graduate catalog or issued by the faculty, administration and the Rowan University Board of Trustees.

This guide was last updated on December 17, 2009 but the University reserves the right to amend, modify or cancel the policies, terms and conditions, course information and other materials as needed. Please visit The Graduate School website's Current Students section for the most current copy of this handbook.

Rowan University expects students to be responsible for any and all regulations or policy changes implemented by the Uni-

versity. Errors or omissions in this information guide are subject to the appropriate University policy or legislation, which takes precedence over language of University publications.

In addition, there are many aspects of campus life that may not be apparent to our graduate student community who often attend classes in the evening and return home immediately afterwards. As in any academic community, there are many activities that occur throughout the year that enrich and benefit the entire community, including the entire Graduate School population of faculty, students and staff. With a Rowan University Student ID, a parking permit and a campus map, there are many activities and services available to you.

Contact The Graduate School at 856-256-4050 or gradoffice@rowan.edu with any questions or comments.

I. Policies & Procedures

Academic Advising.....6
 Academic Integrity.....6
 Academic Warning and Dismissal
 from an Academic Program.....8
 Accommodation Policy.....9
 Admission.....9
 Admissions Application Process.....9
 Admission Deadlines.....10
 Admission Decision.....10
 Admission for Foreign or International Students.....10
 Admission Requirements.....10
 Advising.....11
 Alcohol and Other Drugs Policy.....11
 Auditing a Course.....19
 Campus Security Report.....19
 Change of Grade Policy.....19
 Class Attendance.....19
 Classroom Behavior Policy and Procedures.....20
 Closed Course Sections.....21
 Complaint Procedure Policy.....21
 Comprehensive Examination.....22
 Computer Competency Requirement.....22
 Concurrent Graduate Programs.....22
 Copyright Law.....23
 Course Credit by Examination.....23
 Course Credit Limitation on Certificate,
 COGS and CAGS Students.....23
 Course Registration.....23
 Course Substitution.....24
 Course Withdrawal.....24
 Curricular Definitions.....24
 Deferred Payment Plan.....24
 Degrees for Concurrent Work.....24
 Denial of Services.....25
 Designating Directory Information.....25
 Emergency School Closing Procedures.....25
 Extended and Final Registration (Matriculated and
 Non-Matriculated Students).....25
 Falsification of Application Documents.....25
 Final Exam Schedule Conflicts.....26
 Family Educational Rights and Privacy
 Act of 1974 (FERPA).....26
 Financial Aid.....26
 Financial Obligations.....26
 Free Speech & Peaceful Assembly Policy.....27
 Grading System.....28
 Graduate Assistantship Programs.....28
 Graduation Requirements.....30
 Grievance Procedures.....31
 Hazing Policy.....31
 HIV/AIDS Policy.....32
 Honors Admission.....33
 Immunization Requirements.....34

Inactive Students.....34
 Incomplete Grade Policy.....34
 Laptop Computer in Classrooms.....34
 Leaves of Absence or Withdrawal
 from the University.....34
 Matriculated Status.....35
 Maximum Number of Applicable
 Graduate Credits Prior to Formal
 Admission to Matriculated Status.....35
 Maximum Time Allowable
 for Incomplete Applications.....35
 Name and Address Change.....35
 New Jersey Department of Education
 Certifications.....35
 New Membership in Greek Social Organizations.....35
 Newly Admitted Graduate Students.....35
 Non-Discrimination Policy.....36
 Non-Matriculated Status.....36
 Official Transcripts.....36
 Parking & Traffic Regulations.....36
 Payment of Tuition and Fees.....38
 Post-Master’s Status.....39
 Pre-Matriculated Status.....39
 Presentation of Identification.....39
 Process for Resolving Disputed Grades.....39
 Promising Probationary Admission.....40
 Registration Expiration.....40
 Repeating a Course.....41
 Research Papers—The Term Paper Law.....41
 Research Seminar “R”.....41
 Restricted Courses.....41
 Seminar and Research.....41
 Sales, Solicitation and Fundraising on Campus.....42
 Satisfactory Academic Progress.....42
 Scheduling of Campus Events & Facilities.....42
 Sexual Assault Policy.....42
 Sexual Assault Victim’s Bill of Rights.....43
 Sexual Harassment Policy.....44
 Skateboard Policy.....44
 Smoking on Campus.....44
 Student Responsibilities.....45
 Successive Graduate Degrees.....45
 Syllabi Dissemination.....45
 Taking Graduate Courses While
 an Undergraduate Student.....45
 The Graduate Educational Experience.....45
 Time and Credit Limitations.....45
 Transfer of Graduate Credits.....46
 Transfer to Another Graduate Program.....46
 Transitioning into a Master’s Degree Program
 for COGS Students or Graduate Certification
 Students.....46
 Tuition & Fees.....46
 Tuition Residence Requirement.....46

Contents

Turnitin.com Resolution.....	46	Library Services.....	58
Undergraduate Senior Privilege.....	47	Mailroom.....	58
University Fee.....	47	M.S.T. Scholarships.....	58
Use of Undergraduate Credits		Multicultural Affairs Office.....	58
for Graduate Programs.....	47	Network & System Services.....	59
Viewing of Exams and Assignments.....	47	Parking Services.....	59
Visitors on Campus.....	48	Office of the Provost.....	59
Weapons, Firearms and Explosives.....	48	Public & Private Transportation Services.....	59
Web Policy.....	48	Public Safety.....	60
		Registrar.....	60
		Recreation, Fitness & Intramural Activities.....	60
		Required Health Insurance for Students.....	60
		RowanCard.....	61
		Rowan Radio, 89.7 WGLS-FM.....	61
		Rowan University/GSC Alumni Scholarships.....	61
		Service Learning & Volunteerism Office.....	61
		Sexual Harassment.....	61
		Student Activities.....	62
		Student Center.....	62
		Student Health Center.....	62
		Student Recreation (REC) Center.....	62
		Veteran's Benefits.....	63
		University Office Hours.....	63
		Vice President for Student Affairs.....	63
II. Services/Resources & Campus Life		III. Student Code of Conduct	
Academic Success Center.....	50	Definitions.....	64
Alpha Epsilon Lambda (AEL)		Authority.....	65
Graduate Honor Society.....	50	Violation of Law and University Discipline.....	65
Alumni Relations.....	50	Conduct Rules.....	65
Affirmative Action/		Disciplinary Process and	
Equal Employment Opportunity.....	50	Administrative Procedures.....	66
Alternative Education Loans.....	50	Sanctions.....	69
Bookstore.....	50	Appeals.....	71
Burar.....	51	Procedures for Interim Suspension from	
Camden Campus of Rowan University.....	51	Campus or Residence Areas.....	71
Campus Information Center.....	51	Conduct Code Violations' Effect upon Graduation.....	72
Career & Academic Planning.....	51	Release of Disciplinary Record Information.....	72
Center for Additction Studies		Record Keeping.....	72
and Awareness (CASA).....	51	Interpretation and Revision	72
Center for Innovation and Entrepreneurship.....	52		
Counseling & Psychological Services Center.....	52	IV. Graduate Executive Council	
Cultural Performances and Exhibits		& Graduate Advisors	
of the College of Fine & Performing Arts.....	52	Election Procedures, Membership	
Dean of Students.....	53	& Term of Office for the Graduate Council.....	74
Dining Services.....	53	Role and Responsibilities of the Graduate Advisor.....	74
Duplicating & Print Center.....	54		
Early Childhood Demonstration Center.....	54		
Educational Opportunity Fund (EOF).....	54		
Enterprise Information Services (EIS).....	55		
Facilities Management.....	55		
Facilities Landscape Management.....	55		
Facilities Operations and Maintenance.....	55		
Facilities Planning and Construction.....	55		
Facilities Resource Management.....	55		
Federal College Work Study (FWS).....	55		
Federal PLUS Loan for Graduate Students.....	56		
Federal Stafford Student Loan.....	56		
Field Experiences Office.....	56		
Financial Aid.....	56		
Graduate Assistantship Program.....	57		
Graduate Research Assistant/			
Graduate Laboratory Assistant Programs.....	57		
The Graduate School.....	57		
Information Resources.....	57		
Institutional Work Study.....	57		
Instructional Technology.....	58		
International Student Services Office.....	58		
Legal Services.....	58		
		V. The History of Rowan University	
		The History of Rowan University.....	78
		Alma Mater.....	79
		Reference Websites:.....	79

Policies & Procedures

Academic Advising

Providing academic advisement at Rowan University is a partnership between advisor and advisee to provide information and support that will assist students in creating and accomplishing their educational and career goals.

The University will make academic advising available to each matriculated student. Students have the responsibility and right to meet with the advisor for information relevant to their academic and career goals. Academic and career information is also provided to students by sources such as websites (e.g., University, College, Department, Career and Academic Planning Center, and Registrar's Office websites), published materials, and email announcements, as well as through individual and group meetings with advisors.

ADVISING THAT CONTRIBUTES TO THE TEACHING AND LEARNING MISSION

- Is a student-centered process
- Facilitates problem-solving, decision-making and evaluation skills
- Encourages both short-term and long-term goal-setting
- Stresses the shared responsibility between students and their advisors

IMPLEMENTATION

- Academic advising will be available to all students upon matriculation at Rowan University.
- Students are encouraged to meet with the advisor each semester prior to registration.
- Advisors will provide available times for individual or group meetings to advise students.

RESPONSIBILITIES OF ADVISORS

(The following responsibilities are illustrative as opposed to exhaustive):

Make reasonable efforts to be:

- Accessible to and an advocate of the students
- Knowledgeable of university policies and procedures
- Helpful to students in defining and developing realistic goals
- Participatory, and inform students, when applicable, of special research and learning opportunities, remediation

or special assistance, and opportunities in a community of learners

- Helpful in assisting students with their planning programs consistent with their abilities and interests
- A source of information to students about matters such as course sequencing, grade point average, and special requirements for graduation for their program
- A resource concerning the linkage between academic preparation and the worlds of work and graduate studies

RESPONSIBILITIES OF ADVISEES

(The following responsibilities are illustrative as opposed to exhaustive):

Make reasonable efforts to be:

- Responsible and understand requirements for educational progress
- Clear about personal values and goals
- Knowledgeable about college programs, policies, and procedures
- An active learner by participating fully in the advising experience
- Proactive in seeking out their advisor, prepared, and accurate
- Actively engaged in monitoring their academic progress and following through on the advisor's recommendations

Academic Integrity

The integrity of academic programs is imperative to Rowan University's mission. While acknowledging the social and collaborative nature of learning, the University expects that grades awarded to students will reflect individual efforts and achievements. All members of the Rowan community are responsible for understanding what constitutes academic dishonesty; upholding academic integrity standards and encouraging others to do likewise; and knowing the procedures, rights and obligations involved in the Academic Integrity Policy. Academic dishonesty, in any form, will not be tolerated. Students who commit an act of academic dishonesty are subject to disciplinary sanctions up to and including expulsion from the university.

DEFINITIONS OF ACADEMIC INTEGRITY VIOLATIONS:

Cheating: Cheating is an act of deception by which a person misrepresents his or her mastery of material on a test or other academic exercise.

Fabrication: Fabrication refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive.

Plagiarism: Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences, or data as one's own work. When submitting work that includes someone else's words, ideas, syntax, data or organizational patterns, the source of that information must be acknowledged through complete, accurate and specific references. All verbatim statements must be acknowledged through quotation marks. To avoid a charge of plagiarism, a person should be sure to include an acknowledgment of indebtedness, such as a list of works cited or bibliography.

Academic Misconduct: Academic Misconduct includes the alteration of grades; involvement in the acquisition or distribution of unadministered tests, and the unauthorized submission of student work in more than one class.

CLASSIFICATION OF ACADEMIC INTEGRITY VIOLATIONS BY OFFENSE

Violations of academic integrity are classified into four categories based on the seriousness of the behaviors and the possible sanctions imposed. Brief descriptions are provided below. These are general descriptions and should not be considered as all inclusive.

Level 1 Violations

Level 1 violations may occur because of ignorance or inexperience on the part of the person(s) committing the violation and ordinarily include a very minor portion of the course work. A sanction for a level 1 violation will not exceed a failing grade on the assignment.

Example: Improper footnoting or unauthorized assistance with academic work on the part of a first-year Rowan University student.

Recommended Sanction(s): Make-up assignment at a more difficult level or assignment of no-credit for work in question, required attendance at a workshop on academic honesty, and/or an assignment that will increase the student's awareness of academic integrity.

Reporting Mechanisms: Matters involving Level 1 violations are normally adjudicated by the instructor and sanctioned accordingly. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines. The student can appeal the determination and/or the sanction imposed in accordance with policy.

Level 2 Violations

Level 2 violations involve incidents of a more serious nature and affect a significant aspect or portion of the course. Any violation that involves repeat offenses at level 1 is considered

a level 2 violation. A sanction for a level 2 violation will not exceed a failing grade in the course.

Example: Quoting directly or paraphrasing without proper acknowledgment on an assignment or failing to acknowledge all sources of information and contributors who helped with an assignment.

Recommended Sanction(s): A failing grade in the course, Academic Integrity Probation and/or the imposition of other lesser sanctions as deemed appropriate.

Reporting Mechanisms: Matters involving Level 2 violations are normally adjudicated by the instructor and sanctioned accordingly following a sanction review by the Academic Integrity Review Board (for additional information refer to Section V below, "Academic Integrity Review Board Procedures"). The student can appeal the determination and/or the sanction imposed in accordance with policy. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

Level 3 Violations

Level 3 offenses are even more serious in nature and involve dishonesty on a more significant portion of course work, such as a major paper, hourly or final examination. Any violation that is premeditated or involves repeat offenses below level 3 is considered a level 3 violation. A sanction for a level 3 violation will not exceed suspension from the University.

Example: Copying from or giving assistance to others on an hourly or final examination, plagiarizing major portions of an assignment, using forbidden material on an hourly or final examination, presenting the work of another as one's own, or altering a graded examination for the purposes of re-grading.

- Recommended Sanction(s): A failing grade in the course, Academic Integrity Probation, and suspension from the University for one or more semesters with a notation of "Disciplinary Suspension" placed on a student's transcript and/or the imposition of other lesser sanctions as deemed appropriate. Reporting Mechanisms: Matters involving Level 3 violations are adjudicated by the Academic Integrity Review Board and sanctioned accordingly. The student can appeal the determination and/or the sanction imposed in accordance with policy. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

Level 4 Violations

Level 4 violations are the most serious breaches of academic integrity. They also include repeat offenses below Level 4 violations and violations committed while already on or after returning from Academic Integrity Probation.

Example: Forgery of grade change forms; theft of examinations; having a substitute take an examination; any degree of falsification or plagiarism relating to a senior or graduate thesis; using a purchased term paper; sabotaging another's work; the violation of the clinical code of a profession.

Recommended sanction: Expulsion from the University and a permanent dismissal notation on the student's transcript and/or the imposition of other lesser sanctions as deemed appropriate.

Reporting Mechanisms: Matters involving Level 4 violations are adjudicated by the Academic Integrity Review Board and sanctioned accordingly. The student can appeal the determination and/or the sanction imposed in accordance with policy. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

RESPONSIBILITIES OF THE FACULTY

Each member of the faculty is responsible for:

- Reviewing this policy at the beginning of each semester and/or incorporating it into each course syllabus
- Making clear to each student that academic dishonesty will not be tolerated
- Making clear to each student what constitutes academic dishonesty
- Making clear to each student what penalties can be imposed under this policy
- Employing adequate measures to deter, detect, and appropriately punish all acts of academic dishonesty

RESPONSIBILITIES OF THE ADMINISTRATION

Each University administrator is responsible for:

- Supporting and encouraging the faculty to deter, report and appropriately punish all instances of academic dishonesty
- Providing the cooperation and resources necessary to enforce this policy, including legal counsel in the event of student-initiated litigation of faculty action enforcing this policy
- Publishing this policy in the Faculty Handbook, the Student Handbook, and the University catalog. Also, publishing the PHILOSOPHY and DEFINITIONS OF ACADEMIC DISHONESTY in the Master Schedule of Classes.

RESPONSIBILITIES OF THE STUDENT

Each student is responsible for:

- Upholding University standards of academic honesty and encouraging other students to do likewise
- Understanding what constitutes acts of academic dishonesty
- Understanding the procedures when accused of academic dishonesty as well as the rights and obligations of all parties involved in the process
- Understanding the penalties that may be imposed for acts of academic dishonesty as well as the consequences of receiving any penalties

Academic Warning and Dismissal from a Graduate Program

ACADEMIC WARNING

Students will be placed on academic warning for either of the following conditions:

1. A student has a cumulative GPA of less than 3.0 after accumulating nine (9.0) graduate credits or more.
2. A student receives two grades (6.0 s.h.) of letter grade "C+" or below.

ACADEMIC PROBATION

Students who have not made satisfactory progress for at least one semester after being placed on academic warning will be placed on academic probation.

DISMISSAL CONDITIONS

Academic dismissal occurs when students fail to maintain satisfactory progress toward the attainment of their graduate degrees or certifications after being placed on academic probation for at least one semester. Students accumulating more than six (6) semester hours of C+ or below or earning a cumulative GPA of less than 3.0 after taking nine (9.0) graduate credits or more will be subject to academic dismissal. Such dismissal will generally, but not always, take place at the end of the academic year, whether or not the student is currently registered for courses. Students so dismissed may not register for any additional graduate courses at Rowan University either as matriculated or non-matriculated students. Students who do register will have their registrations withdrawn by the Registrar. Students who have been dismissed may seek readmission through the The Graduate School after one academic year. Students who are dismissed forfeit grants, graduate assistantships, and/or scholarship aid that may be in effect at the time. Students who are academically dismissed have the

right to appeal through the dismissal appeal process of The Graduate School.

Accommodation Policy

The University will provide reasonable accommodations for anyone to obtain equal access to educational or occupational programs and activities.

Applicants will need to provide comprehensive and current documentation of a qualifying disability and submit a request for services from. Forms are available by contacting the office or visiting the Academic Success Center online.

Within one month of the beginning of the semester and submission of all essential information, the Director or Associate Director of the Academic Success Center, whose office is the first contact for students requiring assistance, and the student will meet to seek agreement on accommodations to be provided.

REQUEST FOR SERVICES PROCESS

1. Bring documents that verify disability.
2. Fill out Request for Services form.
3. Personal Interview.
4. Verification of documentation.
5. For in-classroom accommodations, pick up instructors' letters.

ADA/504 GRIEVANCE PROCEDURES FOR STUDENTS

1. Students requesting accommodations under the ADA or Section 504 of the Rehabilitation Act who are dissatisfied with the results of the Disability Resources / Academic Success Center (ASC) may file a written grievance with the Dean of Students (DOS) within ten days of receipt of the ASC's decision. The grievant must provide all pertinent documentation supporting the grievance. If the student has been denied accommodations after they have been determined eligible, the process begins at the Office of Disability Resources.
2. The grievant must specifically state the reasons for grievance, and the action he or she believes should be taken to accommodate the identified disability.
3. Within eight days after notification of the grievance, the ASC will report to the DOS what was done in response to the request for accommodations and the reasons why agreement could not be reached.
4. The DOS may request additional information from the grievant or the ASC at any time and may discuss the matter with anyone in reaching a decision. The grievance record will be closed when all information is received by the DOS. The DOS's report and recom-

mendation will be sent to be UP Staff within ten days of the closing of the records.

5. Within ten days following the receipt of the DOS's report, the UP Staff will accept, reject or modify the report and recommendation and issue a determination.
6. If the grievant is not satisfied with the UP Staff's determination, he or she can appeal the determination to the president.
7. The president must issue a determination within eight days, which is the University's final decision.
8. These time/frames are subject to change in any given manner when essential individuals and/or information is not readily available or when the academic calendar warrants.

Admission

Admission to the University does not necessarily guarantee admission to a particular program. Meeting the standards for admission to a graduate program does not guarantee acceptance, as some programs admit a limited number of students. Students should consult the departments/colleges of their intended program.

Admissions Application Process

All Applicants for admission to a graduate degree, certificate or certification program at Rowan University are required to submit a complete application including:

- An official Rowan University Graduate Admissions Application online.
- A non-refundable application fee using a valid credit card online, payable when submitting the online application.
- One (1) official transcript from the accredited college or university where the highest degree was conferred. The transcript of the institution from which the applicant was awarded the highest (baccalaureate or higher) degree must show the title of the degree earned, the date of award, the major/program, the course titles and the credit value of each course, the number of credits earned and the grade point average. Note: Rowan University graduates are not required to request that their transcript be forwarded to The Graduate School Office. Such transcripts will be requested by admissions staff.
- Foreign or international applicants must submit all academic credentials translated into English and evaluated by World Education Services.

- Official standardized test scores as applicable. Visit The Graduate School website at www.rowan.edu/colleges/prospective/requirements.html for complete information on standardized test requirements for every program offered through The Graduate School. Students whose native language is not English must submit passing TOEFL scores in addition to their program's required standardized test(s).
- Personal statement of objectives
- Two (2) recommendation forms (Rowan faculty, staff and administrators may submit their recommendations online through Banner)
- Any other program-specific requirements for admission (examples include: evidence of New Jersey teaching certification, a current resume, a writing sample, etc).

Applicants are cautioned to allow sufficient time for all standardized test scores, transcript and recommendations to be received in The Graduate School Office. Applicants for admission must meet certain academic requirements. However, completion of an application or compliance with the minimum admissions standards, criteria, or other admissions requirements does not guarantee admission to a graduate degree, certificate or advanced certification program at Rowan University.

Admission Deadlines

Most programs admit students on a rolling admissions basis. Check The Graduate School website or the Graduate Catalog for annual or biannual deadline dates for selected programs. Applicants are cautioned to allow sufficient time for standardized test data, official transcript, and recommendation forms to be received in The Graduate School Office.

Admission Decision

The Graduate School Office notifies each applicant in writing of the decision regarding admission to a graduate program. Applicants who fail to meet the requirements for admission and are rejected for admission to a graduate program at Rowan University may re-apply after one regular academic year.

Applicants who receive letters of rejection may appeal to the Director of The Graduate School for reconsideration. The Director may at her/his discretion (1) deny the appeal or (2) convene a special appeals committee consisting of the Director of Graduate School and three members of Graduate Executive Council. If the Admissions Appeal Committee finds compelling reasons to take alternate action(s), the applicant will be notified accordingly.

Admission of Foreign or International Students

Foreign or international applicants who have completed a baccalaureate degree at a college or university outside the United States are required to meet the same admissions standards and criteria as a domestic student, except that such students are further required to produce minimum scores of 550 on the TOEFL (79 on the computer based version). Additionally, foreign or international applicants are required to provide evidence of immunization against measles, mumps, rubella, and meningitis, an affidavit of financial support, as well as evidence of the ability to provide medical insurance coverage during their proposed stay in the U.S. Such applicants are further required to submit all application materials, including official transcript, diplomas, certificates, etc. translated into English. Such applicants should arrange with World Education Services to have at least a document-by-document review of their academic credentials. International students holding visas that permit them to attend Rowan University are required. The International Center at Rowan University issues F-1 and J-1 visas. As a condition of continuing matriculation, foreign or international students are required to maintain full-time (at least 9 s.h. per semester) enrollment in graduate courses leading to a degree.

Admission Requirements

The following admissions requirements apply to graduate degree, certificates and advanced certification programs at Rowan University offered through The Graduate School. However, because admission to graduate programs has become increasingly competitive, compliance with these standards does not guarantee admission to a graduate program. Students who wish to pursue graduate study at Rowan University shall apply online only through The Graduate School Office website by visiting www.rowan.edu/graduate.

- The applicant shall provide a completed graduate admissions application form which includes basic information, recommendation forms, and a written statement of the applicant's professional objectives and expectations for graduate study.
- At a minimum, the applicant shall have been awarded a four-year baccalaureate degree from an accredited institution of higher education. An applicant seeking admission who has not yet been awarded the baccalaureate degree may be given tentative admission, pending receipt of the final transcript, provided all other requirements have been met.
- The applicant to a master's degree program shall provide official graduate admission test scores taken within the

past five years. Visit The Graduate School website at www.rowan.edu/colleges/prospective/requirements.html for complete information on standardized test requirements for every program offered through The Graduate School. Applicants whose native language is not English must submit a minimum score of 550 on the written test of the TOEFL or 79 on the computer-based test, in addition to their program's required test scores. See the Graduate Catalog and The Graduate School website for complete information.

- In addition, some programs may require evidence of New Jersey teaching certification, a current resume, writing sample, or personal interview.

Each of the above items will assist the admissions committee in making an informed decision regarding the acceptance of the applicant into a specific graduate program. See the Graduate Catalog for additional information.

Advising

General program information is available through The Graduate School office. Program advisement and information about program requirements and career opportunities are available through program advisors listed in the catalog, in this handbook and on The Graduate School website.

A program advisor is designated for each program. In addition, for those programs requiring a liberal arts or fine arts content component, an academic advisor is also available from the appropriate academic department for placement. Program advisors are assigned only to fully matriculated students.

It is the student's responsibility to seek advisement and to follow the prescribed program. Course substitutions/variances from requirements must be approved by the program advisor, the academic department chair, the appropriate college dean and the director of The Graduate School. Since most courses are offered on a rotating basis, the student should confer with the program advisor to establish a sequence for enrolling in courses.

Alcohol and Other Drugs Policy

Rowan University is committed to the pursuit of a quality education by providing an environment which promotes respect, safety and optimal health and well being to all members of the campus community. This includes students, faculty, staff, administration, alumni, and Rowan University guests. Alcohol and illicit drug use can pose many safety and health risks. Such use may result in impaired judgment and coordination, physical and psychological dependence, damage to vital organs, inability to learn and retain information, psychosis and severe anxiety, unwanted or unprotected sex, injury and death.

In light of this, the Rowan University Alcohol and Other Drugs Policy prohibits all use of illegal drugs and only permits the consumption of alcoholic beverages in a manner that is responsible and adheres to restrictions imposed by law and University standards of conduct. Rowan University does not accept misuse of illicit drugs or alcoholic beverages as an excuse for violations of any University policies. Emphasis is placed on responsible and legal use of alcohol. Responsible drinking is the use of alcohol in ways that do not have negative effects on either the individual or the community and do not violate the law. The preparation, sale, service, and consumption of alcoholic beverages must comply with the limitations established by University policies, local ordinances, state laws, and federal laws. Behavior at off campus events, which are not sponsored or funded by Rowan University or a University recognized organization, will be subject to the University discipline system if the conduct violates local, state, or federal law or when the University determines that the conduct has a direct impact on the educational mission and interests of the University and/or the safety and welfare of the University community. This statement serves as notice that violations may result in disciplinary sanctions as specified below under sections i.e.—“Consequences for Non-Compliance”.

I. Rowan University Regulations

In compliance with the Drug Free Schools and Campuses Act and the Drug-free Workplace Act, Rowan University prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs on campus or as part of any of its sponsored events. In addition to the legal requirements from the New Jersey Statute, Title 2c, the following University regulations must be observed whenever alcoholic beverages are served, sold, or consumed in approved facilities on campus, in University-owned residential facilities, or at University sponsored events. The Office of the Associate Vice President for Student Affairs/Dean of Students has been charged with overall responsibility to administer, support, and enforce the Alcohol and Other Drugs Policy. This office also reserves the right to suspend alcohol privileges temporarily when it is in the best interest of the University community. Additional personnel involved in the administration, support, and/or enforcement of the policy include, but are not limited to, Greek Life, Judicial Affairs, Athletics, Student Affairs, Residence Life and University Housing, Public Safety, Dining Services, Faculty, staff, Human Resources, and Counseling and Psychological Services. The Associate Vice President for Student Affairs/Dean of Students may convene an ad hoc board to review policy details of process and educational approach.

A. ILLEGAL DRUGS

1. Possession, use, manufacture, distribution or sale of illegal drugs is prohibited.
2. Possession, use, manufacture, distribution or sale of drug paraphernalia (e.g. pipes, bong, etc.) is prohibited.
3. Being under the influence of any illegal drug is prohibited (see section b.3 for behavioral symptoms associated with intoxication).
4. Knowingly being in the company of anyone who is using illegal drugs is prohibited.

B. ALCOHOL AT CAMPUS EVENTS

1. Rowan University students, faculty, staff, guests, and facilities users, who are 21 years and older, may only possess, purchase and consume alcoholic beverages at locations which are licensed to sell alcohol or where consuming it is legal and authorized.
2. The University and/or management of the facility in use have the right to request identification and proof of age from all persons seeking admission to an event on campus at which alcohol will be served.
3. Intoxication is prohibited, regardless of age. Behavioral symptoms frequently associated with intoxication will be considered in determining intoxication. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior which may endanger oneself or others.
4. Carrying open containers of alcohol is strictly forbidden in public areas of the University, i.e. academic buildings, the Student Center, parking lots, and common grounds, regardless of age. Any marketing, advertising, and promotion of alcoholic beverages on campus is prohibited. All advertisements for social events at which alcohol is served will not make reference to the amount of alcohol available. There will be no publicity distributed or posted indicating the availability of alcoholic beverages, except to indicate legal age requirements for admission.
5. Non-alcoholic beverages must also be served whenever alcohol is served/sold, and must be displayed as openly as the alcohol. Food must be served in adequate amounts when alcoholic beverages are served or sold.
6. Alcohol is strictly prohibited in athletic facilities or at athletic events.
7. No event will include any kind of a "drinking contest" or "drinking game," or feature any inducements to consume excessive amounts of alcohol.

8. For a listing of consequences for non-compliance, please refer to Sections i.e.–"Consequences for Non-Compliance" and i.f.–"Parental Notification for Student Violations of the Alcohol and Other Drug Policy"

C. ALCOHOL IN UNIVERSITY HOUSING (LIVING UNITS)

1. Alcohol is not permitted within the residence halls (Chestnut, Evergreen, Laurel, Magnolia, Mimosa, Mullica, Oak, and Willow halls). All residence halls are designated "dry" living units. No one, regardless of age, is permitted to possess, consume or be in the presence of alcohol in these areas.
2. An apartment (Edgewood Park, Mansion Park, Triad, and Townhouses) in which any assigned resident is under the age of twenty-one is a designated "dry" living unit. No one, regardless of age, is permitted to possess, consume or be in the presence of alcohol in these areas.
3. Alcohol is permitted only in apartments in which all assigned residents are of legal drinking age. These are considered "wet" living units.
4. Presence in any living unit (room, apartment or townhouse) where an alcohol policy violation is taking place, even if not actually in possession of or consuming alcoholic beverages, will result in disciplinary action.
5. Residents holding a gathering in their living unit where an alcohol violation is taking place will be considered the hosts. Hosts can be held responsible for injury or damage occurring to any person or property in which the consumption of alcohol was a contributing factor. Hosts will be subject to disciplinary action and may receive harsher sanctions.
6. At the time of an alcohol violation, all alcohol and containers will be confiscated and properly disposed of regardless of the age of the occupant(s) or the designation of the living unit as "wet" or "dry."
7. Kegs, beer balls, and multi-quart containers of alcohol are prohibited in all living units at all times.
8. Possession of grain alcohol is prohibited at all times.
9. Student of legal drinking age, may transport an alcoholic beverage as long as it is in its original closed container.
10. Consumption of any form of alcohol in an open container, including but not limited to cups, cans, plastic containers, or bottles, is prohibited outside a student's living unit and/or any outside campus area.
- II. Games or activities that encourage excessive drinking (e.g. beer pong, flip cup, beer funnels, etc.) or the serving of alcohol that lead to the endangerment of an individual's well being or property damage will not be tolerated.

12. Consumption of alcohol to the point of intoxication, regardless of age, is prohibited. Behavioral symptoms frequently associated with intoxication will be considered in determining intoxication. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior which may endanger oneself or others. A person in this condition may be asked to leave the campus. If the person is a student, the student's family or emergency contact may be called to assist. Other guests may have a taxi called (at the intoxicated person's expense) to take them to their permanent residence.
13. Alcoholic beverage containers and paraphernalia, including but not limited to empty cans and bottles, are not permitted as room decorations in any living unit.
14. For a listing of consequences for non-compliance, please refer to Sections i.e.—“Consequences for Non-Compliance” and i.f.—“Parental Notification for Student Violations of the Alcohol and Other Drug Policy”

To help students understand what is and what is not permitted under the Alcohol in University Housing regulations, the following interpretation is included:

Persons under the age of twenty-one MAY NOT:

- Be in possession of or in the presence of alcohol in any living unit.
- Permit persons to bring in or consume alcohol in their living unit.
- Carry opened or unopened alcoholic beverage containers any place on campus.
- Provide alcohol to any persons on campus.
- Possess alcohol displays made up of empty alcoholic beverage containers.

Persons twenty-one and older MAY NOT:

- Consume alcohol outside of a living unit (lobby, hallways, stairwells, grounds, etc.).
- Possess/Consume alcohol in a “dry” living unit. Note: It is the responsibility of each student to know whether a living unit is “wet” or “dry.”
- Permit underage persons to possess or be in the presence of alcohol in their living unit.
- Provide alcohol to others under the age of twenty-one.
- Charge in any way for alcohol consumption by others.

- Possess kegs, beer balls, or paraphernalia that promotes excessive consumption of alcohol.
- Possess alcohol displays made up of empty alcoholic beverage containers.

Persons twenty-one and older MAY:

- Possess/Consume alcohol in their living unit if it is designated “wet” and all those present are of legal drinking age.
- Consume alcohol in another living unit if it is designated “wet” and all those present are of legal drinking age.
- Transport unopened alcoholic beverage containers within University housing areas must be packaged and out of plain view.
- Provide alcohol in their living unit to others of legal drinking age.

Please note: Persons who are present, within University housing, where alcohol is being consumed by those over or under the legal drinking age will be presumed to have been drinking or in possession of alcohol if Public Safety, RAs, RDs or other University officials are called to the scene. This is because it is not possible to distinguish who is actually consuming or possessing alcohol on an individual basis where a number of persons are present.

D. OFF-CAMPUS EVENTS

University-affiliated events are covered by this policy, even though they may take place off-campus. A University-affiliated event is defined as an off-campus gathering of members of the Rowan University community (and/or their guests) which is sponsored or funded in whole or in part by Rowan University. Private off-campus events which are not sponsored or funded by Rowan University will also be subject to the University discipline system if the conduct violates local, state, or federal law or when the University determines that the conduct has a direct impact on the educational mission and interests of the University and/or the safety and welfare of the University community.

1. Sponsors, coaches, and/or organization advisers are expected to ensure that their respective student organizations/groups take reasonable precautions in their activities in order that policies and laws governing alcohol/illegal drugs are not violated and that the welfare of their members is not endangered. The Associate Vice President for Student Affairs/Dean of Students in conjunction with the sponsors, advisers, or coaches may designate an event as non alcoholic and/or determine the conditions under which the consumption of alcohol may be permitted by students of legal drinking age. Therefore, a sponsor, adviser, or coach may prohibit

the service, possession, or consumption of alcohol by any person, regardless of age, at University-affiliated or University-funded activities (e.g., retreats, conferences, intercollegiate athletic events, etc). Sponsors, advisers, or coaches will inform the student organizations of their decision(s) regarding the nature of the event prior to the scheduled date of the activity.

2. The University expects that the existing state, local, or premises regulations which prohibit illegal drugs or regulate the service, sale, possession, or consumption of alcohol will be supported and enforced at University-sponsored events.
3. Under New Jersey Statute, it is unlawful for any operator or passenger in a motor vehicle to possess an open container of an alcoholic beverage, regardless of age. In addition, the University prohibits the service, sale, or consumption of alcoholic beverages while in transit in any motor vehicle, to or from any University-affiliated event. This applies to all students, faculty, staff, alumni, and their guests, regardless of legal drinking age.
4. Alcoholic beverages will not be permitted at intercollegiate athletic events.
5. For a listing of consequences for non-compliance, please refer to Sections I.e.–“Consequences for Non-Compliance” and I.f.–“Parental Notification for Student Violations of the Alcohol and Other Drug Policy”

E. CONSEQUENCES FOR NON-COMPLIANCE

The University is concerned that individuals make responsible decisions regarding the use of legal and illegal substances. All members of the campus community found in violation of the Rowan University Alcohol and Other Drugs Policy will be subject to disciplinary action.

1. A student found violating the Alcohol and Other Drugs Policy will be considered to have violated the Code of Conduct and be subject to sanctions commensurate with the offense consistent with local, State, and Federal law, up to and including expulsion from the university and referral for prosecution, as well as the possibility of revocation of the privilege to consume alcohol on campus and/or to attend University affiliated events at which alcohol will be served or consumed. Referrals to educational programs sponsored by the Center for Addiction Studies and Counseling & Psychological Services may be required.
2. Organizational sanctions for violations of the Alcohol and Other Drugs Policy by campus groups may include written reprimand, restriction or loss of privileges, and loss of official recognition. In addition, the campus group may be mandated to participate in educational

programs. Individual members of the group may also be individually sanctioned for their involvement in the violations pursuant to this section.

3. Violations of the University Alcohol and Other Drugs Policy by a University employee will be referred to the individual’s supervisor for the appropriate administrative action consistent with the state regulations and applicable agreements between the state and employee bargaining units. An employee may be disciplined for violation of this policy consistent with local, State and Federal law up to and including termination of employment and referral for prosecution.
4. Violations of the University Alcohol and Other Drugs Policy by persons who are not members of the University community may result in their being banned from the Rowan University campus or from specific facilities and/or subject to arrest for trespass. Contractors are subject to all University rules and regulations.
5. Any violation which occurs while an event is in progress may subject the violator to immediate removal from the area.
6. When violations or other circumstances occur at events which, in the judgment of University officials, constitute a threat to life or property or which create a substantial risk thereof, the event may be terminated. It is expected that such authority will be exercised only in extraordinary and/or emergency circumstances.
7. This policy does not supplant or supersede statutory or administrative law at the federal, state, county, or municipal level. Strict compliance with such laws will be the responsibility of all organizations and individuals. Violators of the law may be subject to penalties imposed by a court or other empowered board, agency, or commission, in addition to any action taken by Rowan University.

II. Summary of Applicable State and Local Laws Regarding Alcohol Offenses and Penalties

As of January 1, 1983 New Jersey state law prohibited the sale, possession, or consumption of alcohol by individuals under 21 years of age. Rowan University is a public institution governed by Federal, State, and local laws, and by University policies and procedures. The University complies with municipal and other law enforcement authorities in enforcing these laws as stated below:

A. STATE OF NEW JERSEY

The purchase and consumption of alcohol is a right extended by the State of New Jersey. The legal age to purchase and consume alcoholic beverages in the State of New Jersey is twenty-one. (N.J.S.A. 9:17b-1)

1. **Possession or Consumption of Alcoholic Beverages in Public Places by persons under legal age (N.J.S.A. 2C:33-15)** - Any person under the legal age to purchase alcoholic beverages who knowingly possesses without legal authority or who knowingly consumes any alcoholic beverage in any school, public conveyance, public place, place of public assembly, or motor vehicle is guilty of a disorderly persons offense and shall be fined not less than \$500.
2. **Purchase of Alcohol by/for the Under aged (N.J.S.A. 2C:33-1-81)** - An underaged person who purchases or attempts to purchase alcohol, or who misstates his/her age, or a person of legal age who purchases alcohol for an under aged person faces a conviction of a disorderly persons offense, which incurs a fine of not less than \$500 and loss of license for six months. In addition, under aged persons may be required to participate in a state-sponsored alcohol education program.
3. **Offering Alcoholic Beverages to Underage Person (N.J.S.A. 2C:33-17)** - Anyone who purposely or knowingly offers or serves or makes available an alcoholic beverage to a person under the legal age for consuming alcoholic beverages or entices that person to drink an alcoholic beverage is a disorderly person. This provision does not apply to certain close relatives, certain activities confined to the home, or if the consumption is part of a religious observance.
4. **Transfer of ID (N.J.S.A. 33:1-81.7)** - Someone who is under aged and uses another person's ID card to obtain alcohol, or someone of legal age who gives his/her ID card to an under aged person so that he/she can obtain alcohol, faces a fine of up to \$300 or up to 60 days in jail.
5. **False ID (N.J.S.A. 2C:21)** - A person who knowingly possesses a document or other writing which falsely purports to be a driver's license or other document issued by a governmental agency and which could be used as a means of verifying a person's identity or age or any other personal identifying information is guilty of a crime in the fourth degree.
6. **Social Host Liability (N.J.S.A. 2A:15-5.6)** - A social host who willingly and knowingly provides alcoholic beverages to a person who the host should reasonably foresee will soon be driving, may be held liable for injuries suffered by a third party as a result of a motor vehicle accident caused by that person.
7. **Driving While Intoxicated**
 - a. **Operating Motor Vehicles While Under the Influence of Intoxicants (N.J.S.A. 39:4-50) DEFINITION:**

A person is said to be legally drunk in New Jersey if his/her blood alcohol concentration is at or above .08%.

PENALTIES: All persons convicted of DWI must pay an insurance surcharge. In addition:

- For the first offense, there are additional fines and charges of at least \$470 (bringing the total minimum charges for a first offense to \$3,470); loss of license for 7-12 months; and a requirement to spend 12-48 hours in an Intoxicated Driver Resource Center. A first-time offender also faces a possible 30-day jail term.
 - For a second offense, there are additional fines and charges of at least \$720; loss of license for 2 years; a requirement to perform 30 days of community service and to spend 48 hours in an Intoxicated Driver Resource Center or jail. Also, there is a possible 90-day jail term.
 - For a third offense, additional fines and charges of at least \$1,220; loss of license for 10 years; and a 180-day jail term. The insurance surcharge for a third-time offender is \$1,500 per year for three years. These fines and charges do not include court and legal fees.
- b. **Driving While License Is Suspended Due to DWI (N.J.S.A. 39:3-40)** - If a person is found driving while his/her license is suspended due to a conviction for Driving While Intoxicated, that person upon conviction again shall be fined \$500, shall have his license to operate a motor vehicle suspended for an additional period of not less than one year nor more than two years, and may be imprisoned in the county jail for not more than 90 days.
 - c. **Refusal to Take the Breathalyzer Test (N.J.S.A. 39:4-50.4a)** - Refusal to take the breathalyzer test where there is probable cause for arrest for DWI will result in a 6-month loss of license, a fine of \$250-\$500, and an obligation to satisfy the requirements of an alcohol education or rehabilitation program. A person can also be convicted of DWI without the results of a breathalyzer test. In that case, he/she will suffer all the additional fines and penalties specified for the DWI conviction.

B. BOROUGH OF GLASSBORO

354-5. Consumption of alcoholic beverages in public and quasi-public places. [Added 8-26-1975 by Ord. No. 75-20]

- A. It shall be unlawful for any person to consume any alcoholic beverage or to possess any alcoholic beverage in an open container with intent to consume the same on any sidewalk, street, avenue, highway, public parking lot or other public place, or in any motor vehicle not on private property, within the Borough of Glassboro at any time.

B. It shall be unlawful for any person to consume any alcoholic beverage or to possess any alcoholic beverage in an open container with intent to consume the same on any parking lot, yard or other open area which is open to the public or to which the public is invited at any time.

C. It shall be unlawful for the owner or any other person in control of any such parking lot, yard or other open area which is open to the public or to which the public is invited as described in Subsection B above to knowingly permit or suffer the consumption or possession in an open container with intent to consume of any alcoholic beverage on said premises by any person at any time.

150-18. Violations and penalties for dealing in illicit beverages. [Amended 12-8-1998 by Ord. No. 98-26] Any person, except an officer or other person authorized by and acting pursuant to instructions from such officer, so doing in the course of and for the purpose of enforcing said Act, who shall knowingly purchase, receive or procure any illicit beverages, on conviction thereof, shall be subject to a fine of not less than \$100 and not more than \$1,000 or imprisonment for not more than 90 days or community service for not more than 90 days, or both such fine and imprisonment, in the discretion of the court.

150-19. Violations and penalties for certain other infractions. [Amended 12-8-1998 by Ord. No. 98-26] Any person who shall possess, sell, distribute or transport any alcoholic beverage in violation of this article, or who shall import, own, possess, keep or store in said Borough of Glassboro alcoholic beverages with intent to sell, distribute or transport alcoholic beverages in violation of the provisions of this article, or who shall own, possess, keep or store in said Borough of Glassboro any implement or paraphernalia for the sale, distribution, transportation or warehousing of alcoholic beverages with intent to use the same in the sale, distribution, warehousing or transportation of alcoholic beverages in violation of this article or to aid or abet another in the sale, distribution, warehousing or transportation of alcoholic beverages in violation of this article, shall be subject, upon conviction, to a fine or not less than \$200 and not more than \$1,000 or imprisonment for not more than 90 days or community service for not more than 90 days, or both such fine and imprisonment, in the discretion of the court.

150-20. Violations and penalties for remaining provisions. [Amended 12-8-1998 by Ord. No. 98-26] Any person who shall knowingly violate any of the other provisions of this article shall, upon conviction, be subject to a fine of not less than \$200 and not more than \$1,000 or imprisonment for not more than 90 days or community service for not more than 90 days, or both such fine and imprisonment, in the discretion of the court.

ARTICLE II, CERTAIN RESTRICTIONS FOR UNDER-AGE PERSONS [ADOPTED 2-9-1971 BY ORD. NO. 3-71 AS CH. 37, ART. II, OF THE 1971 CODE]

150-22. Entering licensed premises with intent to purchase. [Amended 6-26-1973 by Ord. No. 73-12; 11-25-1980 by Ord. No. 80-21; 12-8-1998 by Ord. No. 98-26] It shall be unlawful for a person under the legal age to enter any premises licensed for the sale of alcoholic beverages for the purpose of purchasing or having served or delivered to him or her any alcoholic beverages.

150-23. Consuming or attempting to purchase. [Amended 6-26-1973 by Ord. No. 73-12; 11-25-1980 by Ord. No. 80-21; 12-8-1998 by Ord. No. 98-26] It shall be unlawful for a person under the legal age to consume, purchase, attempt to consume or purchase or have another purchase for him or her any alcoholic beverage on any premises licensed for the sale of alcoholic beverages.

150-24. Purchasing for underage persons. [Amended 6-26-1973 by Ord. No. 73-12; 11-25-1980 by Ord. No. 80-21; 12-8-1998 by Ord. No. 98-26] It shall be unlawful for any adult person to purchase any alcoholic beverage for a person under the legal age for consumption of any premises licensed for the sale of alcoholic beverages.

150-25. Falsification of age. [Amended 6-26-1973 by Ord. No. 73-12; 11-25-1980 by Ord. No. 80-21; 12-8-1998 by Ord. No. 98-26]

A. It shall be unlawful for any person under the legal age to misrepresent or misstate his or her age for the purpose of inducing any retail licensee or any employees of any retail licensee to sell, serve or deliver any alcoholic beverage to him or her.

B. No person under the legal age shall have in his or her possession any altered or false document for the purpose of identification or establishing his age with the intent to use the same in order to purchase alcoholic beverages. Possession of such documents by a person under the legal age shall be prima facie evidence of intent to use them to purchase alcoholic beverages.

150-26. Unlawful acts for underage persons. [Added 12-8-1998 by Ord. No. 98-26] It shall be unlawful for a person under the legal age to consume, to have consumed, to purchase, attempt to purchase or have purchased for him or her or have in his or her possession any alcoholic beverage. For purposes of this section, "consume" or "consumed" excludes those instances where a person under the legal age, in the home, apartment or rental unit of his or her own parent or parents, or an adult in loco parent is, under the supervision and control of his or her own parent or parents, consumes or has consumed any alcoholic beverage.

150-27. Violations and penalties. [Amended 12-8-1998 by Ord. No. 98-26] Any person who shall violate any of the provisions of this article shall, upon conviction thereof, be sentenced to a fine not less than \$100 and not more than \$1,000 or to imprisonment for a term not exceeding 90 days or community service for a term not exceeding 90 days, or both, in the discretion of the court.

ARTICLE III, POSSESSION OR CONSUMPTION BY UNDERAGE PERSONS ON PRIVATE PROPERTY [ADOPTED 9-12-2000 BY ORD. NO. 00-29]

150-29. Underage drinking. It shall be unlawful for any person under the legal age who, without legal authority, knowingly possesses or knowingly consumes an alcoholic beverage on private property.

150-30. Violations and penalties. Any person violating the provisions of this article shall, in accordance with the provisions of N.J.S.A. 40:48-1, as amended, be punished by a fine of \$250 for a first offense and \$350 for any subsequent offense.

150-31. Additional penalties.

- A. In addition to the fine authorized for this offense, the court may suspend or postpone for six months the driving privilege of the defendant. Upon the conviction of any person or the suspension or postponement of that person's driver's license, the court shall forward a report to the Division of Motor Vehicles stating the first and last day of the suspension or postponement period imposed by the court pursuant to N.J.S.A. 40:48-1, as amended. If a person at the time of the imposition of sentence is less than 17 years of age, the period of license postponement, including a suspension or postponement of the privilege of operating a motorized bicycle, shall commence on the day the sentence is imposed and shall run for a period of six months after the person reaches the age of 17 years.
- B. If a person at the time of the imposition of a sentence has a valid driver's license issued by this state, the court shall immediately collect the license and forward it to the Division of Motor Vehicles along with the report. If for any reason the license cannot be collected, the court shall include in the report the complete name, address, date of birth, eye color and sex of the person, as well as the first and last date of the license suspension period imposed by the court.
- C. The court shall inform the person orally and in writing that if the person is convicted of operating a motor vehicle during the period of license suspension or postponement, the person shall be subject to the penalties set forth in N.J.S.A. 39:3-40. A person shall be required to acknowledge receipt

of the written notice in writing. Failure to receive a written notice or failure to acknowledge in writing the receipt of a written notice shall not be a defense to a subsequent charge of a violation of N.J.S.A. 39:3-40.

- D. If a person convicted under this article is not a New Jersey resident, the court shall suspend or postpone, as appropriate, the nonresident driving privilege of the person based on the age of the person and submit it to the Division of Motor Vehicles on the required report. The court shall not collect the license of a nonresident convicted under this article. Upon receipt of a report from the court, the Division of Motor Vehicles shall notify the appropriate officials in the licensing jurisdiction of the suspension or postponement.

III. Summary of Applicable State and Federal Laws Regarding Drug Offenses and Penalties

N.J.S.A. 2C:35-3, Leader of Narcotics Trafficking Network, provides penalties for a person found to have acted as an organizer, supervisor, manager or financier of a scheme distributing any Schedule I or II drug.

N.J.S.A. 2C:35-4, Maintaining or Operating a Controlled Dangerous Substance (CDS) Production Facility, provides that such conduct is a first degree crime punishable by imprisonment and fines.

N.J.S.A. 2C:35-5, Manufacturing, Distributing, or Dispensing, provides that such conduct results in imprisonment and fines.

N.J.S.A. 2C:35-6, Using a Juvenile in a Drug Distribution Scheme, provides that such conduct is a second degree crime punishable by imprisonment and fines.

N.J.S.A. 2C:35-7, Drug-Free School Zones, provides that any person who distributes, dispenses, or possesses with intent to distribute a controlled dangerous substance within 1,000 feet of school property is guilty of a crime of the third degree.

N.J.S.A. 2C:35-8, Distribution to Persons Under Eighteen or Pregnant Females, provides that such conduct carries a penalty of imprisonment and fines.

N.J.S.A. 2C:35-9, Strict Liability for Drug-Induced Death, provides that such a situation is a first degree crime, same as murder, but no intent need be shown, only that death resulted as a result of the use of a drug supplied by the defendant.

N.J.S.A. 2C:35-10, Possession, Use, Being Under the Influence, or Failure to Make Lawful Disposition, provides that such conduct carries penalties of imprisonment and fines.

Possession of anabolic steroids is a third degree crime. N.J.S.A. 2C:35-11, Imitation Controlled Dangerous Substance (CDS), provides that dispensing or distributing a substance falsely

purported to be a CDS is a third degree crime, and can carry a fine up to \$200,000.

Paraphernalia Drug paraphernalia is defined “...all equipment, products, and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance... including... roach clips... bongs... pipes...”

N.J.S.A. 2C:36-2, Use or Possession with Intent to Use, Narcotic Paraphernalia, provides that such conduct carries a disorderly persons offense.

N.J.S.A. 2C:36-3, Distribute, Dispense, Possess with Intent to, Narcotics Paraphernalia, provides that such conduct is a fourth degree crime.

N.J.S.A. 2C:36-4, Advertise to Promote Sale of Narcotics Paraphernalia, provides that such conduct is a fourth degree crime.

N.J.S.A. 2C:36-5, Delivering Paraphernalia to Person Under Eighteen Years, provides that such conduct constitutes a third degree crime.

N.J.S.A. 2C:36-6, Possession or Distribution of Hypodermic Syringe, provides that such conduct constitutes a disorderly persons offense.

FEDERAL DRUG OFFENSES

The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional and unauthorized manufacture, distribution or dispensing of any controlled substance or the possession of any controlled substance with the intent to manufacture, distribute or dispense. Federal law also prohibits the knowing, intentional and unauthorized creation, distribution, dispensing or possession with the intent to distribute or dispense a “counterfeit substance.” Simple possession without necessarily intent to distribute is also forbidden by Federal law and carries a penalty of imprisonment. Attempts and/or conspiracies to distribute or possess with intent to distribute a controlled substance are crimes under Federal law. Specific drug crimes that may carry greater penalties include the following:

- The distribution of narcotics to persons under 21;
- The distribution or manufacturing of narcotics near schools and colleges;
- The employment of juveniles under the age of 18 in drug trafficking operations;

- The distribution of controlled substances to pregnant women. The penalties for violating Federal narcotics statutes vary. The penalties may be more severe based upon two principal factors:
- The type of drug involved; and
- The quantity of the drug involved. With the exception of simple possession charges which result in up to one year imprisonment, maximum penalties for narcotic violations range from 20 years to life in prison. Certain violations carry mandatory minimum prison sentences of either five years or ten years. Harsher penalties will be imposed if a firearm is used in the commission of a drug offense. If a drug offense results in death or serious bodily injury to an individual who uses the drug involved, the penalties are harsher. Anabolic steroids are controlled substances and distribution or possession with intent to distribute carries a sentence of up to five years and a \$250,000 fine.

IV. Education and Prevention

Rowan University acknowledges the importance of communicating information concerning alcohol and other drugs, and the effects and consequences of illegal use, misuse, and abuse.

- A. The Center for Addiction Studies and Counseling & Psychological Services provide specialized programs for students, faculty and staff, on issues related to alcohol, tobacco, and other drug use, misuse, and abuse. Aftercare and programs for recovering students are also provided on campus. The Center for Addiction Studies resource center, located in Shpeen Hall, and Counseling & Psychological Services offers books, pamphlets, videos, and other pertinent information regarding alcohol, tobacco, and other drug issues for use by the campus community. Both offices also serve as confidential referral locations for drug and alcohol assessment and evaluation.
- B. Human Resources offers direction to any Rowan employee who may have questions and/or concerns related to alcohol and other drug use, misuse and abuse. Counseling & Psychological Services offers help and information to directors and supervisors of departments in identifying an employee in need of assistance.

V. Distribution of Alcohol and Other Drug Policy

A notification regarding the availability of this policy will be distributed, via the Rowan email system, annually to each employee and student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student’s program of study.

VI. Review of Policy and Alcohol and Drug Education Program

Rowan University will conduct a biennial review of this policy and Alcohol and Other Drug Education programs to determine their effectiveness and implement changes to the policy if they are needed and to ensure that the disciplinary sanctions are consistently enforced. A committee of faculty, staff and students will review the policy and programs in consultation with Student Affairs and the Office of Human Resources.

Auditing a Course

Students may attend a particular class and not receive credit for it by registering for the class as an auditor. The course will be recorded on the student's transcript as "AU."

Students auditing courses may choose to do or not to do required course work, but, regardless, will receive neither credit nor a grade. Audited courses do not count in defining full-time or part-time status, or in determining financial aid, veteran's benefits or degree requirements. Students may receive graduation credits by repeating the course for credit.

Requests to audit will only be filled after all students taking the course for credit have seats. Registration for a course as an auditor may occur only during the drop-add/late registration period. Auditing is not permitted for internships, student teaching, independent study or private lessons for credit in the Music Department. Audit tuition is established by the Board of Trustees.

Campus Security Report

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Higher Education Amendments of 1998 requires all colleges and universities that receive federal financial aid to distribute a campus security report on an annual basis.

A copy of the most recent annual security report is available on the website of the public safety department. The report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Rowan University; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning public safety, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Department of Public Safety or by accessing the following web site: www.rowan.edu/safety/

The United States Department of Education, Office of Postsecondary Education, lists crime statistics for all U.S. Colleges and Universities. These statistics can be viewed at the following web site: www.ope.ed.gov/security

Change of Grade Policy

Grades are subject to change under the following conditions:

- **INCOMPLETES:** A grade of incomplete (IN) may be changed to a letter grade before the end of the following academic semester. Any "IN" grade remains unchanged to an "A-F" grade will automatically be given a letter grade of "F".
- **ERRORS:** A grade calculated or recorded erroneously may be changed to the grade actually earned.
- **DISPUTES:** A disputed grade may be changed if the student appeals it successfully. A disputed grade differs from a grade recorded in error in that disagreement over evaluation or application of criteria rather than miscalculation or clerical mistake is involved.

The policies for these three conditions differ substantially. Students are advised to read each policy carefully, paying particular attention to the respective time lines.

A request for change of grade is appropriate only when an error has been made by the professor in calculating or recording a student's grade or when an "Incomplete" has turned into an "F" and the student has met all requirements, for the course. In cases of a need to change a final grade assigned for a course, the time limit for confirmed contact of the professor who awarded the grade is twenty (20) business days, not including summer, into the semester following the one in which the grade was recorded. If the professor is unavailable or fails to respond by the 30th business day of the semester, students have an additional ten (10) business days to contact the department chair. Where the department chair and the instructor are one and the same, twenty (20) business days suffice before the student can move on to the next step. Students should retain evidence of their attempts to reach either party, in extraordinary, rare, and compelling circumstances beyond the control of the student, these limits may be extended, and changes may be made only with the written approval of the course instructor, when available, the department chair, and the dean.

A change of grade is not a substitute for an "Incomplete." If a student has work missing at the end of a semester – exams, papers, assignments to be written or rewritten – an "Incomplete" may be assigned if circumstances warrant.

Class Attendance

Students are expected to be present at each scheduled class for which they are officially registered. Rowan's "community of learners" can be realized only when teachers and learners

interact in ways deemed appropriate for any particular class. Because Rowan recognizes diversity in both teaching and learning styles—and even course design and delivery—rules may vary with the learning experience, e.g., online or distance learning courses.

Faculty establish the parameters of a particular learning experience and are expected to maintain the efficiency of the community and to keep accurate attendance records. Faculty are also expected to counsel students who develop a pattern of excessive and unexplained absences, and to request assistance from the dean of students if the pattern of absences continues.

Students who are absent for reasons of illness, death in the family, inclement weather, religious observances, official university activities or for matters of personal conscience should inform each of their instructors, ideally with a written excuse, before the fact or as soon as possible thereafter. Except in cases where classroom experience can not be repeated, faculty may provide these students the opportunity to make up written work, tests or other assignments at the earliest possible convenient time.

In any event, faculty are under no obligation to make special provisions for students absent for reasons other than those listed above.

Faculty may establish additional attendance criteria which are consistent with the above paragraphs. In learning communities, where attendance is critical to the functioning of the group, the rationale and justification for additional attendance requirements must be part of the syllabus provided for students prior to the end of the drop/add period.

Classroom Behavior Policy and Procedures

The following procedures apply to classrooms as well as student interactions with instructors in labs, offices and other campus learning environments.

Rowan University recognizes that students play a major part in creating and supporting the educational environment and believes that students have a right to learn and a responsibility to participate in the learning process. While Rowan University is committed to the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behavior must be balanced with principles of appropriate classroom behavior. Furthermore, course instructors have a right to establish clear expectations in this regard, and students share the responsibility for maintaining an appropriate, orderly learning environment. Students who fail to adhere to the behavioral expectations outlined by the instructor (either in the syllabus or at the time the behavior occurs) may be subject to discipline in accordance with the procedures described in this classroom behavior policy. Students and instructors are expected to follow the procedures described below when a concern about

student behavior in the classroom arises. This policy does not replace or preclude any Rowan policies or local, state or federal laws concerning unlawful behaviors, whether inside or outside the classroom, including those concerning the health and safety of class members or the instructor.

WHAT CONSTITUTES DISRUPTION?

Disruptive behavior can be classified into two levels.

Level I disruptive behavior can include:

- Persistent speaking without permission
- Engaging in activities not related to the class
- Inappropriate use of electronic devices, cell phones, or pagers
- Sleeping in class
- Chronically entering class late or leaving early
- Eating/drinking in class without permission
- Disputing authority and arguing with faculty and other students

Level II disruptive behaviors can include:

- Threats of any kind
- Harassment
- Physical altercations
- Destruction of property
- Any behavior that puts the health or safety of the instructor or other students in jeopardy

Some disruptive students many have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

PROCEDURES

Level I Disruptive Behavior

- A. The instructor may warn the student that such behavior is unacceptable and, if such behavior continues, it may result in the student being directed to leave the classroom. The instructor is advised to make a written record of this incident for his/her personal records in the event further action is needed.
- B. If the instructor feels the behavior warrants prompt action and/or the behavior continues, the instructor must direct the student to leave the classroom immediately. If the student refuses to leave, the instructor should contact Public Safety at 256-4911. The instructor is required to make a written report of the incident and provide a copy of this report to the student, the department chair, the dean of the college where the course

is held and the provost's office using the Classroom Behavior Report form.

- C. In the event the student is directed to leave the classroom, the instructor and student should attempt to resolve the issue prior to the next class meeting.
- D. If the issue cannot be resolved, then the matter must be referred to the department chair, who will meet with the student and instructor to facilitate a resolution. The department chair is required to make a written record of the meeting and provide copies to the instructor and student.
- E. If the issue is not resolved to both the instructor's and the student's satisfaction or the department chair believes that the student is in violation of the Student Code of Conduct or the disruptive behavior becomes a Level II situation, the chair must refer the matter to the Office of Judicial Affairs. The dean of the college where the course is housed and the provost's office will also be notified when this occurs. This process must be conducted in a timely manner so the student does not miss more than one week of class.

Level II Disruptive Behavior

- A. The first course of action is to contact Public Safety (256-4911) to defuse the situation as necessary.
- B. All Level II violations must be referred to the Office of Judicial Affairs using the Classroom Behavior Report form. The department chair, the dean of the college where the course is housed, and the provost's office will also be notified.
- C. The student will be notified in writing by the Office of Judicial Affairs concerning violations of the Student Code of Conduct and will have a hearing opportunity before being sanctioned for misconduct. Once a decision is made, the following will be notified in writing of the decision: the student, the instructor, the department chair, the dean of the college where the course is housed, and the provost's office.

CLASSROOM BEHAVIOR REPORT

Classroom behavior report sheets are available in the Provost's Office.

Closed Course Sections

Students may only register for a closed section of a course if the professor of that course signs a "Professor's Permission to Override a Closed Course" form. The completed form must be returned to the Registrar's office by the student during the registration period. Overrides are not accepted after the drop/add period ends. Neither the Registrar nor The Graduate School maintains wait lists.

Complaint Procedure Policy

If a student has a grievance against a member of the faculty or professional staff, other than a grade grievance or a claim of sexual harassment (each of which has a separate procedure), the student shall take the following steps:

I. DEPARTMENT LEVEL

- A. The student and faculty/professional staff member will meet to attempt resolution of the complaint.
- B. If the matter is not resolved, the student and the instructor will then meet with the department chairperson/supervisor, who will act as a facilitator, to determine if resolution is possible.
- C. If the faculty/professional staff member is not accessible for any reason (e.g., prolonged illness, on leave, refuses to meet with student), or if the student fears reprisal, the student may initiate the process by first meeting with the department chairperson/supervisor.
- D. In any case, if the matter is not resolved, the student must notify (in writing) the faculty/professional staff member or department chairperson/supervisor within twenty (20) calendar days from the date the student knew or should reasonably have known about the matter.
- E. If the above named people are not available or cannot be contacted, the student must submit in writing his/her intention to pursue the process at the department level. The written statement must be sent to the department chairperson/supervisor within the same twenty (20) days noted above.
- F. If the student wishes to pursue the matter immediately, the department chairperson/supervisor must schedule a meeting between the faculty/professional staff member and the aggrieved student within ten (10) working days after being contacted by the student and it must be held within fifteen (15) days of such contact. The student and faculty/professional staff member will be informed in writing by the department chairperson/supervisor of the outcome of the meeting.
- G. If the student wishes to delay pursuing the matter until the semester is over, the department chairperson/supervisor must schedule a meeting between the faculty/professional staff member and the aggrieved student within twenty (20) working days of the next semester. The student and faculty/professional staff member will be informed in writing by the department chairperson/supervisor of the outcome of the meeting.

H. If the grievance is against the department chairperson/supervisor, the student may begin the complaint process at the college/unit level.

II. COLLEGE/UNIT LEVEL

A. If the issue is not resolved at the departmental level, within fifteen (15) working days of the departmental level meeting, the student shall schedule a meeting with the appropriate dean/director and will provide, in writing, the rationale for the complaint.

B. The dean/director will convene a meeting to attempt to effect reconciliation between the two parties within fifteen (15) calendar days of receiving the student's written rationale for the grievance. Pertinent documentation provided by the faculty/professional staff member and/or the student shall form the basis of the discussion at this stage. The faculty/professional staff member and the student may be assisted in the meeting by advisors. The advisors must be from within the University community and cannot speak for the faculty/professional staff member or the student. The advisors can only advise the parties they represent.

C. The dean/director will render a written decision within fifteen (15) working days of the college-level meeting. If the complaint cites a violation of the Ethics Code and the student is not satisfied with the outcome of this meeting, he/she may file a grievance with the Rowan University Senate Ethics Committee.

Notes:

A. This process does not apply to students' personal preferences regarding the faculty/professional staff members' physical appearance, personal values, sexual orientation or the right to academic freedom or the freedom of expression.

B. In all grievance matters, to the extent possible, the student will be responsible for documentation of his/her allegations.

C. To insure the protection of the parties' privacy, the process and all documentation will be completely confidential.

D. The faculty/professional staff member being complained about is expected to attend all meetings set up to resolve the complaint.

E. All students, faculty, professional staff, department chairs, supervisors and deans are expected to follow the steps in this policy.

F. If a department chair/supervisor, dean/department head, the provost or the president of the University receives a letter of complaint about a faculty or professional staff member from a

student, he/she will forward the letter to the individual being complained about and inform the student that the complaint process must begin with an attempt to resolve the problem with the faculty/professional staff member, and that the above complaint procedure must be followed.

Comprehensive Examination

A final written comprehensive examination is required of candidates for the master's degree, with the exception of the Master in Business Administration, Master of Science in Accounting, the Master of Science in Teaching, M.A. in Higher Education Administration, and the Master of Science in Engineering. The examination is normally administered twice a year with a minimum of three months between the scheduling of the examinations. Prospective graduates may repeat the examination once. Exceptions to this must be approved by the program advisor, departmental chair, appropriate college dean and the Director of The Graduate School.

The examination shall be prepared, reviewed and the results evaluated by the student's graduate program committee. The committee shall also develop a system of identification that ensures the anonymity of the student until the examination evaluators have completed the assessment of the total examination.

The examination committee will prepare written predetermined criteria for success in the examination. Upon request of the program advisor, these criteria may be distributed, in writing, to the student when the student applies to take the examination. Students will make application to the program advisor to schedule the examination.

Comprehensive examinations are usually scheduled in the fall (October-November) and in the spring (March-April). The specific schedule, within this framework, will be available in advance from the program advisor and The Graduate School. Nevertheless, it is the sole responsibility of the student to schedule the comprehensive examination with his/her advisor. In exceptional circumstances the student may be scheduled for the examination in the summer upon the recommendation of the program advisor and the approval of the Director of The Graduate School.

Computer Competency Requirement

All graduate students entering Rowan University are required to possess basic computing skills. Additional requirements by program may also apply.

Concurrent Graduate Programs

Concurrent matriculation in two (2) different graduate programs is not permitted except in the following instance. If a student has completed at least two-thirds (2/3) of the total

program requirements for a first degree or certification program, he/she may apply for admission into a second degree or certification program. Unless otherwise specified, the student must adhere to the admissions standards then in effect for the second graduate program and must follow all the required procedures for admission. Students who are interested in pursuing post-baccalaureate achievement certification, New Jersey Department of Education supervisor, or other certification in addition to another degree or certification program are encouraged to contact The Graduate School. In very rare and compelling instances, exceptions to this policy may be made, provided that approval has been given by the graduate program advisor(s), appropriate department chair(s) and college dean(s), and the Director of The Graduate School.

Copyright Law

Federal and state laws prohibit the use or reproduction of copyrighted material without the express consent of the author. However, limited reproduction of copyrighted material is permitted under the principle of “fair use.”

Copyright law states that fair use includes single photocopies of items for research or preparation for teaching and multiple copies for classroom use, provided that (1) the materials are not used repeatedly, (2) no more than one copy is made for each student, (3) a copyright notice is on each copy, (4) students are not charged more than the reproduction costs, and (5) the portion copied is not substantial. For more detail on copyright, the Campbell Library maintains a reserve collection of books offering practical advice on interpreting the law. Please inquire at the circulation desk.

Course Credit by Examination

Examinations for academic credits in lieu of regular class enrollment are very rare and are available to graduate students at Rowan University only under the following conditions:

1. Each department and the program advisor will determine which of the department’s courses, if any, might be completed for credit by examination.
2. Students who wish to exercise the credit-by-examination option must register and pay all tuition and fees for the course. Examinations will be administered only once. Students who pass the examination will be given the appropriate letter grade on the “A-F” scale. Students who do not pass the examination, receiving a grade of “F” may register and retake the course if they wish. However, under no circumstances may students request to exercise the credit-by-examination option more than once per course.
3. Examinations will be developed by those faculty usually teaching the subject matter, but must be approved by a

majority of the members of the department. Upon the approval of the department, the program advisor, in consultation with the department chair, should inform the appropriate dean of those courses for which tests have been developed and which may be used for credit by examination. Questions regarding courses that may be available for credit by examination should be directed to The Graduate School. There should be on file in the department more than one form of each examination for those courses which the department has approved for credit by examination.

4. The examination should be comprehensive enough to satisfy the faculty of the department and the University that academic standards are maintained. The examination may be written, oral or performance based; but, in any case, it should be evaluated by at least two members of the department who teach graduate courses, at least one of whom has taught the course for which the examination has been prepared.
5. Each program advisor will keep proper records of all examinations for credit and forward a summary of results to The Graduate School.
6. A method of periodic review of the effectiveness of examination for credit will be established by the Graduate Council in accordance with prevailing policies and procedures.
7. Students may apply to the degree or certification program a maximum of six (6) semester hours through the credit by examination process.
8. The University will establish appropriate fees for credit by examination.
9. The Graduate School, in accordance with prevailing policies and procedures, will establish dates on which tests may be administered.

Course Credit Limitation on Certificate, COGS and CAGS Students

Students who are taking courses leading to a Certificate of Graduate Study can take no more than six (6) credits before applying to and being accepted into the Certificate of Graduate Study Program.

Course Registration

Rowan uses the Banner Self-Service online registration system. The Master Schedule of Courses contains complete details on using online registration. Students may register for classes in an upcoming semester at any time before the start of the semester and until the end of the add/drop period of that semester. Visit the Registrar at www.rowan.edu/selfservice.

Registration usually begins in April for the Fall semester, in October for the Spring semester and in March for the Summer session.

Students who register for classes will receive a course confirmation invoice, which indicates when payment is due. On that date, all courses will be cancelled if the student has not paid the amount due or the student receives scholarships, VA benefits, graduate assistant stipends and other financial aid and does not have the invoice validated by the Business Office.

After cancellation, students wishing to reregister may only do so during the drop/add period.

Course Substitution

The substitution of a course requirement may be made only with the approval of the student's graduate program advisor. All course substitutions are processed through The Graduate School's Coordinator of Graduate Advisement Services. Course substitution forms are available on The Graduate School website under Current Students.

Course Withdrawl

DURING DROP/ADD PERIOD

Students may drop graduate courses from their schedule using the Banner Self-Service online registration system. Visit the Registrar at www.rowan.edu/selfservice. Courses dropped during the drop/add period are not recorded on the student's transcript. The student will be provided with a full refund for all courses withdrawn.

BETWEEN DROP/ADD AND MID-TERM

Students must complete a Withdrawl Request Form, available from the Registrar's Office, requesting withdrawal from the course(s) and optionally stating the reason(s) for the request.

When signed by the student and the professor, the form must be returned to the Registrar's Office. Upon receipt of the form, the Registrar will enter a "W" on the student's transcript. No refund is due to the student.

AFTER MID-SEMESTER

Students must follow procedures for Withdrawl Between Drop/Add and Mid-Term, as outlined above. The only exception is the reason(s) for withdrawal from the course(s) must be stated and is not optional. The request must be approved by the professor and the respective department chairperson. If the professor approves the withdrawal, he or she will indicate whether the student is withdrawing with passing academic standing (WP) or withdrawing with academic failure (WF) and will provide the last date of attendance. No refund is due to the student.

WITHDRAWAL DURING THE LAST FOUR WEEKS

Withdrawal during this period is considered exceptional. Students may only withdraw at this time with the approval of the professor, respective department chairperson and the college dean with good and sufficient reasons beyond the student's control. The WP/WF notations remain in effect, as does the student's last date of attendance. No refund is due to the student.

Except in extreme circumstances allowed by the department chair and the dean of a particular college, students are not permitted to withdraw from the same course more than two (2) times.

Curricular Definitions

- **Program:** A graduate program is a grouping of selected, related and approved courses that lead to either a certificate of graduate study, certificate of advanced graduate study, certification, endorsement, master's degree or doctoral degree. The program has stated goals, requirements and a suggested sequence of courses. The University has established a set of policies and procedures for admission, continuance, and dismissal from a graduate program of study. For more information on these policies and procedures, contact the The Graduate School.
- **Specialization:** A specialization is a group of courses within an approved graduate degree program that are focused in a cohesive area of that program.
- **Full-Time Status:** A full-time graduate student is one who has enrolled for a minimum of nine (9) credit hours per semester.
- **Part-Time Status:** A part-time graduate student is one who has enrolled for a minimum of 4.5 credit hours per semester.

Deferred Payment Plan

A deferred payment plan is available to students. For details, students may contact the Bursar's Office.

Degrees for Concurrent Work

The University will recognize students who fully complete two major programs. As of Spring 2007 graduates are to receive a separate diploma for each approved and completed major awarded at the time of graduation.

However, if a program has specializations within the master's degree framework (i.e., M.A., M.S.), one degree will be awarded and multiple specializations recorded.

If two programs are not in the same framework, students will be awarded a second master's degree if they:

1. Were regularly admitted and matriculated in both graduate programs
2. Fully completed all requirements of both graduate programs, which has been certified by both departments or program coordinators

In addition to the above, which governs the award of concurrent master's degrees, the University also has a policy for the award of successive master's degrees.

For more information, students are encouraged to contact the Registrar's Office at x4350.

Denial of Services

Rowan University may withhold any student's transcript and deny permission to register for courses in future semesters if the student has outstanding debts to the University.

Designating Directory Information

Rowan University has designated the following categories of student information as Directory Information. Such information may be disclosed by the institution.

- **Category I:** Name, address, telephone number, dates of attendance and class.
- **Category II:** Major field of study, awards, honors (includes Dean's List) and degree(s) conferred (including dates).
- **Category III:** Past and present participation in officially recognized sports or activities, physical factors (height, weight of athletes) and date and place of birth.

Students who desire to withhold the disclosure of any category of information must provide written notification to the Office of the Dean of Students each year by the first week in October. Forms are available in the Dean's Office.

Rowan University assumes the failure on the part of any student to specifically request the withholding of categories of Directory Information indicates individual approval for disclosure.

Emergency School Closing Procedures

In the event of inclement weather requiring emergency closing of the school, the University will adhere to the following procedures. The University's policy will be to keep classes open if at all possible.

Despite this policy, the decision to attend classes must be based on personal assessment of the hazards involved in traveling.

However, even when classes are cancelled, the University is still open, and the staff is expected to report for work if at all possible. Often the decision will be to cancel some classes

rather than all classes for a given day. This can be determined by calling the department.

Updated closing information can be obtained by visiting one of two websites (www.rowan.edu/emergency or www.kyw1060.com) or by calling the University at one of these numbers:

1. Dial 856-256-INFO (256-4636). At the prompt, press "1" for the latest information.
2. Call your Voicemail at 856-256-4300.
3. Call the Office of Public Safety at 856-256-4922

DAY CLASSES

On days when classes are cancelled, the decision will usually be reached by 6 a.m. and relayed promptly to the following radio stations in the Philadelphia and South Jersey areas: WGLS, 89.7 FM; KYW, 1060 AM. The Rowan school closing number is 829.

Announcements will also be aired by Fox Philadelphia television during the critical early morning hours. Tune to Fox Morning News from 6 a.m. to 7 a.m. and Good Day Philadelphia from 7 a.m. to 9 a.m. Fox will show the name of the school, not the school number.

All school closings and class cancellations due to inclement weather are also displayed on the www.rowan.edu home page and on the Rowan Emergency Information web page at www.rowan.edu/emergency.

EVENING CLASSES

Announcements for classes in the Evening Division will be made before 3:30 p.m. and will carry the code number 2829. If the school, which houses an off campus center is closed, evening classes at that school will also be cancelled.

All school closings and class cancellations due to inclement weather are also displayed on the www.rowan.edu home page and on the Rowan Emergency Information web page at www.rowan.edu/emergency.

Extended and Final Registration (Matriculated and Non-Matriculated Students)

Extended registration is usually conducted prior to the beginning of a semester or summer session. Final registration is conducted prior to the first week of a semester or summer session at which time a late registration fee is charged. Payment of tuition and fees for students who register during Final registration is due at the time of registration.

Falsification of Application Documents

If in the evaluation process, The Graduate School staff has reason to believe that materials submitted by an applicant have been falsified, the applicant will be denied admission. This action is based on the mandatory representation made by the

applicant in the online Graduate Application, which all applicants must digitally sign and which states that “the information provided within this application is true and complete.” Students who appear to have submitted falsified application materials will receive the same rejection letter issued to any rejected student. Included in this letter will be the telephone number of the Director of Graduate School if the student wishes to learn more about the reasons for the decision. Students rejected for submitting falsified documents may appeal the rejection through the same appeal process as any other applicant.

Final Exam Scheduling Conflicts

No student can be required to take more than three (3) final examinations in one day (including evening classes).

Faculty are required to use the time that is set-aside in the finals week schedule for instructional purposes.

In the event that students have two examinations scheduled at the same time, or find they will have a conflict as defined above, the following procedures will apply:

- Students are required to demonstrate to the faculty involved that such a conflict exists and to explore various avenues to resolve the conflict. Students **MUST** notify faculty involved in such conflicts **NO LATER THAN TWO WEEKS BEFORE FINALS BEGIN**.
- Faculty and students will need to cooperate to resolve such conflicts. The make-up exam can be arranged during the scheduled **CONFLICT** (make-up) period or at a time mutually satisfactory to student and instructor.
- If the student (having notified the instructors two weeks before finals) and instructors involved cannot resolve the exam conflict, then the student has recourse to the dean or deans of the college(s) involved. The decision of which final exam to take during which time period will be decided by the dean(s) in consultation with the student and instructors.

It is suggested that students be advised to check the block exam schedule printed in the Master Schedule to schedule courses in a way that they will not have finals back-to-back.

Family Educational Rights and Privacy Act of 1974 (FERPA)

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to inspect and review their own educational records. Records include permanent academic records in the Registrar’s Office, student housing records in the Office of Residence Life, placement records and credentials (except those on file prior to January 1, 1975), and disciplinary records in the Office of Judicial Affairs. However, students must personally sign a release permitting the University the right to release copies of such

records to outside individuals or agencies. Unless students sign such a release, records can be released only in accordance with the exceptions stipulated in the law. For details concerning this policy, contact the Associate Vice President for Student Affairs/Dean of Students in Savitz Hall.

Financial Aid

Financial aid is available to graduate students who have been admitted as degree candidates, are making satisfactory academic progress, intend to register at least half-time, and fulfill all the eligibility requirements of the program to which they apply. For purposes of financial aid, the University has established that nine (9.0) semester hours of course work constitutes full-time status.

In the Resources & Services section of this handbook you will find information about the following financial programs/options available to graduate students attending Rowan University:

1. Federal College Work Study (FWS)
2. Institutional Work Study
3. Federal PLUS Load for Graduate Students
4. Educational Opportunity Fund Graduate Grant (EOF)
5. Federal Stafford Student Loan (formerly GSL)
6. Veteran’s Benefits
7. Graduate Assistantships
8. Graduate Research Assistantships
9. Rowan University/GSC Alumni Scholarships
10. M.S.T. Scholarships
11. Alternative Educational Loans (see the Office of Financial Aid for complete information)

For information about any of the above programs beyond what is contained within this handbook, please contact the Financial Aid Office at x4250.

Financial Obligations

The university may deny a student graduation, readmission, registration, or records because of outstanding financial obligations to the university. This action may be taken in cases where the student has been given reasonable notice of a debt and consequences of non-payment. Students who do not meet their outstanding obligations by established deadlines under this policy will automatically be denied registration for the following semester, in addition to losing all other university services. Denial of future semesters will be continued until such time as the obligation is met. The student has the right to a hearing in cases of dispute concerning an obligation. The request for a hearing must be submitted in writing by the stu-

dent to the appropriate department or office head in which the obligation exists. That department or office will then work with the Collection Department of the Business Office. If necessary, the review of a decision must be arranged with the Office of the Dean of Students.

Free Speech & Peaceful Assembly Policy

The following principles have been established in order to facilitate effective expression of free speech and peaceful assembly:

- A. Rowan University students, faculty and/or staff planning protest march or demonstration on campus should contact The Office of the Assistant Vice President for Student Life at least 24 hours in advance in order to gain assistance in developing the protest activity, to discuss applicable University policies, to confirm the line of march (if applicable) and to ensure that no other group has already scheduled an activity for the anticipated location of the protest.

If more than one group is exercising right of free speech and peaceful assemble at the same location, Rowan expects all involved to demonstrate respect for those expressing differing views.

Off campus individuals or groups must contact The Office of the Assistant Vice President for Student Life at least 48 hours in advance to schedule events. Contact with The Office of the Assistant of Student Life will be for the purpose of assistance to the protesting groups.

No records regarding the purpose or participants in a protest will be maintained by the University.

- B. Because interior locations within buildings are frequently booked well in advance, those wishing to engage in protest activities in a particular room or building should reserve that space through the existing established procedures for the particular facility. Contact The Office of the Assistant Vice President for Student Life for assistance in determining the appropriate individual or office to reserve the building space.
- C. Demonstrators are expected to assist in cleaning up any litter that might result from leafleting or other demonstration activity.
- D. Posted materials must be in accord with the current campus posting policy. Other printed materials (i.e. handouts and leaflets) are not affected by posting polices and may be of anonymous authorship/sponsorship.
- E. Individuals or groups wishing to use University-owned sound amplification equipment may request to rent equipment by contacting the Student Activities Board. If equipment is available at the time of the events, the Office of the Assistant Vice President for Student Life can assist with

finding a location where sound amplification equipment may reasonably be used.

- F. The University recognizes that spontaneous demonstrations may occur. In such situations, the University expects the students/faculty/and staff involved to engage in responsible and peaceful assembly and reserves the right for an appropriate university official, such as The Assistant Vice President for Student Life or a Pubic Safety Officer, to ask demonstrators to relocate the assembly if it proves disruptive at that particular location.

DISRUPTIVE ACTIVITY

As the above principles illustrate, Rowan University recognizes the right of all individuals on campus to engage in peaceful and orderly protests, demonstrations and picketing, which do not disrupt functions of the University essential to our academic mission. Although we expect that individuals engaging in protest activities will act responsibly, listed below are examples of activities that would be considered disruptive and could therefore result in student discipline and/or arrest and prosecution. Some examples of potential disruptive activities are listed below:

- A. Disorderly conduct that interferes with teaching, research, administration or University-authorized extracurricular activities.
- B. Activities with a noise level that interferes with teaching, research, administration or University-authorized extracurricular activities.
- C. Actions that endanger any individual, the University community or the academic process.
- D. Failure to comply with directives of authorized University officials in the performance of their duties, including failure to identify oneself when requested to do so.
- E. Unauthorized entry, use or occupancy of University facilities, refusal to vacate a University facility when directed to do so by an authorized official.
- F. The use of sound amplification equipment within building without prior authorization.
- G. Damage to or destruction of University property or of property on University premises belonging to others.
- H. Unauthorized setting of fires on University property, unauthorized use of or interference with fire equipment.
- I. Acting with violence.
- J. Aiding, encouraging or participating in a riot.
- K. Physical abuse of any person.
- L. Verbal abuse of any person.
- M. Violation of published University regulations, policies or rules or violation of any New Jersey or federal criminal law.

Grading System

The following are used to evaluate students' performances in graduate courses:

Letter Grade	Point Value	
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Fair
C-	1.7	
D+	1.3	
D	1.0	
D-	0.7	
F	0.0	Failure
P		Pass
IN		Incomplete
IP		In Progress

The following notations are made by the registrar:

W	Withdrawal
NR	Not Recorded

The NR notation will be inserted by the registrar when instructors do not record grades for students in courses in which these students are registered. This notation may be changed later to a regular letter grade by instructors using the Change of Grade procedure. The symbol could be changed to a W if students present sufficient evidence of withdrawal from the course involved.

The interim grade of IN (incomplete) may be assigned by an instructor under certain circumstances. This grade must be removed before the end of the following academic semester. If students believe that circumstances warrant an extension, they may request the instructor, in writing, for such an extension. If approved, the instructor will renew the incomplete in the Registrar's Office when grades are due. Failure to remove the incomplete grade within the prescribed time will automatically change the IN to an F.

Note: In graduate work, grades lower than "C+" may not be used to fulfill degree or graduation requirements.

CALCULATING GRADE POINT AVERAGE

A. Multiply the number of credits attempted for each class by the number of points per credit, which is dependent on the grade. The answer is the number of quality points for the semester.

A	4 points per credit hour
A-	3.7 points per credit hour
B+	3.3 points per credit hour
B	3 points per credit hour
B-	2.7 points per credit hour
C+	2.3 points per credit hour
C	2 points per credit hour
C-	1.7 points per credit hour
D+	1.3 points per credit hour
D	1 points per credit hour
D-	0.7 points per credit hour
F	0 per credit hour

Grades not calculated in the GPA are IN, P, IP, and AU.

B. Add quality points for each class to get total quality points received for the semester.

C. To calculate the semester GPA you calculate the total number of semester quality points divided by the total number of semester quality hours.

Example:

Grade	QH	Earned Quality Points	QP
A	3.0	4.0	12.0
B+	3.0	3.3	9.9
C+	3.0	2.3	6.9
C	3.0	2.0	6.0
D	3.0	1.0	3.0

GPA = Total Quality Points / Total Quality Hours

$$\text{GPA} = 12.0 + 9.9 + 6.9 + 6.0 + 3.0 = 37.8 / 15 = 2.52$$

Note: To calculate cumulative GPA, use the same formula: Total Quality Points divided by Total Quality Hours or contact The Graduate School at (856) 256-4050 or email us at gradoffice@rowan.edu.

Graduate Assistantship Programs

FULL-TIME GRADUATE ASSISTANTSHIPS

The full-time graduate assistantship for matriculated students provides tuition waiver for an academic program of study that culminates in a graduate degree and a stipend currently of \$5000 per year (Fall and Spring semesters). All fees are the responsibility of the student. In return for the tuition waiver and the stipend, the graduate assistant agrees to enroll for a

minimum course load of nine (9.0) credits per semester, maintain a minimum grade point average of 3.000, and carry out work assignments in an academic or administrative department of the University for up to a maximum of 20 hours per week for the term of the assistantship.

PART-TIME GRADUATE ASSISTANTSHIPS

Part-time graduate assistantships for matriculated students are also available, requiring 10 hours work assignment per week with a stipend of \$2500 per year (Fall and Spring semesters) and a tuition waiver for six (6.0) credit hours per semester. Contact The Graduate School for specific information regarding the full-time and part-time assistantship availability, complete program details and requirements.

GRADUATE RESEARCH ASSISTANT / GRADUATE LABORATORY ASSISTANT PROGRAMS

Some graduate programs, through special grants and program resources, have needs for Graduate Research Assistants and/or Graduate Laboratory Assistants. These full-time assistantships, when available, require special skills and award stipends of up to \$10,000 in addition to tuition waivers. Contact The Graduate School office for information about the availability of these specialized assistantships.

ELIGIBILITY CRITERIA

Only students who have been fully accepted into a program leading to a graduate degree are eligible to compete for a graduate assistantship (except for those in the M.S.T. program: the program requirement for full-time clinical experiences in schools prohibits additional work activities). A student who wishes to apply for a graduate assistantship should allow sufficient time for admissions credentials to be assembled and processed.

In rare circumstances, with the approval of the Director of The Graduate School, applicants who have not yet completed the matriculation process may be considered for an assistantship. Such circumstances usually involve only the receipt of standardized admission test data. If such approval is given, unconditional acceptance in a graduate degree program must be achieved before the end of the first semester of the assistantship. If full matriculation is not achieved by that time, the assistantship is voided.

APPLICATION PROCESS

Students interested in applying for a Graduate Assistantship may visit The Graduate School website for application and instructions. Only students matriculated or accepted into Rowan University graduate programs at the master's or doctoral level will be considered.

Candidates interested in a Graduate Research Assistantship must contact the research advisor (in their field of study) before they can apply. To apply for the graduate research assistantship, students have to submit an application along with two recommendation letters. Contact The Graduate School for complete details.

TERM OF THE ASSISTANTSHIP

A graduate assistantship is awarded from September 1 through June 30 of the succeeding year. The term of each assistantship essentially follows the academic year, i.e., from the first day of the fall semester through the final day of the spring semester. During this period, the full-time graduate assistant is expected to work 20 hours per week and the part-time graduate assistant, 10 hours per week.

The graduate assistantship is generally awarded for only one year; however, under certain circumstances, the assistantship may be renewed for an additional one or two regular academic semesters. In such cases, the graduate assistant must meet all of the following conditions:

1. Must demonstrate acceptable academic and work records
2. Must have a positive evaluation and a recommendation for an extension from the work supervisor,
3. Must have earned a minimum of 18 graduate credits applicable to the degree during the regular academic year (12 graduate credits or 4 courses for part-time), and
4. Must have at least 9 semester hours remaining in the graduate degree program. Any extension of a graduate assistantship must have the approval of the Director of The Graduate School. If renewed, the assistantship will be subject to all terms and conditions, including tuition waiver and stipend, except that, under no circumstances, will the assistantship be renewed for more than two additional regular academic semesters.

WORK ASSIGNMENT AND HOURS TO BE WORKED

Graduate assistants may request assignment to an academic or administrative unit in the event they are awarded an assistantship. However, final decisions assigning graduate assistants rest with the Director of The Graduate School. To the extent possible, graduate assistants are assigned to units which complement their areas of academic study. The maximum number of hours in an assistant's workload is 20 hours per week. The University reserves the right, in its sole discretion, to make an offer for an assistantship which provides for a lesser weekly workload and a corresponding lesser stipend. Normally, graduate assistants will work during regular business hours. However, in very rare occasions, temporary work assignments may be made in the evenings or on weekends to meet special needs.

COMPENSATION AND PAYMENT SCHEDULE FOR STIPEND

Full-time regular graduate assistants are generally paid a stipend of \$5000, payable biweekly from September 1 through June 30. The University reserves the right to offer, in its sole discretion, a partial assistantship that provides tuition waiver for 6 credit hours per semester and a total stipend of \$2500 per year (for the Fall and Spring semesters) in return for a workload not to exceed 10 hours per week. The stipend that is paid is fully taxable under federal and state laws and is subject to appropriate withholdings. Graduate Research Assistants and/or Graduate Laboratory Assistants will also receive their stipend from September 1 through June 30.

VACATIONS, BREAKS AND HOLIDAYS

Graduate assistants are not required to work on formally declared federal or state holidays. Those who wish to observe other religious holidays should make the necessary arrangements with their work supervisors. Graduate assistants who are absent during their regularly scheduled work assignments are expected to make up lost time. Graduate assistants are generally not expected to work during term break (December-January), spring break (mid-March), and the period between Commencement Day and June 30, but they may work during these periods if it is necessary to make up for time lost. Graduate assistants are expected to work during final examination week.

MINIMUM/MAXIMUM COURSE LOAD

All full-time graduate assistants must carry a minimum academic course load of nine (9.0) credits during the fall and spring semesters. Only courses that apply to the degree are eligible to be taken. Generally, graduate students are encouraged to take no more than 15 semester hours of course work during the regular academic semester. Part-time graduate assistants may carry six (6.0) credit hours per semester.

COURSES SUBJECT TO TUITION WAIVER

Only courses, which are required in the student's degree program, are eligible for tuition waiver. If a graduate student wishes to enroll in a course that is not required for the degree program in which the student is matriculated, he/she shall be fully responsible for the payment of tuition for the course.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the graduate assistant are generally of a professional or quasi-professional nature. They may be assigned a wide range of responsibilities, including research, professional work, and other assignments in selected areas.

TERMINATION OR RESIGNATION OF THE ASSISTANTSHIP

All full-time graduate assistants are required to maintain full-time status (9 s.h. per semester), carry a minimum 3.000

grade point average, and perform assigned duties and responsibilities successfully. Part-time graduate assistants meet all of these requirements except for the full-time enrollment status. They maintain part-time status, i.e., 6 semester hours per semester. Assistants who fail to honor these commitments are subject to termination. Graduate assistants who are terminated or who resign before the end of the period of appointment are subject to the following:

1. If the termination or resignation is effective at the end of the fall semester, neither the stipend nor tuition for that semester is in jeopardy. However, the student will forfeit any tuition waiver and stipends for the succeeding spring and any other semester.
2. If the termination or resignation becomes effective at any time during the fall or spring semester, the student will be responsible for that semester's tuition, which has been waived. The stipend will cease with the effective date of termination or resignation. Graduate assistants who are terminated are not eligible to re-apply.

Graduation Requirements

All students planning to complete degree requirements at the end of the semester must submit an Application for Graduation to the Office of the Registrar before the filing deadline. Applications for certificates of graduate study (COGS) and certificates of advanced graduate study (CAGS) must be submitted to The Graduate School. Both the Application for Graduation and the application for COGS/CAGS are available on The Graduate School website under Current Students. Applications for New Jersey state teaching certification are available from the Dean of the College of Education's office. Diplomas will be available approximately 8 weeks after the end of the term.

Students must complete an academic graduate program to the satisfaction of the department administering the program. Students must successfully complete all requirements set forth by the individual graduate program with a minimum cumulative grade point average (GPA) of 3.0

To be eligible for graduation, the student shall have completed at least 90 percent of the total course work within the "A-C+" letter grade range. A cumulative grade point average of 3.000 must be maintained for graduate work involved in the program course requirements. To maintain satisfactory academic progress, students may earn no more than six (6.0) semester hours in courses with grades of "C+" or below. Grades of "C-" and below do not meet the requirements for graduate credit and will not be applied to the credits necessary in graduate degree programs.

A maximum of 12 credits of a student's total graduate degree program could be taken at accredited higher education insti-

tutions other than Rowan University (subject to program/department approval). For certificate-level programs, a maximum of 6 credits of coursework may be taken outside of Rowan University (subject to program/department approval). These amounts may be achieved through any combination of day, evening, on-campus, off-campus, and online offerings.

Applications for graduation must be accompanied by a \$45 graduation fee. The deadlines for filing are: October 16–November 15 for Spring degrees, June 1–July 15 for Summer degrees, and September 1–October 15 for Fall degrees. Diplomas will be available approximately eight weeks after the end of the term. Additional information is available in the Office of the Registrar’s website at www.rowan.edu/registrar.

The University reserves the right to modify its requirements for graduation, continued registration or appropriate progress towards the degree as directed by the Commission on Higher Education, the Presidents Council, or by the Board of Trustees of Rowan University.

Grievance Procedures

Rowan provides a uniform method by which students can pursue, formally or informally, claims of inequitable treatment in their academic careers.

This method covers such concerns as grade grievances; discrimination allegations in educational programs or activities because of sex, race, ethnicity, or physical handicap; and inequitable treatment by a faculty member because of student participation in the recontracting, promotion or A-328 assessment procedures. Not included are disciplinary matters, which are processed through the Judicial Board System.

Hazing Policy

Rowan University strictly prohibits hazing of any kind in any student organization or team. Students are held accountable for both violations of state law and university policy as it is related to hazing.

New Jersey Statutes: 2C: 40-3

- A. A person is guilty of hazing, a disorderly person offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates, or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.
- B. A person is guilty of aggravated hazing, a crime of the fourth degree, if he commits an act prohibited in subsection A. which results in serious bodily injury to another person.

2C: 40-4

Notwithstanding any other provision of Title 2C of the New Jersey Statutes to the contrary, consent shall not be available as a defense to a prosecution under this act.

2C: 40-5

Conduct constituting an offense under this act may, at the discretion of the prosecuting attorney, be prosecuted under any other applicable provision of Title 2C of the New Jersey State Statutes; and other behaviors or activities in addition to those prohibited under N.J.S.A. 2C:40 et seq. defined as hazing by a college or university with respect to its students.

UNIVERSITY REGULATIONS

Rowan University defines hazing as “any action taken, created, or situated which intentionally or recklessly subjects any person to the risk of bodily harm, mental or physical discomfort, embarrassment, harassment, or ridicule; or causing or encouraging any person to commit an act that would be a violation of law or university regulations; for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization.”

Examples of hazing include, but are not limited to:

- Forced consumption of alcohol or other drugs;
- Required ingestion of any substance;
- Creation of excessive fatigue;
- Paddling, whipping, beating, or physical abuse of any kind;
- Compulsory servitude;
- Work projects without the participation of the full membership;
- Scavenger hunts, treasure hunts, road trips, kidnapping, drop-offs, or any other such activities;
- Assigned or endorsed pranks such as borrowing or stealing items;
- Morally degrading or humiliating games or activities;
- Verbal harassment including yelling and screaming;
- Any activity which interferes with one’s ability to study or complete one’s course of study;
- The wearing of apparel in public which is conspicuous or not normally in good taste;
- Mentally abusive or demeaning behavior;
- Activities that promote or encourage the violation of state law or university policy;

The organization or any individual involved in hazing commits a violation of university policy by:

1. Engaging in hazing
2. Soliciting, encouraging, aiding, or directing another engaged in hazing
3. Intentionally or knowingly permitting hazing to occur
4. Having first-hand knowledge that a specific hazing incident has occurred and failing to report said knowledge in writing to University officials.

HIV/AIDS Policy

I. Introduction

A. DEFINITION

Human immunodeficiency virus (HIV) infection is caused by a retrovirus. Persons with HIV infection range from having no symptoms to having fatal and debilitating disorders. Acquired Immune Deficiency Syndrome (AIDS) is a specific variety of illnesses resulting from HIV infection. The infected person is referred to as one who has HIV disease or a Person with AIDS (PWA). HIV is spread through direct contact with the blood, semen, vaginal secretions and breast milk of an HIV-infected individual. Transmission by saliva has not been documented.

B. SUPPORTING GUIDELINES

1. The official position of the Center for Disease Control (CDC) in Atlanta, Georgia, which is based on a consensus of authoritative medical opinion, is that HIV cannot be transmitted by casual or close, non-sexual contact.
2. Under Section 504 of the Rehabilitation Act of 1973, 29USC79, N.J.S.A. 10:5-1 et seq., and the Americans with Disabilities Act, a person with HIV disease is entitled to protection. Therefore, it is the policy of Rowan University not to discriminate against any applicant, employee or student who is infected with HIV.

II. Rowan University HIV/AIDS Policy

A. POSITION STATEMENT

1. The Rowan University HIV/AIDS Policy, derived from currently available medical reference material, applies to all applicants, students and employees.
2. Current knowledge indicates that persons who have tested positive for HIV antibodies do not pose a health risk to other students or employees in an academic setting.
3. HIV is transmitted by direct contact with HIV-infected semen, vaginal secretions, blood or breast milk. HIV is not spread through casual contact at work, at school or at home. There is no documented danger of transmission by food handlers.

4. Public health officials state that there is no risk created by sharing living space, being coughed or sneezed upon, kissing casually or swimming in the same pool with an HIV positive person.
5. Healthcare personnel are instructed in the use of Universal Precautions, a method of practice to prevent the transmission of HIV in the clinical setting.

B. GENERAL PROVISIONS

1. This policy is based on guidelines recommended by the American College Health Association and on the latest medical information available from the Center for Disease Control and the New Jersey State Department of Health. Every effort has been made to base the policy on guidelines applicable to federal and state laws. Policy guidelines will be updated as necessary to conform to medical and legal recommendations of these agencies.
2. The Dean of Students is charged with the overall responsibility to develop and administer the campus HIV/AIDS Policy.
3. As the executor of the HIV/AIDS Policy, the Dean of Students or a designee will chair and appoint members to an AIDS task force from each of the following areas: Public Relations, Counseling & Psychological Services Center, faculty, Residence Life & University Housing, Public Safety, student body, Student Health Center, Center for Service Learning and Volunteerism and campus unions. For the university community, the task force will sponsor annual educational programs about HIV/AIDS. The programs will specifically focus on how HIV is transmitted, how changing behaviors can lower individual risk and eliminating unfounded fears and prejudices about HIV/AIDS and those infected with HIV. Educational programs will also target members of the university community who are defined by P.E.O.S.H.A. as being at risk for exposure. Individuals who are reasonably anticipated to have contact with blood or other potentially infected materials are considered at risk. Programs regarding definition, reporting process for exposure and follow-up planning are under the direction of the safety director, Public Safety Office.

C. GENERAL GUIDELINES

- **Attendance:** University students, faculty and staff who have a positive HIV-antibody test, whether they room or work attendance in an unrestricted manner.
- **Access to Facilities:** No medical justification exists for restricting access of those who have HIV disease from the student center, theaters, restaurants, cafeterias, snack bars,

gymnasiums, swimming pools, saunas, recreational facilities or other common areas.

- **Admissions:** Consideration of the existence of a positive HIV-antibody test will not be part of the admission/employment decision of those applying to attend or to work at the University.
- **Medical History:** There will be no routine requirement that students, prospective students, employees or prospective employees be asked to respond to questions about the existence of a positive HIV-antibody test. University community members are encouraged to disclose to campus health authorities if they are HIV positive so that the institution can provide supportive medical care and peer education. This, like all medical information, is strictly confidential and will be handled according to procedures and requirements in effect at Rowan.
- **HIV-Antibody Testing:** The University will not undertake programs to screen newly admitted or current students or employees or prospective employees for HIV. The University will not attempt to identify and screen those engaged in high-risk behaviors. Anyone inquiring about HIV testing may be referred, at no cost to the consumer, to the Gloucester County Department of Health for confidential counseling and testing.
- **Confidentiality of Information:** Guidelines for handling confidential medical information about students with HIV disease have been defined by the American College Health Association's Recommended Standards and Practices for a College Health Program.
In general, no specific or detailed information concerning complaints or diagnoses should be provided to faculty, administration or even parents without the written permission of the affected person in each case. This position is supported by the Family Education Rights and Privacy Act of 1974.

No person, group, agency, insurer, employer or institution should be provided with any medical information of any kind without the prior written consent of the patient. However, positive tests for HIV must be reported to the New Jersey Department of Health. Given the possibility of unintended or accidental compromise of the confidentiality of information, health officers should carefully weigh the importance of including any specific information about the existence of known HIV infection in an ordinary record except when mandated by medical necessity. At minimum, the inclusion of any information regarding HIV infection in a medical record should be discussed with the

patient prior to its entry. Sensitive information may be filed under separate cover to protect confidentiality.

- **Legal Liability:** All confidential medical information is protected by statutes, and any unauthorized disclosure may create legal liability. The duty of physicians and other healthcare providers to protect confidentiality of information is superseded by the necessity to protect others only in very specific, life-threatening circumstances.
- **“Need to Know”:** The number of people on the campus who are aware of students or employees who have HIV infections should be kept to an absolute minimum to protect the confidentiality and privacy of the person and to avoid the generation of unnecessary fear and anxiety among other students and staff.
- **Medical Care:** Regular medical follow-ups for those who have a positive HIV-antibody test are encouraged. Precautions to protect the health of immunologically compromised individuals are considered during periods of prevalence of contagious diseases. For students, the personal physician must provide a medical exemption form. This medical exemption form alerts the Health Center of the need to inform any unimmunized student/employee with HIV disease of vaccine preventable diseases on campus.
- **Safety Precautions:** The University will comply with standards of Occupational Safety and Health guidelines and the Center for Disease Control in the handling of blood and body fluids of all persons as a precaution against the spread of blood-borne pathogens. Safety guidelines will be followed for the handling of blood and body fluids of all persons in educationally related settings, including off-campus locations used for placements or internships. Teaching-context laboratories, such as those required in biology courses, will adopt and implement procedures for cleaning and disinfecting.

Honors Admission

Rowan students who have graduated within the last three years, or Rowan seniors in their final semester, may apply to appropriate master's degree level programs in The Graduate School at Rowan (assuming there is space available) if they have achieved a cumulative GPA of 3.8 or above in their undergraduate coursework and meet other admissions requirements. These students would be exempt from paying the application fee and from taking standardized tests except where it is necessary to meet standards recommended by accrediting bodies, certification agencies, statutory regulations and/or professional societies. Contact The Graduate School for more information.

Immunization Requirements

The State of New Jersey has two immunization requirements that pertain to graduate students at Rowan:

1. Proof of Immunization against Measles, Mumps and Rubella (2 MMR vaccines) Titers showing immunity may be submitted in lieu of immunizations.
2. Proof of Immunization against Hepatitis B (3 Hepatitis B Vaccines) Titers showing immunity may be submitted in lieu of immunizations. Students must submit proper documentation signed and dated by their Health Care Provider, along with complete health forms to the Student Health Center. Failure to comply with these required immunizations will result in an "Immunization Hold" placed on the student's record. This hold will prevent the student from receiving grades or registering for additional courses.

Vaccination against Meningococcal Meningitis (Menactra™ vaccine) is highly recommended for all students but is not a requirement for those not residing in campus housing.

Inactive Students

On the 10th day of the Fall and Spring semesters, a computer generated report from Rowan University's Student Information System (Banner) is forwarded to The Graduate School with the names of all matriculated graduate students who have not enrolled in courses in the last semester (excluding Summer sessions). These students are automatically withdrawn from active status within Banner on that date.

Should students at a later time request to be reactivated within Banner, they will contact The Graduate School at *gradoffice@rowan.edu* or 856-256-4050. Should the time period for completing the degree program no longer be feasible within the six (6) years that are permitted, the graduate student must then reapply, but no additional application fees would be required. At the time of reenrollment, the student may be required to complete additional program requirements reflecting programmatic changes that occurred since the student originally was admitted.

Incomplete Grade Policy

The "IN" designation (incomplete) may be assigned at the discretion of the instructor under extenuating circumstances. This designation must be removed before the end of the following academic semester. Any "IN" grade remains unchanged to an "A-F" grade will automatically be given a letter grade of "F". If students believe that circumstances warrant an extension, they may request the instructor, in writing, for such an extension. If approved, the instructor will renew the incomplete in the Registrar's Office when grades are due.

Laptop Computer in Classrooms

The use of laptop or notebook microcomputers during class sessions is permitted, except that the use of this equipment for purposes of audio recording may occur only with the prior approval of the instructor. Also, in those situations where the use of a laptop computer may not be appropriate given the nature of a class session(s), the faculty member may refuse to allow students to use their laptops.

Leaves Of Absence Or Withdrawal From The University

LEAVE OF ABSENCE

Students who are currently enrolled in a graduate program but do not intend to register for courses in an upcoming semester do not need to take any action to maintain their status as a matriculated student. All graduate students maintain their matriculated status for a period of 6 years from the time of registration for their first graduate course as a matriculated student.

WITHDRAWAL FROM ROWAN UNIVERSITY

To withdraw completely from Rowan University, a student must obtain a withdrawal from the Office of the Registrar. The student must complete the form at the Registrar. Students receiving financial aid may be required to return a portion of those funds if they withdraw prior to the mid-point of the semester, which is determined by federal guidelines.

If a student cannot return to campus for reasons of illness or injury, the student should write a letter requesting withdrawal to:

DIRECTOR, THE GRADUATE SCHOOL
MEMORIAL HALL
ROWAN UNIVERSITY
201 MULLICA HILL ROAD
GLASSBORO, NJ 08028

In this letter, the student should include his or her full name, home address, Rowan Banner ID number, Social Security Number, effective date of withdrawal, and the reason(s) for the request.

Students who fail to follow the withdrawal process will be assigned a grade of "F", depending on the faculty member's ability to assign a grade for the semester. A student could request an Incomplete from a professor.

REQUIRED PSYCHOLOGICAL WITHDRAWAL POLICY

The University endeavors to provide a safe and orderly environment in which all students are able to pursue academic and social development. It reserves the right to require the psychological withdrawal of any student whose physical or mental health poses a threat to himself or herself or to others.

For more information, the complete policy is available from the Dean of Students.

Matriculated Status

Matriculated students are those who have formally been admitted to the University through The Graduate School, have confirmed their intention to enroll in either a graduate-level certificate granting program, a master's degree program or a doctoral degree program, and who subsequently register and attend classes. Matriculated students regularly enroll in classes on either a full-time or part-time basis.

FULL-TIME STATUS

A full-time graduate student is one who has enrolled for a minimum of nine (9.0) credit hours per semester.

PART-TIME STATUS

A part-time graduate student is one who has enrolled for less than nine (9.0) credit hours per semester, but more than 4.5 credit hours.

Maximum Number of Applicable Graduate Credits Prior to Formal Admission to Matriculated Status

Non-matriculated (non-degree) students may, with the prior permission of The Graduate School Office, register for graduate courses at Rowan University. However, a maximum of nine graduate credits may be applied to a graduate degree program should the non-matriculated (non-degree) student wish to matriculate. Courses taken by non-matriculated (non-degree) students are taken, therefore, at their own risk. Courses taken by non-matriculated (non-degree) students will be treated in the same manner as transfer credits from another institution. Exceptions to this policy may only be granted with the written approval of the graduate program advisor (and academic advisor, where applicable), the department chairperson, the appropriate academic dean, and the Director of The Graduate School.

Maximum Time Allowable for Incomplete Applications

Applicants for admission may submit incomplete applications while GRE, MAT, GMAT, TOEFL, or Praxis scores, official transcript, and recommendation forms are being requested by the applicant. Incomplete applications will not be considered for admission by the program admissions committee.

Incomplete applications will be retained on active status in The Graduate School Office for two (2) calendar years beginning with the semester in which the incomplete application is initially received in The Graduate School Office. Applications which remain incomplete at the end of the two-year

period will be removed from active status without notice to the applicant, and applicants must re-apply. For purposes of admissions applications only, the summer semester is not considered a regular academic semester.

Applicants who have submitted all application requirements and have taken the appropriate test(s), may submit unofficial test scores for early consideration and receive tentative acceptance pending receipt of official scores.

Name and Address Changes

It is important for mailing and emergency purposes that the University has on file correct University and permanent home addresses for each student. Any changes in a student's name and/or address while that student is enrolled at the University should be immediately reported to the University through Banner Self Service. Please note that name changes require a copy of an official document (ie: marriage license, court order or divorce decree).

New Jersey Department of Education Certifications

In order for Rowan University to recommend to the New Jersey Department of Education that a certification be awarded after completion of a program of studies, the student must have successfully completed a minimum of 15 semester hours or two-thirds of the program's semester hour requirements (whichever is appropriate) in residence at Rowan University.

New Membership in Greek Social Organizations

Joining a greek social organization without fully complying with all university requirements, regarding eligibility, is strictly prohibited. Both the individual student and the organization will be subject to disciplinary action for new membership violations. The following requirements pertain to students joining either recognized or unrecognized greek social organizations.

Full-time matriculated students are eligible for new membership when they have:

- Attained a minimum cumulative GPA of 3.0 and have earned at least 12 credits towards graduation).

Newly Admitted Graduate Students

There are many minor tasks associated with beginning graduate studies and not all of them academic. Rowan University and the State of New Jersey each have certain requirements to be completed prior to the first day of classes. Please visit The Graduate School website's section for newly admitted students for complete information: www.rowan.edu/graduate/newlyadmitted/

Non-Discrimination Policy

Rowan affords equal opportunity to all and does not discriminate on the basis of sex, race, age, religion, national origin, handicap, sexual orientation in its educational programs, activities or employment policies and practices. Students with concerns about compliance with this policy should direct inquiries to the office or department director related to the matter under question or to the Affirmative Action Office.

Non-Matriculated Status

Certain graduate courses may be taken by college graduates who wish to broaden their educational experience without reference to the requirements for a degree. Non-matriculated students are those who have not been formally admitted to the University through The Graduate School.

Students may enroll in graduate courses as a non-matriculated student through Take-a-Course until they earn 9.0 credits. Non-matriculated students may not enroll in the full 9.0 credits in any one semester. After students have earned 9.0 credits, they must formally apply to The Graduate School and be accepted into a degree-bearing program in order to be fully matriculated and permitted to take additional graduate coursework at the University.

The University reserves the right to specify what courses may be available for non-degree seeking and non-matriculated students. Most M.B.A. and M.S.T. graduate courses are not available to non-matriculated students.

Non-matriculated students take courses at their own risk. The courses taken by non-matriculated students may or may not apply to a program if the applicant is accepted. No more than nine (9.0) semester hours of graduate courses may be taken by non-matriculated students or may be applied to a master's program (first master's degree). Non-matriculated students who register for graduate courses at Rowan University for the purpose of pursuing certification through the New Jersey Department of Education are subject to all restrictions applicable to other non-matriculated students regarding course enrollments and course credit limitations.

Official Transcripts

Transcripts are prepared by the Registrar's Office in accordance with the policies of the American Association of Collegiate Registrars. Transcripts are sent only upon the written request of students. Where Rowan University transcripts show credit hours earned at other institutions, the official transcripts from those institutions have become a part of the student's permanent file in the Registrar's Office. Rowan University does not make copies of other institution's transcripts. It is necessary to obtain such transcripts directly from the

institutions concerned. There is a charge to process a request for each official Rowan University transcript. Please see the Registrar's Office for current pricing and fees. Disclosure of information contained in students' official transcripts may only be done in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Parking & Traffic Regulations

Parking and traffic rules and regulations are in effect at all times unless otherwise noted.

All students, faculty and staff, contract workers, visitors, and guests who park a vehicle on campus must have a properly displayed and valid parking permit or parking pass. All vehicles must be parked properly within a designated lined space. Parking permits are valid from the beginning of the fall semester through the end of the summer. Temporary or visitor permits are available from the Welcome Gates or the Parking Services Office in Bole Annex. Persons needing a temporary permit after business hours may obtain one from the Public Safety Communications Office in Bole Annex. A parking permit or pass does not guarantee you a parking space.

Permit and Lot designations include "Employee," "Commuter Student" and "Resident Student."

- A. Employee lots are reserved for employees with employee permits. They include Lots A-1, B-1, E, G, H, M, P, U, and Z-1. Employees may park in student lots if the adjacent employee lot is full.
- B. Commuter lots are reserved for commuter students with commuter permits. They include Lots A, C, D, M-1, R, & Y. There is no parking allowed in Commuter lots from 12:00 midnight to 6:00 am.
- C. Resident lots are reserved for resident students with resident permits. They include lots at the Triad, Mansion Park, Edgewood Park, and Chestnut, B, J, and Parking Garage.
- D. Evening students with a valid permit may use Employee Lots H, P and Z-1 between 4:30 p.m. to 12:00 midnight, Monday through Friday.
- E. Recreation Center members not otherwise affiliated with the University may park in Lot M from 6:00 a.m. to 7:00 a.m., and Lots B or C at other times.

EXCESSIVE OR UNRESOLVED PARKING TICKETS

Any vehicle receiving three or more tickets within an academic year is subject to being towed or immobilized. Additionally, students may be referred to the Dean of Students for disciplinary action. Any vehicle parked in such a manner as to interfere with or obstruct university operations may be towed from the campus without warning at the owner's expense.

The person to whom a vehicle is registered may be held responsible for any parking or traffic penalties or any liability or damage in which the vehicle is involved.

DISPLAYING THE PARKING PERMIT

The permit must be displayed in the bottom left corner of the driver’s side rear window. If not available, place in the back window in the bottom left corner. The permit must be adhered to the window.

LOST OR STOLEN PARKING PERMIT

Employees, students, or others reporting a lost or stolen permit are responsible for the replacement cost.

SPECIAL NEEDS

Persons with special parking needs should notify the Parking Services Office for assistance.

Accidents, dangerous conditions, or other parking problems should be reported to the Public Safety Department at 856-256-4911.

Handicapped Parking spaces are reserved for handicapped persons displaying a legal, state-issued handicapped permit. These permits must be obtained through the Department of Motor Vehicles. Temporary handicapped permits may be obtained through your local police department with appropriate medical certification. Persons parking in a designated handicapped parking space on University grounds must also have a valid Rowan University parking permit.

Overnight Parking is limited to residents for the following lots: Triad, Mansion Park, Edgewood Park, Chestnut, and Lots B, C, J, W and the parking garage. Commuters and visitors may park overnight in lot B only with a valid parking permit.

Motorcycles and Soft Top Jeeps are considered the same as an automobile. If you are registering a motorcycle and Soft Top Jeep, please contact the Parking Services Office for further instructions and information.

TEMPORARY PARKING PERMITS

Parking patrons who are using a different vehicle may obtain a temporary permit from the Welcome Gates, the Parking Services Office in Bole Annex or the Public Safety Communications Center in also located in Bole Annex after business hours. Please note that only the Parking Services Office is able to issue temporary parking permits for more than a 24-hr period.

SOLICITATION PROHIBITED

No leafletting or solicitation is permitted in the parking lots of Rowan University.

ABANDONED VEHICLES

All vehicles parking on campus must be in working condition, display a valid state license plate and, where required, a valid inspection sticker.

PROCESSING OF VIOLATIONS

All students, faculty, staff, contract workers, visitors, and guests are responsible for all fines due to illegal parking. Tickets can be appealed at www.scapay.com, within ten (10) days of their issue date. All appeals are subject to review by the Parking Appeals committee. You will be contacted via email regarding the outcome of your appeal.

Fines must be paid online at www.scapay.com or mailed to: The Permit Store, PO Box 2358, Santa Barbara, CA 93120-2358. All checks must be made out to The Permit Store and must include the citation number and/or license plate when mailing payment. Contact the Parking Services Office if you are requesting alternate payment options. Please note Parking Services Office does not accept payment over the counter.

All unresolved fines must be paid within 30 days of receiving the ticket. Payment arrangements may be made in lieu of suspension or revocation of parking services.

Failure to resolve unpaid parking tickets may result in the following actions:

- Denial of University services
- Your vehicle being placed on a tow list
- Your parking privileges will be revoked
- Future parking permits will be denied until all tickets are resolved
- Your information may be turned over to a collection or state agency for collection efforts.

All fees and violations are at the approval of the Board of Trustees and are subject to change.

FEES FOR ACADEMIC YEAR 2009-2010

Resident Student	\$80
Commuter Student	\$60
Employees	Free
Garage Parking.....	\$40.00
(per semester/must buy for the year)	
Vendor/Contract Employees,	
REC Center Members Parking	\$20.00

VIOLATIONS

Handicapped violation	\$250
Displaying stolen/counterfeit parking permit	\$250

Will result in referral to the appropriate disciplinary committee and/or criminal charges, towing or immobilization.

ADMINISTRATIVE VIOLATIONS

Violation Description	with*	without*
Failure to obey parking instructions as given by a public Safety/parking Officer	\$40	\$60
Parking in other than a designated lot/space	\$40	\$60
Failure to obey regulatory signs	\$40	\$60
Failure to properly display a valid permit	\$40	\$60
Driving or parking on sidewalks or landscaped areas	\$40	\$60
Failure to obey 15mph speed limit	\$40	\$60
Blocking, moving, or parking within Rowan University barricades.	\$40	\$60
Reckless or careless driving	\$40	\$60

*valid parking permit properly displayed

APPEAL PROCESS FOR ROWAN UNIVERSITY CITATIONS (ADMINISTRATIVE TICKETS)

If you feel a ticket was issued in error, you may appeal the administrative ticket in writing at www.scapay.com within ten (10) days on the appeal form provided. All appeals must be submitted through this website. Parking Services does not accept appeals later than ten (10) days.

The supervisor in the Parking Services Office will review written appeals and advise you via e-mail of the decision in this matter. If you disagree with that decision you may appeal that decision to the Parking Appeals Committee in writing within five days within the receipt of the decision. The Parking Appeals Committee is the final authority for resolving appealed tickets. The Appeals Committee will notify you via e-mail of their decision. The Parking Appeals Committee consists of a student and a faculty and/or staff member.

APPEAL PROCESS FOR MUNICIPAL TICKETS

Municipal tickets (summons) must be addressed at the municipal court listed on the summons.

DISCLAIMER

Neither Rowan University nor any of its officers, directors, employees, or student workers assumes any liability for damage to, or theft of, property or motor vehicles or personal injury on campus.

Rowan University reserves the right to modify or change these rules and regulations under existing guidelines as deemed necessary.

LEGAL AUTHORITY

These administrative rules and regulations are necessary and proper for the administration and operation of the University and have been adopted and promulgated in accordance with the resolution of the Board of Trustees of Rowan University #8 adopted on April 28, 2004 pursuant to N.J.S.A. 18A:3B-6b; N.J.S.A. 18A:64-3, N.J.S.A. 18A 64-6(m); N.J.S.A. 18A 64-7 and N.J.S.A. 18A 64-18c.

Student Ticket Writers, Security Guards, Security Officers, Police Officers, and supervisory and administrative staff members of the Public Safety Department are authorized by the Board of Trustees to write administrative tickets on behalf of Rowan University and enforce these rules and regulations.

Pursuant to 18A:6-4.7 University Police Officers are additionally authorized to issue municipal tickets (summons) for violations of the Motor Vehicle and Traffic Laws of the State of New Jersey (N.J.S.A. Title 39).

Payment of Tuition and Fees

Tuition, fees and other financial obligations may be paid through the Bursar’s Office, located in Savitz Hall, using the methods listed below.

PAYMENT BY MAIL

- Make check or money order payable to: “Rowan University.”
- If you wish to pay by credit card and do not wish to pay on-line, you should complete and return with your billing statement the Credit Card Authorization form at the bottom of your statement.
- Please indicate the student’s nine-digit Rowan ID number on all payments and remit payment in person or mail to: 201 Mullica Hill Road, Glassboro, NJ 08028.
- Send all term bills with appropriate payments in the envelope enclosed with the term bill. Please do not send cash through the mail.

ONLINE PAYMENT

- Students go to www.rowan.edu/selfservice, select “ACCESS BANNER SERVICES.” Rowan ID number and PIN are required. Click “Bursar Services and then “Make a Payment”
- Parents & others go to <https://www.rowan.edu/epay> Log in under authorized user. Students must set up parents and others as an authorized user before they can access this payment system.

DEFERRED PAYMENT PLAN

The University Deferred Payment Plan requires one-third of the semester charges (net of financial aid, private scholarships, loans, etc.) plus a \$30.00 participation fee on or before the indi-

cated due date. The remaining installments are billed via e-mail during the semester and will be due in February and March.

Enroll in the Deferred Payment Plan on-line by visiting www.rowan.edu/selfservice and selecting “Access Banner Services” (Rowan ID # and PIN required). Click on “Bursar Services,” then “Make a Payment.” At the payment site, select “enroll in a Payment Plan” and follow the instructions.

Students can authorize parents to make payments on their account at this site by clicking the “Authorized User” tab. Parents will be sent an email with log-in information.

REMEMBER

In order to protect your registration from cancellation by the Bursar’s Office, payment must be received at the University on or before the due date.

OUTSTANDING OBLIGATIONS

The University may deny a student graduation, readmission, registration, grade reports and/or transcripts due to outstanding financial and/or other obligations to the University.

NEW JERSEY RESIDENCY REQUIREMENT

A student must be a bona fide resident of New Jersey for twelve (12) months prior to the first day of classes in order to qualify for resident tuition charges. Legal documents will be required to substantiate any claim. Copies of the laws governing residency are available in the Office of the Registrar.

Post-Master’s Status

Upon verification of the award of a master’s degree or higher by the Graduate Studies Office, students may be placed on post-master’s status. As such, they are permitted to attend up to twelve (12.0) semester hours of graduate classes without restriction except that they may not register early during the early periods allotted to matriculated students. They may select from classes that have seats available during registration periods permitted to all non-matriculated students. However, post-master’s students who expect to earn additional degrees or certifications must be officially admitted to such programs.

Pre-Matriculated Status

Pre-matriculated students are those who have submitted an application for admission to a graduate program, but whose application remain incomplete pending the receipt of one or more items necessary for admission consideration

Prior to being formally accepted and admitted to a graduate program, most students are permitted to take up to 9.0 semester hours of graduate coursework (not all in the same semester) as a pre-matriculated student as they complete the remaining requirements of their graduate application or await a decision on their completed application. However, at this

time the M.B.A. and M.S.T. programs do not permit students to take graduate coursework prior to admission.

Presentation of Identification

When requested, students must present their student identification card (RowanCard) to any University official. University officials include campus public safety officers, residential and campus life staff members and University administrators. Failure to do so results in referral to the Judicial Affairs Office for disciplinary action. The Student Center Information Desk issues, replaces and validates RowanCards.

Process for Resolving Disputed Grades

It is the responsibility of the classroom instructor to evaluate each student’s work and to assign a grade which is a fair and valid measure of the student’s achievement in the course. In the event of a dispute over an assigned grade, the student will document in writing the rationale for the grade dispute. The student must provide a copy of his or her perception of the dispute to the instructor and the department chair. It will then become part of the permanent record concerning the dispute. This document must be signed and the date of the transmittal to the instructor and the department chair noted on the document. The time limit for initial confirmed contact of the professor who awarded the grade is twenty (20) business days, not including summer, into the semester following the one in which the grade was recorded. If the professor is unavailable or fails to respond by the 30th business day of the semester, students have an additional ten (10) business days to contact the department chair. Where the department chair and the instructor are one and the same, twenty (20) business days suffice before the student can move on to the next step.

1. DEPARTMENT LEVEL:

- a) The student and the instructor will meet to attempt resolution of the disputed grade. If the instructor is no longer accessible for any reason (e.g., prolonged illness, no longer at Rowan), the student may continue the process as noted in this policy by first meeting with the department chair (see 1 b),
- b) If the matter is not resolved, the student and the instructor will then meet with the department chair, who will act as a facilitator, to determine if resolution is possible. If the dispute cannot be resolved informally, faculty will continue to be available to assist in the resolution of the dispute.

2. COLLEGE LEVEL

If the issue is not resolved at the department level, within ten (10) business days from the time the department chair is informed of the dispute, the student shall schedule a meeting with the appropriate academic dean within five (5) business

days of the departmental decision and will provide, in writing, the rationale for the grade dispute. The academic dean will attempt to effect a reconciliation between the two parties within ten (10) business days of receiving the student's written rationale for the grade dispute. Pertinent documentation provided by the instructor and the student shall form the basis for discussion at this stage.

3. GRADE GRIEVANCE COMMITTEE LEVEL

If the matter is still unresolved, ten (10) business days after the meeting with the academic dean, the student may pursue the matter with the Director of The Graduate School. The Director will attempt to resolve the issue within a time frame of five (5) business days. If unsuccessful, the Director will forward the grievance to the Associate Provost and the Grade Grievance Committee.

The Director of The Graduate School will provide the Associate Provost and Grievance Committee with the student's written grievance to determine whether a formal hearing is warranted. If the Associate Provost and Grievance Committee determine a formal hearing is warranted, a date and time will be set for the hearing. The Grade Grievance Committee shall, at the conclusion of the hearing, have prepared a written recommendation to the provost. The recommendation shall be submitted within four (4) working days after the hearing.

4. PROVOST LEVEL

Within ten (10) working days of receiving the recommendation, the provost will take action and shall notify both parties in the grievance of the decision and action taken. This action is final.

The Grievance Committee shall be composed of two faculty members appointed by the Senate, two students appointed by the SGA, and two administrators appointed by the University president or his/her designee. A chairperson shall be elected from and by the membership and shall have the right to vote. The associate provost for academic affairs shall serve as an ex-officio member of the Committee without vote. A majority of the Committee membership must be present for all meetings of the committee.

Every effort will be made by the associate provost for academic affairs to schedule a grade grievance hearing at a time that is mutually convenient to the instructor and the student. This may, however, not always be possible. The associate provost for academic affairs will set the schedule for the meeting after careful consideration of the personal schedules of the parties involved. A hearing will not be set for a time when either the instructor or the student has a class at Rowan scheduled. One continuance is permitted if unforeseen events make one or the other party's attendance impossible. Thereafter, a new date for the hearing will be set, and the committee

will be convened despite the absence of one or both of the parties to the dispute.

If any committee member has a direct personal or professional relationship with any individual(s) involved in a particular case, that committee member may disqualify him/herself from serving on the committee while the case is being heard. Further, if a charge of bias is raised by an individual, the contested committee member may disqualify him/herself from committee deliberations. Failing voluntary action in either situation, the committee itself must reach a decision as to the continuance of the individual so questioned. If a member is disqualified, another individual from the same constituency shall be appointed to serve in his/her place.

Promising Probationary Admission

Promising probationary students are those who have been conditionally admitted to a graduate program, contingent upon the successful completion of one or more requirements stipulated by the graduate admissions committee. These requirements will be restricted to no more than twelve (12.0) semester hours of graduate courses. Promising probationary students must complete all the conditions of their probation before they may assume fully matriculated status and continue to take graduate courses.

Following the completion of all probationary requirements, the applicant is responsible to request removal from probationary status. This request should be made to The Graduate School. Unsuccessful completion of these requirements will cause the applicant to be dismissed from the graduate program. Unless otherwise specified, probationary conditions should be fulfilled at Rowan University.

For purposes of financial aid, probationary students are assumed to be students who have been granted admission to a graduate program. An applicant may be approved for probationary admission by action of the program advisor, the department chairperson, academic dean, and the Director of The Graduate School.

Registration Expiration

After the fifth day of classes, students will only be permitted to add a course if they can document hardship circumstances (e.g. illness, hospitalization, death in the family) which prevented them from registering during the normal registration period.

Adding courses after this time requires completing a request form, available from the Registrar, and approvals from the course instructor, respective department chairperson, college dean and Registrar. Once the Bursar's Office receives payment, the Registrar will finalize enrollment and approve admission.

Acceptable documentation attesting to the hardship circumstances must accompany all requests.

Please be aware that registration for accelerated courses is much shorter than traditional courses. Please contact the program advisor for complete information.

Repeating a Course

In the event that a student must or voluntarily chooses to repeat a course, the grade received for the repeated course will constitute the final grade for that subject for cumulative GPA purposes whether the grade is higher or lower than the grade received in the original course. The original grade, although not counted in the cumulative GPA, remains on the student's transcript. Herein, the University stipulates that the same course may not be taken more than twice including withdrawals.

However further restrictions may be determined by the individual departments/colleges, only to meet standards recommended by accrediting bodies, statutory regulations, and/or professional societies. Appeals may be made through the normal appeals process.

Research Papers—The Term Paper Law

New Jersey Public Law 1977-C-215 prohibits the preparation for sale and/or subsequent sale of any term paper, thesis, dissertation, essay or other assignment with knowledge that the assignment will be submitted in whole or in part for academic credit. The law provides a \$1,000 fine for any person or firm violating its provisions.

Research Seminar “R”

Research Seminar “R” (0801.600) is a restricted course available only to those students who have previously enrolled in the seminar course of their degree program and who have received a grade of “F” for that course. When the grade of “F” has been recorded from a previous enrollment in the graduate seminar for the reason of not completing the master's project, the student may request permission to register for Research Seminar “R” during a regular or summer term. Permission of the Director of The Graduate School is required for enrollment in Research Seminar “R.” Students who enroll in this course without permission do so at their own risk. Faculty assigned to Research Seminar “R” courses must inform the department, the school dean and the Director of The Graduate School of the names of those students to whom permission to register has been granted.

Restricted Courses

Certain courses (usually practicum, seminar, and selected clinical courses) are restricted to fully matriculated graduate students who are nearing the completion of their programs

and who have the permission of their program advisors and/or academic advisors or course instructors. Non-matriculated or other students who register for restricted courses without permission do so at their own risk. Unless specific approval is given, course registrations in restricted courses are subject to withdrawal by the Registrar upon the recommendation of the Director of The Graduate School.

Seminar and Research

Most programs require that a student present a written project as one of the requirements for the degree. The project must have academic significance and must be completed under the guidance of the student's program advisor or someone officially designated by the program advisor. The project, as a general rule, will be in the student's area of specialization in the graduate program. Typically, it will be completed as part of the requirement of a seminar in the student's field of specialization. The project must show evidence that the student:

1. Understands the essentials of a research problem
2. Proceeds independently with a well organized plan of work
3. Demonstrates reasonable familiarity in handling the research methods involved in the project
4. Demonstrates reasonable facility in writing and interpreting the material, and
5. Demonstrates skill in relating findings and conclusions to professional needs.

Only fully matriculated students may register for research seminar courses. Approval by the program advisor is required before a student may register for any specialization research seminar and internship. Registration in these courses required a grade point average of 3.000 in the basic professional and specialization courses. The student may be required to successfully complete the course, 0824.501 Procedures and Evaluation in Research, as a prerequisite for registration in the seminar and research courses. Although the structure of the seminar and research component may vary for the various curricula, each curriculum includes the study of research methods and findings and the designing and conducting of research.

Where the grade of NC has been recorded from a previous enrollment in the graduate seminar because the student did not complete the master's project, the student should register for the appropriate number of credit hours in “Research (R)” during a regular term or a summer term. Approval to register for Research (R) must be obtained from the Director of The Graduate School.

The written research project must be prepared in the format style of the American Psychological Association unless

approved for an alternate style by the program advisor and the Director of The Graduate School

Sales, Solicitation and Fundraising on Campus

Unauthorized solicitation (e.g. selling and promotions) on campus is not permitted. Students may not act as agents for business firms when this entails solicitation or the receipt of goods on University property.

However, the University does recognize and support fundraising projects of registered campus organizations or departments, especially when these activities provide a source of contributed funds for philanthropic purposes or community services, relate to the mission of the organization or department or provide a public service or benefit to the University community at large.

Commercial vending and sales are limited to the Student Center first floor and must be requested and approved through the University Information Desk at extension 4607.

Employment recruiters should contact the Career and Academic Planning Center for recruitment opportunities. All employment recruiting will occur at the CAP Center and/or Student Center.

This policy does not apply to business-type activities conducted by a department when it is clear that such activities are related to the research and/or educational objectives of the institution.

Satisfactory Academic Progress

A cumulative grade point average of 3.000 must be maintained for coursework pertaining to the student's graduate program course requirements. To maintain satisfactory academic progress, students may earn no more than six (6.0) semester hours in courses with grades of "C+" or below. Grades of C- and below do not meet the requirements for graduate credit and will not be applied to the credits necessary in graduate degree programs. Students must earn at least a B average (3.000 GPA) to receive any graduate degree or recommendation for certification. Students who fail to maintain satisfactory academic progress are subject to academic warning, academic probation and/or dismissal.

Scheduling of Campus Events & Facilities

The University's facilities are used primarily to facilitate delivery of instructional programs. In support of this objective, policy establishes a priority for scheduling campus events or facilities usage.

- Scheduled classes and curricular programs of the University are first priority in the use of campus facilities.

- Events of Rowan colleges, schools, departments, institutes or student clubs and organizations that invite university community or general public audiences have second priority.
- Third priority for the use of University facilities are external organizations, clubs or agencies.

All arrangements for facilities, equipment and services are made through the Office of Conference and Event Services at www.rowan.edu/ces or by phone at 856-256-5446.

Sexual Assault Policy

The University has adopted this policy in the hope that victimized students can come forward to receive help in the recovery process, which follows a sexual assault. In addition, the procedures are designed to increase awareness of personal violence, thereby, hopefully, creating a safer environment to truly carry out the mission of the University to maintain an intellectual, social, and physical environment conducive to teaching and learning.

Sexual assault is an unwelcome physical contact of a sexual nature or forced, manipulated, or coerced sexual activity or intercourse by a friend, acquaintance, or stranger of the opposite sex or same sex. (N.J.S.A. 2C:14-2). It is an act of hostility and/or power using sex as an instrument of control. The legal definition of rape is based on the premise that one of the individuals involved has not consented. Sexual assault can occur between persons in dating or sexual relationships, including marriage.

Sexual assault occurs most often between two people who are acquainted. Sexual assault is a form of coercive sex, which may include physical force as well as psychological or verbal pressure. It is a forced interaction that often begins between two or more members of the opposite or same sex at a social gathering. It ends with one participant being forced to participate in sexual activity against his or her will.

Sexual assault is also defined as rape when that individual is physically or mentally incapacitated. This includes being physically unable to flee, unconscious, or temporarily out of control from drugs or alcohol. Alcohol and drugs, misinterpreted communication signals, and unjustified assumptions contribute to what is often referred to as date, acquaintance or gang rape.

REPORTING SEXUAL ASSAULT

Charges must be brought within five years, according to New Jersey's statute of limitations. Students may file complaints with the Dean of Students or campus or local police. Reporting incidents of sexual assault does not imply criminal prosecution. Students have many options, only one of which is legal action. Rowan staff will take no action without student consent, unless the person assaulted is under 18 years of age.

State law requires reporting such cases. A student may name an alleged assailant to press charges or file a nameless report for statistical data.

Because sexual assault violates both criminal code and university code of student conduct, these offenses can lead to a criminal court case against the assailant filed by the prosecutor's office and/or an administrative proceeding initiated by the University's Campus Hearing Board. The University defines sexual assault as a misconduct subject to disciplinary action when it demonstrates a disrespect for law, properties, or the health, safety, dignity, and welfare of University community members.

Accused students may be subject to disciplinary action and, in addition to criminal action, may be immediately placed on interim suspension. Students convicted by the Campus Hearing Board of sexual assault may be placed on probation, suspended or expelled.

At the Hearing Board's discretion, hearings will be private, and witnesses will be excluded except for their direct participation in the hearing. Confidentiality of both the victim and the accused will be guaranteed. The alleged perpetrator(s) is accorded due process. Counseling and support services are available to assist both the survivor/victim and the alleged perpetrator.

Under New Jersey law, sexual assault is punishable by five to ten years in prison. Aggravated sexual assault—when physical force is used by more than one person or when the victim sustains personal injury—is a first degree crime punishable by a prison term of ten to twenty years.

Sexual Assault Victim's Bill of Rights

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The state of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met

and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

BILL OF RIGHTS

The following Rights shall be accorded to victims of sexual assault that occur on the campus of any public or independent institution of higher education in the state of New Jersey, and where the victim or alleged perpetrator is a student at that institution, and/or when the victim is a student involved in an off-campus sexual assault.

- **Human Dignity Rights:** to be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy; to have any allegations of sexual assault treated seriously; the right to be treated with dignity; to be free from any suggestion that victims are responsible for the commission of crimes against them; to be free from any pressure from campus personnel to: report crimes if the victim does not wish to do so, report crimes as lesser offenses than the victim perceives the crime to be, refrain from reporting crimes, refrain from reporting crimes to avoid unwanted personal publicity.
- **Rights to Resources On and Off Campus:** to be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities; to have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling; to be informed of and assisted in exercising: any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy, any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.
- **Campus Judicial Rights:** to be afforded the same access to legal assistance as the accused; to be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused; to be notified of the outcome of the sexual assault disciplinary proceeding against the accused.
- **Legal Rights:** to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported; to receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities; to receive full, prompt and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including

a medical examination when it is necessary to preserve evidence of the assault.

- **Campus Intervention Rights:** to require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants; to be notified of the options for and provide assistance in changing academic and living situations if such changes are reasonably available.

Sexual Harassment Policy

Rowan University aims to be a catalyst that enhances the quality of life through excellence in education, community leadership, and economic growth, and is committed to a campus environment characterized by mutual respect for the common dignity to which all individuals are entitled. To this end, the University strives to provide a workplace, classroom, student activities and student residence environment that is free of discrimination, harassment, intimidation, and retaliation by encouraging a respectful and supportive environment for everyone in our diverse community without regard to race, color, sex, sexual orientation, gender identity or expression (transgender individuals, transsexuals, transvestites, or androgynous individuals), creed, age, religion, or national origin. In such an environment, verbal and/or physical harassment in any form will not be tolerated. For the purposes of this policy, sexual harassment refers to any unwelcome sexual conduct, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to the sexual advances is a condition for employment or academic success expressed in explicit or implicit terms;
2. Employment or academic decisions are based on an employee or student submitting to or rejecting sexual advances;
3. Such conduct interferes with an individual's academic or work performance;
4. An intimidating, hostile, or offensive living, working or learning environment is created.

Unacceptable conduct may range from sexual innuendoes to jokes in private or public to coerced sexual relations. Sexual harassment can represent a misuse of authority and power to exploit a person, contaminating the relationship between teacher and student, supervisor and subordinate or among student peers and faculty or staff colleagues. Particular care needs to be exercised in relationships where a power differential exists. Examples are relationships between professors and students or teaching assistants, professional staff and students and administrators and their subordinates. Accordingly, the University prohibits any and all acts of sexual harassment dur-

ing any instruction or related activities. Anyone who encounters what he or she believes is sexual harassment in Rowan's academic, work or living environment is encouraged to bring the incident to any one of the designated campus contacts as soon as possible. Students are encouraged to come forward during the semester in which the incident occurs. Students wishing to file complaints against faculty or staff should contact the Associate Director of Equity and Diversity or the Executive Director of Human Resources at Rowan University. Students wishing to file complaints against students should contact the Dean of Students' Office or the Office of Public Safety. Since timely reporting is more likely to facilitate a satisfactory resolution, prompt reporting is strongly urged, as it is often difficult to trace the facts of an incident long after it has occurred. Appropriate action will be taken against violators of this policy. By law, the University is obligated to protect all complainants from retaliation. Complainants have the right to file a complaint with the New Jersey Division on Civil Rights or the U.S. Equal Employment Opportunity Commission and/or to pursue any appropriate civil or criminal legal remedy. A copy of the Policy Prohibiting Discrimination, Harassment or Hostile Environments is available in the Office of Human Resources or at the website at www.rowan.edu/hr.

Skateboard Policy

The University acknowledges that skateboarding is a means of transportation, as well as a sport activity, and would encourage everyone to skateboard in a safe manner. The University recommends the use of the Mimosa basketball courts, the Student Center rear patio and the Wilson courtyard (well-lit areas during low-use hours) as the preferred sites for skateboarding activity. Use of any ramps, stairs, halls or University furniture as obstacles is strictly prohibited. Skateboarding is prohibited at Rowan Hall.

Skateboarders are reminded that the campus has heavy pedestrian and motor vehicle traffic. Therefore, skateboarders are asked to exercise the same degree of care expected from cyclists, rollerbladers and drivers or operators of motor vehicles.

Skateboarding and rollerblading is not permitted in any University building and within thirty yards of Rowan Hall.

Smoking on Campus

New Jersey statutes state that the right of the non-smoker to breathe clean air supersedes the right of the smoker to smoke. Rowan has adopted a policy to ban smoking inside and within 50 feet of all academic, residential, service and administrative buildings on campus.

- **Smoking Defined:** Under PL 1981, Chapter 320, smoking is the burning of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco.

Student Responsibilities

Students are responsible to become knowledgeable of and to observe all university policies, regulations, and procedures. Rowan is under no obligation to waive a requirement or grant an exception because a student pleads ignorance of a policy, regulation, or requirement or because a student asserts that he or she has not been informed of such a policy, regulation, or requirement.

Students are responsible for becoming familiar with and to remain informed about all academic, administrative, financial, or other policies, regulations, or requirements concerning admission, registration, payment of tuition or fees, continued enrollment, grades and satisfactory program progress, graduation requirements, or any matter which affects students. Students are especially expected to know the requirements of the program in which they are enrolled. While faculty and staff will assist in every possible manner, students are responsible for becoming aware and remaining informed of current program and graduation requirements, their status in that program, and their progress toward graduation.

Successive Graduate Degrees

The University shall appropriately and fully recognize the completion of graduate degree program requirements according to each individual college. Since different degrees, such as the M.A. and the M.S., are distinct educational packages, or frameworks, the recognition shall also be kept distinct. If a student has fully completed two graduate programs, this should be recognized. However, if a program has specializations within the master's degree framework (i.e., M.A., M.S.), one degree will be awarded and multiple specializations recorded.

If two programs are not in the same framework, students will be awarded a second master's degree if they:

1. Were regularly admitted and matriculated in both graduate programs,
2. Fully completed all requirements of both graduate programs, which has been certified by both departments or program coordinators.

In addition to the above, which governs the award of successive master's degrees, the University also has a policy for the award of concurrent master's degrees. For more information, students are encouraged to contact The Graduate School.

Applicant's seeking admission to a program leading to a second master's degree must meet normal graduate admission requirements except certain standardized test scores may not be required with the approval of the graduate advisor and the Director of The Graduate School. It may be possible to transfer up to nine semester hours of course work from the first master's degree. If the first master's degree is from Rowan University, up to fifteen semester hours of course work might

be transferable. (Courses from the first master's degree are subject to the 10-year limit policy.)

Syllabi Dissemination

Faculty will provide students with the following information prior to the end of the drop-add period: (1) a statement of course objectives; (2) a proposed topical outline, where appropriate; (3) meeting times; (4) attendance policy, which must fall within the parameters of Rowan's existing policy; (5) course requirements, e.g., readings, research, group work, presentations; and (6) criteria and procedures for evaluating student performance, including whether the pass/no credit option is available. Unofficial transcripts are available online at no cost. See Registrar's website at www.rowan.edu/registrar

Taking Graduate Courses While an Undergraduate Student

Credits from graduate level courses taken while an undergraduate student (whether taken at Rowan or another accredited college or university) may transfer and be used toward the graduate degree if approved by the program, but the grade associated with the courses will not transfer and will not impact the Rowan graduate GPA.

The Graduate Educational Experience

The undergraduate and graduate educational experiences are distinct and clearly delineated in student records. Students admitted to a graduate program will have all of their records stored in a graduate account, be charged for all courses (graduate or undergraduate) at the graduate rate for tuition and fees, apply all courses taken at Rowan University to the graduate GPA, and be subject to all graduate academic policies and procedures.

Any courses taken as a graduate student at Rowan University, regardless of level, will be applied to the Graduate GPA regardless of whether or not the courses count toward a graduate degree.

Time and Credit Limitations

Unless otherwise specified, the master's degree or advanced certification program must be completed within six (6) academic years following the date of first enrollment as a matriculated student at Rowan University. In rare and compelling instances, an extension of one year may be requested by a degree or certification candidate to complete his/her program. This request may be granted only once upon approval by the program advisor, department chair, appropriate academic dean, and the Director of The Graduate School.

Only graduate courses completed within the ten years prior to acceptance into the current program will be applicable to the program requirements; however, in certain content areas, only courses completed within the last five years prior to

acceptance will be applicable. In extenuating circumstances, exceptions to this policy may be granted after approval by the graduate program advisor, the department chairperson, the appropriate academic dean and the Director of The Graduate School. Students who seek such an exception must contact The Graduate School.

Transfer of Graduate Credits

Rowan University will consider the transfer of graduate level credits from accredited U.S. institutions of higher education. The utilization or application of the courses associated with such credits to a Rowan University program is determined by the graduate program and/or academic advisor through a transcript evaluation, and is usually conducted after a student has been admitted. Only courses applicable to the degree program in which the student has matriculated may be considered for transfer. A maximum of twelve (12.0) credits may be transferred. Only courses with grades of “B” (3.0) or above may be considered for transfer. All credits requested for transfer must have been from coursework completed within the last ten years. Transfer credits must be approved by the program advisor, department chair, appropriate academic dean, and the Director of The Graduate School.

Transfer courses may be accepted within the following provisions:

1. Transfer courses from accredited U.S. institutions of higher education may be accepted as free electives.
2. If the student requests that the transfer course be used as a program requirement, the department offering the Rowan University course for which the transfer course would be substituted and the program advisor will review the course description and will recommend action to the department chair, the appropriate college dean, and the Director of The Graduate School for final approval.

Students wishing to transfer credit must complete a credit transfer form, available on The Graduate School website under Current Students.

Transfer to Another Graduate Program

Students wishing to transfer from one program to another must complete a request form (available on The Graduate School website under Current Students) and return the form to The Graduate School, along with a new Statement of Objectives. Approval of transfer is given by the program advisor of both the exiting and receiving programs, and the Director of The Graduate School. The student must meet the conditions and/or program admission requirements established by the program into which a transfer is requested and/or its advisor. Students with questions about program change or special requests should see the program advisor or the staff of The

Graduate School. The six-year requirement for matriculated students to complete a program begins with the date of the initial program. The Program Change form is available on The Graduate School website under Current Students.

Transitioning into a Master’s Degree Program for COGS Students or Graduate Certification Students

Students complete a full application to a COGS or a graduate certification program and pay the application fee.

Students who apply to a Master’s degree program while in the COGS program and/or Graduate Certification program (e.g., Certificate of Graduate Study in Applied Behavior Analysis) must complete a new application. The transcript from the first application will be used. A second application fee will not be required. If the application to a Master’s program is submitted after completion of the first program, the student must submit the new application with the application fee. All degree program admission requirements and admission procedures apply in all cases at all times.

Tuition & Fees

Visit the Bursar’s website for current graduate and doctoral tuition rates and fees:

www.rowan.edu/adminfinance/bursar/tuitionfeesandrates.html

Tuition Residence Requirement

Students must be bona fide New Jersey residents for 12 months prior to the first day of classes to qualify for resident tuition rates. Legal documents are required to substantiate such claims. Copies of the law governing residency are available in the Registrar’s Office.

Turnitin.com Resolution

Rowan University has a license agreement with Turnitin, an online service that can be used to detect and prevent plagiarism in student assignments. Student papers are protected by the Family Educational Rights and Privacy Act (FERPA) as they are educational records that may contain personally identifiable information. The following policy should be in effect to be compliant with FERPA

The use of Turnitin by faculty is entirely voluntary. If a faculty member chooses to use Turnitin:

- A. The faculty member must notify students on the official syllabus of the following:
 1. The use and purpose of Turnitin
 2. The rights of the student to not submit personally identifiable information to Turnitin. Students must

be informed that this will have no impact on their success in the class.

3. The options that the faculty member and student have with respect to the students' right to privacy and the faculty member's right to evaluate student work for academic honesty.
- B. If a faculty member personally submits student work to Turnitin or other plagiarism detection sites, the faculty member must remove all personally identifying information from the work. This includes the student's name, social security number, and/or Rowan ID number.
 - C. If a faculty member receives information from Turnitin that leads the faculty to judge that a student has plagiarized, the faculty member must follow the University policy for Academic Integrity.
 - D. Faculty may not give out any information about student work to a faculty member from any other institution than Rowan University. All requests from faculty at other institutions should be forwarded to the Provost's Office.

An instructor using Turnitin should offer students either an opt-in or opt-out option. See below for recommended syllabus statements. Note: this should be modified according to the professor's specific use of Turnitin in a class.

Recommended statement for the syllabus with the opt out option: Rowan University has a licensing agreement with Turnitin, an online service to help prevent student plagiarism. As part of this course I will be using Turnitin at my discretion to determine the originality of your work. If your work is submitted to Turnitin, it will be stored in the Turnitin database. You have the right to refuse either to submit your work to Turnitin or have the university do so; availing yourself of this right will not negatively impact your success in the course. If you do not wish to use Turnitin you must notify me by e-mail within two weeks of today's date. If you object to the use of Turnitin I will use other procedures to assess originality.

Undergraduate Senior Privilege

Seniors at Rowan University who have earned a 3.0 GPA may request permission from The Graduate School to register for one graduate level course per semester for two semesters, not to exceed six (6.0) credit hours. Students may take a graduate course for application to an undergraduate degree. If the number of graduate semester hours is to be applied to a graduate degree, the student must request a transfer of credit from The Graduate School using the form found on The Graduate School website, under Current Students. An approval from the department chair of the graduate program, the undergraduate program advisor and The Graduate School is required for a student to be allowed to enroll in a gradu-

ate course for undergraduate credit. Permission and final approval for exceptions to the policy must also be obtained from the Director of The Graduate School, who reserves the right to limit the number of graduate courses in which seniors may register. Undergraduate students who register for graduate level courses without permission of the Director of The Graduate School will have their registrations withdrawn.

University Fee

The University Fee is charged to all students enrolled in college-credit courses at the University. Current information on the University Fee can be obtained directly from the Bursar's Office by visiting

www.rowan.edu/adminfinance/bursar/tuitionfeesandrates.html

The purpose of this fee is to help defray the costs of an array of varied but integral services and projects that directly affect our student's every day. Some of these important areas are briefly described below:

- It assists in the overall support of our Student Health Center which offers treatment to currently enrolled students for acute illnesses, urgent care situations and certain health promotion needs. Registered nurses are available.
- The funds received provide much needed support for expansion and upgrade of our student computer labs and academic programs.
- The fee helps defray the cost of debt service on recently constructed or renovated buildings as well as the operation and maintenance cost of newly constructed buildings and partially finances the operations of the Recreation Center and Student Center.

Use of Undergraduate Credits for Graduate Programs

In rare and compelling circumstances beyond the control of the student, and with the prior approval of the graduate and/or program advisor, department chairperson, appropriate academic dean, and Director of The Graduate School, a maximum of 3 semester hours of upper-level senior (400 level) undergraduate courses may be counted toward the program semester hour requirements, provided acceptable grades (i.e., at least "B") are earned in these courses. The approval form required for such a circumstance is available at The Graduate School office. Any undergraduate course taken outside of the above procedure cannot be used to fulfill graduate degree requirements.

Viewing of Exams and Assignments

Faculty members have the responsibility of making final exams and papers accessible to students for viewing for a

period of one semester after a final grade has been issued, or when an Incomplete becomes a final grade.

Visitors on Campus

Any visitor is permitted access to the campus as long as that person follows Rowan University's rules and regulations. Rowan students inviting visitors to campus are responsible for informing their guests of campus rules and regulations.

Visitors causing destruction and/or theft of any University property will be prosecuted. Visitors who present a clear and present danger to students, faculty, administrators or staff of the University will not be permitted on campus.

Any visitor appearing on campus may be requested by University authorities to supply identification and the reason for coming on the campus.

Violations of this policy or failure to cooperate reasonably with University authorities may result in denying individuals access to the campus for a specified time.

Weapons, Firearms and Explosives

The use and/or possession of firearms, weapons or weapon replicas of any kind, firecrackers and other explosives is prohibited on campus.

Web Policy

The purpose of the Rowan University website is to serve as an informational and educational resource to the campus community as well as the world. Rowan supports the use of the web by its students, faculty and staff as a tool of communication, information access and learning.

The Rowan University Web Policy establishes standards of aesthetics, editorial quality, consistency and accuracy for Rowan's website while ensuring freedom of speech and encouraging creativity. The policy also sets guidelines for the efficient and appropriate use of shared computer resources.

The Rowan University website is a diverse compilation of all aspects of campus life. While it is important to reflect our diverse community, it is also essential that the Rowan website links all aspects of this community in a professional manner, consistent with the University's Mission and image. A level of consistency must be maintained amongst all "official" websites/pages and for this reason there are a number of technical, aesthetic and content guidelines to which Rowan websites/pages creators and managers must adhere.

This policy is likely to change frequently due to the ever-changing nature of technology and the Internet. Please refer to the following website for the complete policy and additional information please visit: www.rowan.edu/webpolicy.

Services/Resources & Campus Life

Academic Success Center

Savitz Hall

856-256-4259

www.rowan.edu/studentaffairs/asc

The Center offers the Rowan University Placement Tests, Miller Analogy Test (MAT) and other examinations.

The Disability Resources Office assists students with special needs. Such students need to make an appointment to meet with the director. At that time, the student must provide current documentation of their disability and individualized accommodations can be discussed. The office provides a TTY phone for the hearing impaired. Please call 256-4233 or 4234 for more information.

The Coordinator of Veterans Affairs assists students eligible to receive Department of Veteran Affairs' educational benefits and the New Jersey National Guard tuition waiver. To be eligible, a student must be matriculated, apply for financial aid each year and furnish this office with a Commanding Officer's Certification of good standing each semester.

Alpha Epsilon Lambda (AEL) Graduate Honor Society

Memorial Hall

www.rowan.edu/graduate/currentstudents/upsilon/

Alpha Epsilon Lambda (AEL) was founded in 1990 by former officers of the National Association of Graduate-Professional Students. The Society recognizes academic excellence and leadership by graduate and professional school students while striving to enrich the intellectual environment of their education institutions. Invitations are mailed to students who meet the basic requirements for membership. See website for complete information about the graduate honor society and its membership requirements.

Alumni Relations

R. Grace Bagg Alumni Center

856-256-5400

www.rowan.edu/alumni

The Alumni Relations Office promotes alumni connections through a variety of special events, alumni services and programs that encourage an atmosphere of commitment and support. Homecoming, reunions, receptions and the GOLD (Graduates of the Last Decade) Club are a few of the activities that many alumni participate in each year. The Office

also sponsors trips to sporting events and cultural venues and hosts networking events.

Affirmative Action/Equal Employment Opportunity

Office of Equity & Diversity, Linden Hall

856-256-5440

www.rowan.edu/equity

Rowan University is committed to an environment characterized by mutual respect for the common dignity to which all individuals are entitled. Our goal is to eliminate any patterns of prohibited unequal treatment from a community that prizes diversity by promoting an environment that is free of discrimination, harassment, intimidation, and retaliation due to any of the protected classes. Rowan is also committed to ensuring that all programs including social and recreational programs and services are administered without regard to an individual's protected-class status. The University's Policy Prohibiting Discrimination in the Workplace can be found on the Equity & Diversity office website at rowan.edu/equity. Students are covered by this policy if there is a University employee involved in any way. Students wishing to file a complaint against another student should contact the Dean of Students Office or Public Safety.

Alternative Educational Loans

Financial Aid Office, Savitz Hall

856-256-4250

www.rowan.edu/provost/financialaid/loanhome.html

The Financial Aid Office makes information available regarding alternative educational loans for funding your graduate education. Alternative Loan Borrowers are not required to use any of the lenders named on the above mentioned website. You may apply to these loans directly online. For complete information on current interest rates and more, please contact the Financial Aid Office at 856-256-4250.

Bookstore

856-256-4665

www.rowanbookstore.bncollege.com

The Rowan University Bookstore is proudly managed by Barnes & Noble College Booksellers. We are your one stop source for all of your required and recommended textbooks and school supplies. We have the largest selection of used textbooks for the Rowan Campus and buying a used textbook can save you 25%. You can order your books online at www.whywaitforbooks.com or at www.rowanbookstore.bncollege.com, our official website. You can have the books shipped to your home or have them ready for pick-up when you return to class in the fall. Remember to order early as used textbook quantities are limited. You can sell your used textbooks back to the bookstore at any time,

although finals week is generally the best time to do so. If your professor is using the book again for the next term, you may get the most money for your book.

In addition we stock general reading and reference books, bargain books and Campus Bestsellers. We carry Rowan imprinted gifts and apparel as well as dorm products to help make your residence hall or apartment more comfortable. We sell pre-paid phone cards, B&N gift cards, greeting cards, postage stamps, snacks and soft drinks.

For a great selection of software at academic pricing please visit www.CampusEstore.com. For a student discount on dell Computers please visit www.delluniversity.com. Remember, the Rowan University Bookstore is open 24/7 at www.rowan-bookstore.bncollege.com.

Bursar

Savitz Hall
856-256-4150
www.rowan.edu/bursar

Working closely with the Registrar, Financial Aid, and Educational Opportunity Fund offices, the Bursar bills and maintains an account of charges and payments for each student. Students can pay bills by Visa, Discover, MasterCard, American Express, personal check, money order and/or cash. The University provides deferred payment plans for full-time and part-time students. Contact the Bursar for more information.

Camden Campus of Rowan University

Broadway & Cooper
Camden, New Jersey
856-756-5400
www.rowan.edu/camden

Rowan University at Camden is located in the University District of Camden, New Jersey. Rowan has been part of the Camden community for over 40 years. Rowan at Camden is a growing branch campus with academic majors, general education courses, ESL (English as a Second Language) and EOF (Educational Opportunity Fund) programs and many other academic and student services. The courses at Rowan at Camden are taught by members of the university faculty and are open to all students of both campuses. Rowan at Camden provides a schedule to accommodate the needs of the traditional and nontraditional students and on-site childcare for students with children. The University also provides a daily shuttle bus that travels between Camden and Glassboro campuses to engage students in a full university experience at both campuses.

Rowan University at Camden Evening Childcare Program (856-756-5407). Students who enroll in courses during the evening at our campus in Camden are permitted to enroll their children in the University Evening Childcare Program. Chil-

dren between the ages of 2 ½ and 12 years of age will receive care in a learning environment. During the day, we operate a preschool for 3 and 4 year old children funded by the Camden Board of Education and the NJ Department of Education.

There is a preschool and child care facility for students with families. Rowan at Camden also offers a limited number of support services in cooperation with the city institutions including the library and recreation center.

Campus Information Center

Chamberlain Student Center
856-256-4606

Rowan University operates a Campus Information Center at the Information Desk in the Chamberlain Student Center to answer questions, give general information and make referrals regarding academic and student activities. The Information Desk is open five days a week. The Center's operating hours are: Monday – Thursday 8:30am–9:00pm and Friday 8:30am–8:00pm. Questions dealing with academic information are referred to the appropriate departments on campus.

Career & Academic Planning

Savitz Hall
856-256-4456
www.rowan.edu/cap

The Career & Academic Planning (CAP) Center uniquely integrates academic advising and career counseling. The Career Resource Center, housed in the CAP Center, provides a welcoming and comfortable environment to research career-related literature, access self-assessment tools and conduct online career exploration. The CAP Center also maintains the web-based career management program, eCampusRecruiter, where students and alumni can upload resumes, research companies and search for and apply to full-time, part-time and internship opportunities. All services are offered to matriculated students and alumni.

Center for Addiction Studies and Awareness (CASA)

Alvin Shpeen Hall
856-863-2175
www.rowan.edu/casa

The Rowan University Center for Addiction Studies and Awareness (CASA) provides Alcohol, Tobacco and Other Drug (ATOD) treatment, education classes and prevention programs designed to serve the entire Rowan Community.

The Center for Addiction Studies Clinic is a fully licensed facility providing therapeutic services for those experiencing problems with alcohol and drug use. The Clinic is staffed by a multidisciplinary team of dependence specialists with back-

grounds in psychology, social work, and counseling. Our drug and alcohol counselors are available to talk with students no matter what their substance-use-related concern may be. The Center also offers students substance abuse educational classes on ATOD issues. Visit the CASA website listed above for complete information on programs and services available.

Center for Innovation and Entrepreneurship

Samuel H. Jones Innovation Center
856-256-4271

www.rowan.edu/colleges/business/cie

The Center for Innovation and Entrepreneurship (CIE) at Rowan University is a multi-disciplinary, University-wide center that promotes innovation thinking and encourages an entrepreneurial view that recognizes and realizes opportunities. The CIE program focuses on interdisciplinary student project development and is designed to positively impact students and the regional economy. By joining practitioners and researchers from multiple disciplines in developing entrepreneurial activities, Rowan University builds an educational curriculum and a support system that will greatly enhance the ability of students and other key stakeholders to turn ideas into successful growth ventures.

Operating under the direction of the Dean of the Rohrer College of Business, the CIE serves as a coordinating mechanism for the new Rohrer College of Business Technology Incubator at the South Jersey Technology Park, The Entrepreneurs Forum of South Jersey, the Nonprofit Development Center of Southern New Jersey, and regional outreach.

Counseling & Psychological Services Center

Savtiz Hall
856-256-4222

www.rowan.edu/counseling

The Rowan University Counseling & Psychological Services Center strives to promote a caring community that supports all its members in their quest for growth and excellence. Professionally trained counselors provide confidential counseling to address the challenges students potentially confront in the academic, social and cultural environment of the University. Counseling helps students arrive at decisions they feel are best.

The Center offers support groups, workshops, presentations and mediation to address a wide range of challenges faced by University students. These challenges include: eating and body image, assertiveness, stress, time management, substance use/abuse, crisis intervention, grief, conflict in interpersonal relationships and sexual orientation concerns. In addition, the Center provides exit interviews to assist stu-

dents in their decision-making regarding leaves of absence or withdrawals from the University.

In addition to counselors, the PROS and the HELP Hotline provide peer assistance. These students are trained to listen, support and refer other students with educational and personal concerns. They also handle social concerns, which, with the Hotline, may include sexual assault and domestic violence.

Cultural Performances and Exhibits of the College of Fine & Performing Arts

856-256-4552

www.rowan.edu/fpa

Throughout the academic year, Rowan University's College of Fine & Performing Arts presents a variety of on-campus activities and events including concerts, theatrical productions, art exhibits and lectures, dance performances and other special events. These highlight the talents of students and faculty, as well as the work of guest artists.

The university's cultural offerings can make a significant contribution to a student's college experience, so we encourage you to make note of the events listed here and take advantage of all that Rowan has to offer. Visit rowan.edu/fpa to learn more.

ANNUAL ROWAN JAZZ FESTIVAL

Sponsored by the Maynard Ferguson Institute of Jazz Studies, this annual event showcases Rowan jazz students and regional middle/senior high school bands. Three days of clinics, workshops, performances and fun bring hundreds of students to the Rowan campus each year. The event culminates with a Friday night jazz concert featuring the Lab Band and a world-of-jazz headliner.

Artists such as Maynard Ferguson, Billy Taylor and Branford Marsalis have all been part of the festival finale.

ART EXHIBITIONS

The campus community and the public can view a series of free, changing exhibitions throughout the academic year in two venues on campus: Westby Art Gallery and the Westby Student Gallery. These exhibits, featuring an eclectic array of artistic styles, include works by Rowan students and faculty as well as noted artists from the region and beyond.

FACULTY SPOTLIGHT SERIES

Members of the University's music, theatre and dance faculty and their guests perform for free throughout the year. The Spotlight Series takes place on various Wednesday evenings in Boyd Recital Hall or Pfleeger Concert Hall. Concerts represent genres as varied as opera to jazz improvisation.

LAB THEATRE/READER'S THEATRE PRODUCTIONS

Performing throughout the year, the Laboratory Theatre focuses on the students' role in the theatrical process by presenting student-directed and -acted productions in the Studio Theatre. Many are experimental in nature or works in progress, while others are student-produced stagings of well-known shows. Reader's Theatre offerings are less frequent but highlight new works or provide a different vehicle for presenting work in the stage.

ROWAN OPERA COMPANY

The Company offers two productions each season in Pfeeger Concert Hall—an evening of operatic excerpts and a classic opera, fully-staged and costumed and accompanied by the Rowan Opera Orchestra.

STUDENT MUSIC ENSEMBLE CONCERTS

Presented from September through May, the Department of Music showcases the talents and hard work of its student performers. Currently, the department includes 16 ensembles.

STUDENT SENIOR RECITALS

Seniors and some juniors in the Music Department routinely present a 30- to 60-minute musical performance reflecting their studio studies.

THEATRE AND DANCE SEASON

Each year, students and faculty—often joined by guest artists—work together to present four-show main stage season in Tohill Theatre, as well as a Student Dance Concert, a series of Directing Class projects and a festival of One-Acts. Works vary from the classics of Shakespeare to contemporary plays and multidisciplinary productions.

Dean of Students

Savitz Hall
856-256-4040

The Dean of Students is responsible for creating and maintaining a safe, healthy, and supportive environment and culture that synthesizes the intellectual, physical, social, emotional and leadership development of our students in a holistic way reflecting the university's mission, vision and core values. The office oversees the University's judicial system, Greek organizations and Residence life.

Dining Services

(multiple locations across campus)
856-256-4614
www.rowandining.com/

THE MARKETPLACE

The Marketplace is located on the first floor of the Student Center and offers breakfast, lunch and dinner for students, faculty, staff, and guests. The “all you can eat” for one price, menu includes a variety of options including a wide variety of freshly prepared entrees and sides, a salad bar, grill, deli, pizza, pasta, soups, desserts and beverages. This dining venue integrates live cooking and comfortable seating to create a dining atmosphere that is dynamic and provides dining variety throughout the year. The Marketplace is the centerpiece of the Rowan community and is where students and staff congregate to enjoy a great meal, socialize or study.

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

Saturday - Sunday 10:00 am - 7:00 pm

THE FOOD COURT

Located on the ground floor of the Student Center, the Food Court caters to the bustling Rowan community with a variety of convenient food concepts. Offers grill and fryer selections, deli, salad, an array of paninis and more from several vendors.

Monday - Thursday 10:30 am - 9:00 pm

Friday 10:30 am - 4:00 pm

PRONTO FRESCO

Located next to the entrance to the Food Court, the Pronto Fresco menu was created with the healthier diner in mind. No burgers and fries here, instead the offerings consist of a variety of “big salads”, and Panini Style Sandwiches.

Monday - Thursday 10:30 am - 9:00 pm

Friday 10:30 am - 4:00 pm

PRONTO FRESCO EXPRESS

Located in the Education Building on the first floor, this satellite Pronto Fresco location is open in the Robinson Building and will feature a menu of sandwiches, salads, pastries, coffee and grab-and-go items. Pronto Fresco Express is the convenient stop for a complete lunch or a quick snack during the day.

Monday - Thursday 7:30 am - 8:00 pm

Friday 7:00 am - 3:00 pm

OWL'S NEST

Students and Faculty are welcome to dine at Rowan's full-service restaurant. Our chefs prepare a classic American a la carte menu with daily specials in a casual atmosphere. Located

on the first floor of the Student Center, the Owl's Nest fare is not one to miss.

Monday - Friday 11:00 am - 2:00 pm

MARKET BASKET

Located on the ground floor, the Market Basket is your convenient one stop for cold drinks, snacks, household, health and beauty products as well as delicious meal items for take out.

Monday - Friday 7:00 am - 11:00 pm

Saturday - Sunday 9:00 am - 11:00 pm

JAZZMAN'S CAFE

Located in the Pit on the first floor of the Student Center, Jazzman's provides a convenient stop amidst the university hustle and bustle for Seattle's Best coffee and espresso beverages, distinctive teas, fresh pastries, light food options and much more. Relax to the soft music while you enjoy your selection or breeze by on your way through the Student Center.

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

Friday 7:00 am - 3:00 pm

CAFE A LA CART

For those between class on the west side of campus, this convenient dining location in the lobby of Robinson Hall offers Seattle's Best Coffee, a variety of desserts, and freshly made sandwiches, salads, soups, and more.

Monday - Thursday 8:00 am - 3:00 pm

REC CAFÉ

Located in the lobby area of the REC Center, the REC Café is a healthy concept in action. Daily offerings include wraps, salads, fresh juices, energy bars and drinks, as well as smoothies. Whether working out or just walking by, it's never a bad call to go healthy here at the REC Café.

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

Friday 7:00 am - 3:00 pm

PROF'S PLACE

Formerly the Rathskeller, the Prof's Place is located on the ground floor of the Student Center. Dedicated to our mascot (short for the professors) the Prof's Place, is the new hot spot for students. Equipped with flat-screen TV's, pool tables, a stage, and a food counter, this eatery is a welcome pause in anyone's busy day. The fare offered here is that of a deli/grill featuring premium meats and specialty sandwiches, as well as local favorites like the cheesesteak.

Monday - Friday 11:00 am - 1:00 am

Saturday - Sunday 12:00 pm - 1:00 am

Duplicating & Print Center

Memorial Hall

856-256-4623

www.rowan.edu/printcenter

All members of the University community have access to Duplicating Services & Print Center. Services include: four color laser and inkjet printing, large format printing, black and white copying, cutting, binding, folding and scanning. CD and DVD printing, burning and duplication is available for both individual and professional needs. Development, formatting and E-book production as well as video, music and data retention services are also provided. On line web ordering is available 24/7 as well as (beginning summer 2008) self-service color printing located just outside of the print center. Standard mail, address verification, certification, duplicate record removal, mail insertion and high speed inkjet addressing meeting all USPS requirements are also provided.

Cash is not accepted, payment via Rowan Card or Banner ID Number only. Please visit our website for current pricing and placing web orders. For more information please call 256-4623.

Early Childhood Demonstration Center

Education Hall, Room 124

856-256-4018

www.rowan.edu/ecdc/

The Rowan University Early Childhood Demonstration Center (ECDC) offers early childhood age children of students, faculty, staff and alumni opportunities to learn through play in a mixed age group setting under the guidance of highly qualified preschool through grade three certified teachers. The center collaborates with the College of Education Early Childhood Teacher Preparation Program to provide teacher candidates opportunities to fulfill their course requirements. Please visit the center's website listed above for complete details on enrollment, ages, cost and academic programming for our youngest learners.

Educational Opportunity Fund (EOF)

Savitz Hall

856-256-4080

www.rowan.edu/eofmap

The State of New Jersey funds this grant for students from economically disadvantaged backgrounds with exceptional financial need. The EOF Office designates students who are eligible for this program. This office exists to advise and service students enrolled in the University's Educational Opportunity Fund Program. The program provides academic, leadership, personal, financial and career counseling assistance to students. Students gain admittance based on financial need and academic potential rather than past academic per-

formance. The admissions committee and the EOF Program consider students who are educationally and economically disadvantaged and would otherwise be ineligible for admission. Students must demonstrate potential for completing a university graduate degree program.

Applicants must be New Jersey residents for 12 months prior to making application. To be eligible, the applicant must be a student from an economically disadvantaged background who demonstrates financial need. Applicants receiving an EOF graduate grant need not have been EOF recipients as undergraduates. However, priority is given to students who received the EOF undergraduate grant. Grants up to \$4000 may be awarded annually. Duration and amount of grants depend upon the course of study selected. Students who seek financial aid through EOF are required to apply in advance of beginning their studies at Rowan University. Students wishing to apply for EOF assistance are strongly encouraged to contact the EOF Office (256-4080) well before they begin their studies.

Enterprise Information Services (EIS)

Memorial Hall

856-256-4175

www.rowan.edu/toolbox/about/#eis

Enterprise Information Services (EIS) is responsible for developing, maintaining and enhancing administrative and student information systems, and for providing the campus with printing/copying services.

- **Contact Information:** To contact the main EIS office, please email eis@rowan.edu or call 856.256.4175.
- **Location & Hours:** EIS is located in Memorial Hall on the South-Side of the Glassboro Campus.

The hours of operation are Monday through Friday 8-5pm during the academic year and Monday through Thursday from 7:30-5:30 during the summer months. The University is closed on Fridays during June, July and August.

Facilities Management

Linden Hall

856-256-4781

www.rowan.edu/facilities

Facilities Management at Rowan University has developed over the years into an organization that addresses all aspects of the built environment. Included in this are planning and construction of new buildings, operations and maintenance of existing facilities and grounds, and management of the University's resources. Facilities Management works with student organizations in the areas of recycling and campus beautification. Employment opportunities exist for students in all areas of Facilities.

Facilities Landscape Management

856-256-4949

Facilities Landscape Management is the unit that keeps the campus looking beautiful. FLM is responsible for landscape design, plantings, irrigation systems, care of the athletic fields, as well as outdoor furnishings such as bicycle racks, benches, and waste and recycling containers. In addition, this group is responsible for the day-to-day management of campus-wide trash and recycling programs.

Facilities Operations and Maintenance

Cassidy Building

856-256-4650

www.rowan.edu/facilities

Facilities Operations and Maintenance encompass the broad area of building services (maintenance & repair), mechanical services (central heating & cooling plant co-generation facility), and custodial services for administrative and academic buildings. Services are scheduled through the customer service center (x 4650) or via the Internet-based FAMIS work order system.

Facilities Planning and Construction

Linden Hall

856-256-4249

Facilities Planning and Construction is responsible for campus planning and management of capital construction projects. Included in FP&C is the office of the University Engineer, and the central repository for plans and drawings for all campus buildings and underground infrastructure.

Facilities Resource Management

Linden Hall

856-256-4657

Facilities Resource Management is the unit that provides support to other departments within Facilities and leads a number of campus initiatives. The responsibilities of FRM encompass the broad areas of energy management, facilities information systems (the FAMIS system), surplus equipment disposal, and coordinating the efforts of the campus Sustainability Council. The Student Recycling Team is housed within FRM.

Federal College Work Study (FWS)

Savitz Hall

856-256-4273

www.rowan.edu/provost/financialaid/workstudy.html

FWS allows eligible students to work on or off-campus. Applicants must be citizens or eligible non-citizens of the United States and must be able to prove financial need. Federal Work Study is available to full-time or part-time students. A variety of opportunities are available on and off campus. Students demonstrating special skills may participate in the

career track program. Many work-study positions provide skills and experience which, will assist students in their career development. Students may arrange their hours according to the time they have available to work each week. Work may not exceed 20 hours per week while classes are in session or 30 hours per week when classes are not in session. All FWS jobs must be cleared through the Office of Work Study. A FWS award is the maximum amount that a student may earn and receive funding from this program. It is the responsibility of the student to find a FWS job and to monitor earnings so as to avoid exceeding the FWS award.

Federal PLUS Loan for Graduate Students

Financial Aid Office, Savitz Hall
856-256-4250

www.rowan.edu/provost/financialaid/graduate/Loans.html

Graduate and professional students that borrow the maximum from the Federal Stafford Loan but need more money to pay for educational expenses may borrow from a PLUS loan. Repayment of a PLUS loan begins 60 days after disbursement. Federal Graduate PLUS loans can be deferred. Information on current interest rates for this program and deferral options are available from the Financial Aid Office.

Federal Stafford Student Loan (Formerly GSL)

Financial Aid Office, Savitz Hall
856-256-4250

www.rowan.edu/provost/financialaid/graduate/Loans.html

This program is available to matriculated students. Students must be citizens or eligible non-citizens of the United States to be eligible. A graduate student who is enrolled at least half-time and is making satisfactory academic progress toward a degree or certificate may borrow up to \$20,500 each academic year (up to \$8,500 in subsidized and up to \$12,000 in unsubsidized loans) with a lifetime borrowed amount of \$138,500 (up to \$65,500 in subsidized and up to \$73,000 in unsubsidized loans). Students apply by completing the Free Application for Federal Student Aid (FAFSA), indicating that they are willing to accept financial aid in the form of a loan. There are two types of Federal Stafford Loans:

1. **Subsidized:** If the student demonstrates need based on the Student Aid Report, the federal government will pay the interest charge while the student is enrolled at least half-time. A Federal Subsidized Stafford loan cannot exceed \$8,500 per year. These are fixed interest loans.
2. **Unsubsidized:** All matriculated students enrolled on at least a half-time basis may receive a Federal Unsubsidized Stafford Loan regardless of family income. How-

ever, the student will have to pay all interest charges until the loan is fully repaid.

All requests for student loans must be received at least 30 days prior to the last day of class of the semester for which the loan is requested. Information on current interest rates for this program are available from the Financial Aid Office.

Field Experiences Office

Education Hall
856-256-4725
www.rowan.edu/ofe

The Office of Field Experiences is located in The Student Services Center on the second floor in Education Hall and is open from 8:30 a.m. to 4:30 p.m., Monday through Friday. The major focus of the Office of Field Experiences is the placement of teacher candidates, M.S.T. graduate students, and other College of Education majors requiring field experiences in a school or clinical setting. Teacher candidates who are eligible for clinical practice (student teaching) must apply to this office more than a full semester prior to the experience. Eligible students can obtain an application and learn other vital information at our website www.rowan.edu/colleges/education/ssc/ofe/ or by calling us directly at 856-256-4725.

Financial Aid

Savitz Hall
856-256-4250
www.rowan.edu/financialaid

The Office of Financial Aid assists students seeking financial assistance in order to study at Rowan. Rowan offers a variety of programs to assist students. Matriculated (accepted) students pursuing a graduate degree at Rowan University may be eligible for different types of federal student financial assistance, including but not limited to, student loans. Graduate students must be enrolled in at least 4.5 credit hours at the graduate level or above in order to be eligible for student loan assistance. The Financial Aid Office administrates all federal and state funded financial aid programs and coordinates the University's scholarships.

APPLICATION PROCESS

All students requesting financial aid must complete the Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov. FAFSA paper forms are available at Rowan's Financial Aid Office on the main campus, Camden Campus and libraries. The FAFSA is also used to apply for the State of New Jersey's financial aid program. The form requires Rowan's Federal School Code: 002609.

SATISFACTORY ACADEMIC PROGRESS

In order to receive financial aid, students must meet the minimum standards for satisfactory academic progress. For a full description of these standards, please visit or call the Financial Aid Office. Additional information is provided in the Student Information Guide under the heading Satisfactory Academic Progress.

Graduate Assistantship Program

The Graduate School, Memorial Hall
856-256-4050

FULL-TIME GRADUATE ASSISTANTSHIPS

The full-time graduate assistantship for matriculated students provides tuition waiver for an academic program of study that culminates in a graduate degree and a stipend currently of \$5000 per year (Fall and Spring semesters). All fees are the responsibility of the student. In return for the tuition waiver and the stipend, the graduate assistant agrees to enroll for a minimum course load of nine (9.0) credits per semester, maintain a minimum grade point average of 3.000, and carry out work assignments in an academic or administrative department of the University for up to a maximum of 20 hours per week for the term of the assistantship.

PART-TIME GRADUATE ASSISTANTSHIPS

Part-time graduate assistantships for matriculated students are also available, requiring 10 hours work assignment per week with a stipend of \$2500 per year (Fall and Spring semesters) and a tuition waiver for six (6.0) credit hours per semester. Contact The Graduate School for specific information regarding the full-time and part-time assistantship availability, complete program details and requirements.

Graduate Research Assistant / Graduate Laboratory Assistant Programs

The Graduate School, Memorial Hall
856-256-4050

Some graduate programs, through special grants and program resources, have needs for Graduate Research Assistants and/or Graduate Laboratory Assistants. These full-time assistantships, when available, require special skills and award stipends of up to \$10,000 in addition to tuition waivers. Contact The Graduate School office for information about the availability of these specialized assistantships. Only students who have been fully accepted into a program leading to a graduate degree are eligible to compete for a graduate assistantship (except for those in the M.S.T. program: the program requirement for full-time clinical experiences in schools prohibits additional work activities).

The Graduate School

Memorial Hall
856-256-4050
www.rowan.edu/graduate

The Graduate School provides the leadership for graduate degree, certificate and certification programs at Rowan. Students interested in the University's various master's degrees, advanced certification, and/or the doctoral program should contact this school for admissions and program information. The Graduate School also offers advising for potential graduate students who have not yet matriculated into a program and opportunities for tuition waivers through the graduate assistantship program. Contact the staff of The Graduate School at any time before, during and after your graduate academic career here at Rowan University for assistance and information on all things graduate.

Office hours:

Monday–Friday.....8:30 a.m. - 4:30 p.m.

Summer hours:

Monday–Thursday.....7:30 a.m. - 5:00 p.m.

Information Resources

Memorial Hall
856-256-4401
www.rowan.edu/ir

Information Resources provides leadership, planning, coordination and support services for the information technology infrastructure of the University and its satellite campus. Information Resources provides students, faculty and staff with universal access to library and information technology resources. These resources support and enhance academic and administrative programs. These resources also promote student centeredness, excellence in instructional practice, quality management and efficiency and integrity of operations. This division includes: Office of the Associate Provost, Enterprise Information Services, Instructional Technology Services, Network and Systems Services, and Information Resources Training Services.

Institutional Work Study

Savitz Hall
856-256-4273
www.rowan.edu/provost/financialaid/workstudy.html

Students not eligible for financial aid based on need and who are interested in employment should apply directly to the hiring departments. The University offers part-time jobs during the academic term and full-time jobs during the summer which are made available through institutional funds. Positions vary from general office work to pre-professional

opportunities. Institutional work study is only available to full time students.

Instructional Technology

Memorial Hall
856-256-4588
www.rowan.edu/it

The Instructional Technology (IT) department provides an assortment of services. IT oversees 62 computer labs and 12 technology-enhanced (TEC) classrooms(56% of all classrooms). In addition, IT offers workshops and training, supports WebCT and other course management systems, and manages a diversity of multimedia creation technologies for the development of instructional and online course materials.

Lab hours and locations:

rowan.edu/toolbox/computer_labs/hours

International Student Services Office

Robinson Hall, Room 117
856-256-4239
www.rowan.edu/internationalstudents

The Office of International Student Services recruits, admits and supports international students at Rowan University. The International Student Services Office coordinates programs and provides a variety of support services for international students and scholars in the University community. It monitors student and institutional compliance with immigration regulations. Also, the office supports individual and departmental initiatives in the area of international education at Rowan University.

For information on international student admissions and other services, please visit our website or e-mail internationalstudents@rowan.edu.

Legal Services

Student Center
856-256-4540
www.rowansga.com

The Student Government Association (SGA) retains the services of legal counsel for the benefit of any student. While, the SGA lawyer does not pursue individual cases in court on behalf of students, he/she does provide advice and counsel on legal matters to enrolled students free of charge. To schedule an appointment, contact the SGA office at 256-4540.

Library Services

856-256-4800
www.rowan.edu/library

Rowan University Library Services meets the education and research mission of the university through the efficient col-

lection and delivery of resources and services. Library Services includes the Keith and Shirley Campbell Library, the Music Library at Wilson Hall, the Archives and Special Collections and the Virtual Library, through the website. The libraries house nearly a half million items as well as thousands of multimedia materials, periodicals, government documents, music scores, and more. Users may access the full text of over 37,000 subscribed journals and thousands of newspapers e-books, audio and video and other materials through the website.

Campbell Library and the Music Library maintain extended hours of operation and offer an array of general and specialized instruction services. Hundreds of electronic resources and databases, research guides, self-guided tutorials, and search tools are available to users 24/7 through the library website. In each of the campus libraries users will find group study and seminar rooms, media production, and computer labs available for use. Laptops and other equipment may be checked out and in-person and online reference and information services are available to the Rowan community.

Campbell Library also houses the Federal Government Documents Depository, offering a wealth of information by and for the branches of government, and the Frank Stewart Memorial Collection of New Jersey History, one of the largest collections of its kind in the state.

Go online or come in and take advantage of the great resources and services made available to you by your library.

Mailroom

Student Center
856-256-4613

This full-service facility, located on the lower level of the Student Center, accepts outgoing mail, weighs packages, sells stamps, and provides fax services for students. Hours of operation:

Monday–Friday 8 a.m. - 4:30 p.m.

M.S.T. Scholarships

856-256-4050
www.rowan.edu/graduate

A limited number of scholarships are available to eligible students from minority racial and under-represented ethnic groups who qualify for admission to the Master of Science in Teaching (M.S.T.) graduate degree program. Contact The Graduate School at the number listed above.

Multicultural Affairs Office

Student Center
856-256-4448
www.rowan.edu/studentaffairs/oma

The Student Multicultural Affairs Office connects the various ethnic, cultural, class, gender, ability and sexual orientation

groups that comprise the Rowan University community. The office works to ensure that all members feel comfortable, valued and connected. In an effort to increase awareness of and sensitivity to diversity, the office works closely with students, faculty and staff to facilitate and promote the institution-wide planning and support of multicultural curricular and co-curricular programs.

CULTURAL DIVERSITY CELEBRATION

Rowan University recognizes and celebrates the rich diversity of our community. Rowan offers cultural programs, lectures, workshops, dinners and films throughout the year. Rowan highlights Latino History Month in November, African-American History Month in February, Women's History Month in March and Asian-Pacific Heritage Month in April.

Network & System Services

Memorial Hall
856-256-4590
www.rowan.edu/toolbox

This office consists of three individual units: Systems Administration, Repair and Installation and Information Resources Support Desk.

SYSTEMS ADMINISTRATION

Systems Administration installs, maintains, upgrades and manages the information technology infrastructure on the University's campus and between the main and satellite campuses.

REPAIR AND INSTALLATION DEPARTMENT

The Repair and Installation Department employs several full-time computer technicians responsible for the completion of computer and telephone related work orders entered at the Support Desk. Additionally, staff completes the installations and cataloging of the majority of new computer equipment that arrives on campus. This office employs student technicians to complete student work orders and operate the NSS Workshop. Current students can bring any other problems to the workshop where repairs are completed free of charge.

INFORMATION RESOURCES SUPPORT DESK

The Support Desk helps employees and students use software and hardware in the University's information technology environment. Services include: technical support via telephone, on-line support desk and all password information. Services also include: telephone billing, telephone distribution, voice and data communications, long distance and local calling services and phone mail for faculty, staff and students.

IMPORTANT PHONE NUMBERS AND E-MAIL ADDRESSES:

Rowan University switchboard: 256-4000
Information Resources support desk: 256-4400

Support desk e-mail: support@rowan.edu

Computer installation & repair shop: 256-4500 ext.3005

Student telephone services: 256-7000

Parking Services

Bole Annex
856-256-4575
www.rowan.edu/safety/services/parking

This office manages the University's parking and traffic resources. The Parking Services Office or the welcome gate provides campus maps and information on campus parking rules and regulations.

Vehicles must display the appropriate parking permits to park in lots designated for employees, residents or commuter students. Permits can be ordered by going to www.thepermitstore.com. Temporary and visitor permits are available at three locations: Parking Services, welcome gates, or the communication office open 24 hours a day 7 days a week and located in Bole Annex. Parking Services will ticket, tow, or boot illegally parked vehicles. (See Policies and Procedures section for complete parking and traffic regulations.)

Office of the Provost

Bole Hall
856-256-4108
www.rowan.edu/provost

The Office of the Provost is headed by the Provost, the chief academic officer at the University. The Provost and the Provost's staff are responsible for maintaining the standards and quality of all undergraduate and graduate academic programs as well as interpreting on behalf of the University the agreements, procedures, and/or policies pertaining to the recruitment, appointment, recontracting and tenure, and promotion of academic faculty and personnel. In addition, the Office of the Provost oversees the University library, the Branch Campus in Camden, and all information resources and technologies. The Provost and staff provide fiscal oversight and leadership in developing plans for the Academic Affairs Division related to the University's mission and goals. The Provost serves as a member of the President's Cabinet and convenes the Board of Trustees Academic Affairs Sub-Committee.

Public & Private Transportation Services

Student Center
856-256-4540

Public buses run scheduled routes from Glassboro to Camden, Philadelphia, Atlantic City and other surrounding towns. These may connect with buses going north to the Newark/New York area. Students can obtain bus schedules from the Student Center Information Desk.

The Student Government Association owns a 51-passenger bus and four 8-passenger vans that may be rented by chartered student organizations and University departments for off-campus travel to allow student participation in extracurricular activities, field trips, etc. Those interested can make arrangement to use these vehicles through the SGA office on the first floor of the Student Center by calling 256-4540.

Public Safety

Bole Annex

Emergencies: 911

Non-Emergencies: 856-256-4922

www.rowan.edu/safety

The department is comprised of five main service sections; police, security, safety, emergency management, and parking. The office is also responsible for communications, and oversees the Rowan Emergency Medical Services to the campus community. Public Safety operates 365 days a year and is available 24 hours a day. Administrative offices are located in Bole Annex and are open from 8:30 am to 4:30 pm Monday through Friday.

The Communication Center is also located in Bole Annex and is open 24 hours a day. Rowan Police and EMS are part of the Gloucester County 9-1-1 System and can be reached from any campus phone by dialing 9-1-1. Normal or routine calls for public safety are received at extensions 4911 or 4922.

The department operates the Safe Walk and Ride Program. This program offers free rides for safety reasons to students between the hours of 7:00 pm and 3:00, seven days per week while school is in session. You can access this service by dialing 856-256-SAFE (7233).

There are 81 blue light call stations scattered across the campus. These phones will connect you to the public safety communications center in Bole Annex. Students are encouraged to review the public safety website which is located at the address at the top of the page.

Registrar

Savitz Hall

856-256-4350

www.rowan.edu/registrar

This office maintains the official University academic records of all students while in attendance and, on a permanent basis, following graduation or withdrawal. Course schedules originate from this office, as do all transcripts.

Each student must provide the Registrar with his/her current, correct address considered the student's official address for all current and future University mailings. Students who plan to complete degree requirements at the end of a semester

must report to the Registrar at the beginning of the previous semester to file the necessary applications.

Recreation, Fitness & Intramural Activities

REC Center

856-256-4900

www.rowan.edu/studentaffairs/rec

All full-time students, faculty, and staff are encouraged to participate in the open recreation, fitness, sport clubs, and intramural programs at the Student Recreation Center. Part-time students are welcome to join for an additional fee based on the number of credits they are taking.

Through the open recreation program, basketball, racquetball, volleyball, table tennis, and various swimming pool activities are available daily on a drop-in basis. Currently offered sports in the intramural program include flag football, volleyball, 5-on-5 basketball, softball, indoor/outdoor soccer, team handball, dodgeball, wiffleball, wallyball, sand volleyball, bowling, racquetball, ping pong, tennis, 5K runs, golf tournaments, 3 pt/free throw contest, and 1 on 1 basketball. Organized competitive and non-competitive Club Sports include ice hockey, lacrosse, rugby, volleyball, field hockey, soccer, ultimate frisbee, wrestling, roller hockey, cricket, tennis, outdoor adventure, dance, cheerleading, and ski & snowboard.

Group exercise classes including cycling, yoga, pilates, BOSU, and strength & conditioning are offered for a small fee. A full line of fitness services are also available with Nationally Certified Trainers including personal training, nutrition consultations, and fitness assessments. The Rec Center employs approximately 100 students each year for front desk, weight room, group exercise, personal training, intramural officiating, sport club supervising, facility operations, and lifeguards & swim instructors.

Periodically, the Rec Center offers additional special events and classes. For dates of events, registration deadline, rules and regulations, and other information, contact the Student Recreation Center.

Required Health Insurance for Students

Student Health Services

Linden Hall

856-256-4333

www.bollingerinsurance.com/rowan

All full time undergraduate and graduate matriculated students are required by New Jersey state law to have health insurance coverage as a condition of attending Rowan University. Full-time students enrolled in 12 or more credits will automatically be billed a health insurance fee and enrolled in the student health insurance plan. This policy provides twelve-month limited coverage up to \$50,000 major medical

for accidents, illness and some health promotion needs. Students can obtain more information by visiting their website at www.bollingerinsurance.com/rowan or by stopping by the Student Health Center in Linden Hall to pick up a brochure. If you already have health coverage and wish to waive this policy & its cost, students must complete a waiver form BEFORE starting classes their first semester and each year thereafter before September 15. These waiver forms are available at the Bursar's office, the Student Health Center or online at www.rowan.edu/bursar, click on "Health Insurance."

RowanCard

Student Center
856-256-4607

www.rowan.edu/rowancard

Rowan University requires that all students have a RowanCard. This picture identification enables the student to use all campus facilities and services, as well as identifying him/her as part of the University community.

The RowanCard serves as more than the official University identification card for students. With just one card, you have access to many services and privileges, including: RowanCard 'Boro Bucks account, Meal Plan/Dining Dollar account, University Bookstore services, Rec Center privileges, Mail Room privileges, Campbell Library privileges, After-hours building access (where available), vending machines, campus copiers, off-campus merchants, and laundry services.

To obtain an identification card, students must appear in person at the Student Center Information Desk where staff will verify that they are in Rowan's computer system. Only then will staff issue students a picture identification card. A new card costs \$10. A replacement card costs \$25. To report a card lost or stolen, call 256-GONE. Students must report changes in personal information to the Registrar. Hours of operation:

Monday–Thursday 9:00 a.m. – 8 p.m.

Friday 9:00 a.m. – 5 p.m.

Rowan Radio, 89.7 WGLS-FM

Bozorth Hall

856-863-WGLS

<http://wgl.s.rowan.edu>

WGLS-FM is Gloucester County's only FM radio station. WGLS operates at 89.7Mhz on the FM band, 24 hours per day, seven days per week. WGLS services the region with a potential audience of almost 1.3 million listeners. The broadcast signal covers all of South Jersey and parts of Philadelphia, Pennsylvania and Delaware. Listeners can tune into WGLS on the station's website.

WGLS offers a wide variety of music, news, entertainment, sports, public affairs and specialty programming. All full- and part-time Rowan University students can apply for the training program required to join the station. The College of Communication, located in Bozorth Hall, houses WGLS, which is licensed to the Rowan University Board of Trustees.

Rowan University/GSC Alumni Scholarships

R. Grace Bagg Alumni Center
856-256-5400

www.rowan.edu/alumni/index.cfm

A limited number of Alumni Scholarships are available each year. These are partial scholarships intended to help defray the costs of graduate education. Contact the Alumni Office for complete information.

Service Learning & Volunteerism Office

Student Center

856-256-4595

www.rowan.edu/cslv

The University's Service Learning and Volunteerism Office provides participation in service learning/volunteer opportunities for Rowan University student, faculty, staff, alumni and their families. The Office coordinates projects that strive to improve and enrich the Rowan community and the surrounding community.

The Office provides a participatory approach to learning and volunteering, which supports individuals' academic studies while developing skills, citizenship and values.

Sexual Harassment

Office of Equity and Diversity

Linden Hall

856-256-5440

www.rowan.edu/hr

(click on any Rowan Respect link)

Student Activities

Chamberlain Student Center

856-256-4696

www.rowan.edu/studentaffairs/studentcenter/departments/studentactivities.html

The Office of Student Activities (OSA) is located in the Student Center, Room 208 and falls under the Division of Student Affairs. The OSA plans and implements extracurricular programs during the academic year that are designed to stimulate personal growth, create new opportunities for student involvement, and contribute to building campus community. Programs and services include social, cultural and educational events such as Welcome Week, Labor Day Beach Bash,

Homecoming, Sibb Weekend, Spring Fest, Off-Campus Trips, Bands, Comedians, and Guest Speakers. The OSA also serves as a resource to individual students and student organizations in leadership development and program planning.

Student Center

Administration Office, 856-256-4601
Information Desk, 856-256-4606
www.rowan.edu/studentcenter

The Student Center is the “community center” of the University. It serves students, faculty, alumni and guests. The Student Center provides a central place for our students and others to spend time learning, socializing and relaxing. The Center provides cultural, social and educational programs and services that contribute to the development of the “whole student.”

The basement level of the Student Center contains the Market Basket convenience store, the Food Court, mailroom, campus mailboxes, laundry room, vending/lounge area and the new Profs Place. The first floor of the Center houses Jazzman’s Cafe, Marketplace Dining, Owl’s Nest, meeting and conference rooms, Information Desk, change machine and ATM machine. The second floor has the renovated formal ballroom and additional meeting spaces.

The Student Center encompasses such administrative offices as the Dining Services Offices, the Office of Service Learning and Volunteerism, the Office of Student Multicultural Affairs and the Student Center Administration Office. In addition, the Center includes the Student Government Association, Student University Programmers and all student publication offices. Hours of operation:

- Monday–Friday 7 a.m.–1a.m.
- Saturday 8 a.m.–1 a.m.
- Sunday 9 a.m.–1 a.m.

ADMINISTRATION OFFICE, MAIN FLOOR

This office handles matters pertaining to Student

Center services including room reservations and questions or concerns about Student Center operations.

INFORMATION DESK

The Information Desk supplies general information about the University including dates, times and places of University events. In addition, it’s staff supplies travel directions to and from the campus and directions to Student Center facilities and other campus buildings. The staff disburses maps and bus schedules, sells tickets to student organization events, schedules table reservations for the ground floor vending areas and maintains a lost and found. The Information Desk houses the student identification card processing center.

Student Health Center

Linden Hall
856-256-4333
www.rowan.edu/health

The Student Health Center strives to remove health related barriers to learning, to promote optimal wellness, to enable students to make informed decisions about health issues, and to empower students to be self-directed and well informed health care consumers. The Health Center provides health care services to currently enrolled students for acute illnesses, injuries and health promotion needs while school is in session. All incoming matriculated students must provide the Health Center with a complete health record that is included in the admission packet. This includes the following: 1)Personal Health Form, 2)Physician Exam Form, 3)Immunization Form, 4)Tuberculosis Screening Form and 5)Meningitis Information Form. Failure to submit the University and NJ State-required forms including documentation of MMR vaccination (2 vaccines), Hepatitis B vaccination (series of 3) and Meningitis Vaccine (Menactra(tm) for residential students) will prevent students from living in campus housing and registering for classes. Incoming students may receive their required immunizations at the Student Health Center for a fee. Registered nurses are available during all hours of operation, and physicians and nurse practitioners are available weekdays during normal business hours. Students are responsible for the cost of medications, testing and outside specialty consultations. Students need to carry their insurance and prescription cards with them at all times. While the Student Health Center can accommodate most acute care needs, any chronic or serious conditions that fall outside the scope of our college health setting will be referred to an outside provider or hospital. Because all personal and health information is confidential, a signed consent for Release of Information from adult students is required before any non-emergency information is shared with parents or guardians. For more information about our health services, please visit our website at www.rowan.edu/health.

Student Recreation (REC) Center

856-256-4900
www.rowan.edu/rec

The REC Center is a comprehensive recreational sports facility. The REC reflects today’s emphasis on fitness and the pursuit of lifetime leisure activities. The three-story, 76,000 square-foot building houses an eight-lane swimming pool, a three-lane indoor running track, four racquetball courts and a three-court multisport gym. It also houses a cycling room, an aerobics room, fitness and free-weight room, a conference room, complete locker/shower room facilities and a juice/smoothie bar.

The administrative offices provide diverse and varied programs, including informal sports, intramural sports and fitness activities for the campus community to enjoy. The REC Center is a separate entity from the Athletics Department and the fitness areas, weight room, courts and fields are intended for use by general students.

Hours of operation:

Monday–Thursday 6 a.m.–12 a.m.
Friday 6 a.m.–9 p.m.
Saturday 8 a.m.– 8 p.m.
Sunday 9 a.m.–9 p.m.

Veteran’s Benefits

856-256-4233

www.rowan.edu/studentaffairs/asc/veterans

Eligible veterans may receive financial assistance in monthly payments based on dates and duration of service. Students interested in veterans assistance should contact their local offices of the Veterans Administration or the Office of Specialized Services at the number above.

University Office Hours

Most offices at Rowan University are open Monday to Friday from 8:30am to 4:30pm. Many offices located in Savitz Hall (Bursar, Registrar, etc) maintain evening hours most Wednesdays until 7:00pm. Call each office for confirmation of office hours when planning an evening visit.

The University is closed on Fridays in the summer months during most of May through August when most offices are open from 7:30am until 5:00pm.

Vice President for Student Affairs

Savitz Hall

856-256-4283

www.rowan.edu/studentaffairs

The Division of Student Affairs directly supports the recruitment, retention, graduation and satisfaction of Rowan University students by providing comprehensive and integrated student services programs for all students.

The Division of Student Affairs exists to provide multifaceted academic and support programs and services to students. The division provides students with the environment to clarify their educational plans resulting in academic success. The programs and services of the Division of Student Affairs assist students with their transitions into, through and out of Rowan University.

Student Code of Conduct

Rowan University is an academic community and as such the University has instituted this Student Code of Conduct to set forth the standards and expectations that are consistent with its purpose as an educational institution. The University reaffirms the principle of student freedom, coupled with an acceptance of full responsibility for one's behavior and the consequences of such behavior. Rowan University recognizes the rights of its students guaranteed by the Constitution of the United States and the State of New Jersey, which include a student's rights within the institution to freedom of speech, inquiry, assembly, peaceful pursuit of an education, and reasonable use of services and facilities of the university.

While it is the goal of the disciplinary process to educate students as to the purpose and importance of abiding by the Code of Conduct, the University will also issue sanctions as are appropriate and necessary to ensure continued and/or future adherence to this Code, and to protect the university community from disruptive behavior. In addition to the Code, students must also recognize and comply with the standards of classroom behavior as stated in their individual course syllabi.

This document and supporting materials have been developed to guarantee procedural fairness to students when there has been an alleged failure to abide by Rowan University's policies and regulations. Procedures may vary in formality given the gravity and nature of the offense and the sanctions that may be applied. Each student is responsible for reading and complying with the Student Code of Conduct.

A. Definitions—when used in this Code of Conduct:

1. The term "University" means Rowan University.
2. The term "student" includes all persons enrolled in courses at Rowan University, both full-time and part-time, pursuing undergraduate or graduate studies, and those who live in campus living units. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University, such as students who withdraw after allegedly violating the Code, are considered "students."
3. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term "University official" includes any person employed by Rowan University, performing assigned administrative or professional responsibilities.
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation will be determined by the Associate Vice President for Student Affairs/Dean of Students.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Rowan University, including adjacent streets and sidewalks.
7. The term "University-Sponsored Event" will mean any activity on or off campus, which is initiated, aided, funded, or supervised by the University or the Student Government Association.
8. The term "organization" means any number of persons who have complied with the formal requirements for university recognition. (This term does not include Greek Organizations as they are subject to the disciplinary procedures outlined in the Greek Handbook.)
9. The term "Campus Hearing Board" refers to a group of persons designated by the Associate Vice President for Student Affairs/Dean of Students to determine whether a student has violated the Student Code of Conduct and, if so, to impose sanctions.
10. The term "Administrative Hearing Officer" refers to a University official designated by the Associate Vice President for Student Affairs/Dean of Students to hold a hearing to determine whether a student has violated the Student Code of Conduct and, if so, to impose sanctions.
11. The term "Special Interim Hearing Board" refers to a group of persons designated by the Associate Vice President for Student Affairs/Dean of Students to determine whether a student has violated the Student Code of Conduct and, if so, to impose sanctions when a Campus Hearing Board cannot convene.
12. The term "Campus Appeals Board" refers to the persons authorized by the Vice President for Student Affairs to consider an appeal from the Campus Hearing Board's determination that a student has violated the Code of Conduct or from the sanctions imposed.
13. The term "witness" refers to a person who has personal knowledge of the incident in question.
14. The term "will" is to be used in the imperative sense, not imparting a choice.

15. The term “may” is to be deemed permissive, imparting a choice.
16. The term “Sex Offenses” refers to a set of crimes defined in the Family Educational Rights and Privacy Act (FERPA) which includes forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest and statutory rape.
17. The term “Crimes of Violence” refers to a set of crimes defined in the Family Educational Rights and Privacy Act (FERPA) which includes arson, assault offenses (aggravated assault, simple assault, intimidation), burglary, negligent manslaughter, non-negligent manslaughter, destruction of property, kidnapping and robbery.

B. Authority

The Associate Vice President for Student Affairs/ Dean of Students and his/her designees have the responsibility for maintaining and implementing the Code of Conduct.

In a situation where a student’s health or safety is/was seriously endangered the Associate Vice President for Student Affairs/ Dean of Students or his/her designees will make every attempt to notify the student’s parent/guardian as soon as possible.

COMPLAINTS AGAINST STUDENTS

The Code of Conduct applies to all students from the time they accept admission to Rowan University through the date of their graduation when their activities touch their student status. This includes but is not limited to: new students at Orientation and the Pre-College Institute, persons not currently enrolled but who are still seeking a degree from Rowan, and any other person enrolled in a credit earning course offered by Rowan University. The Code of Conduct also applies to any person who has graduated if the university determines that his/her graduation or receipt of credit may involve misconduct while he/she was working toward a degree (in such cases, degree revocation may be a sanction).

Discipline may be imposed on students for conduct which occurs on University premises, in or out of the classroom setting, while using University technology, at off-campus instructional sites, during off-campus University affiliated events and for off-campus conduct when the University determines that the conduct has a direct impact on the educational mission and interests of the University and/or the safety and welfare of the University community.

COMPLAINTS AGAINST STUDENT GROUPS

Members of recognized student organizations, groups and teams may be charged as an organization and/or individually with violation(s) of the Code of Conduct. The organization/group/team will be represented by the president or identi-

able spokesperson in any disciplinary hearing. (Greek Organizations charged with a violation of the Code are subject to the procedures outlined in the Greek Handbook.)

COMPLAINTS AGAINST NON-STUDENTS

Persons who are not students but who violate Federal, State, or local laws or University regulations while on campus may be subject to arrest, immediately banned and/or may have their campus visitation privileges revoked. University officials may file criminal charges against guests or other visitors who violate laws while on campus. Campus hosts will be held responsible for their guests’ behavior. Non-students who are banned from the campus have the right to appeal that determination by writing to the Director of Public Safety.

C. Violation of Law and University Discipline

Students may be accountable to both the University and to civil authorities for acts which violate the Code of Conduct. Disciplinary action at the University will normally proceed during the pendency of criminal proceedings. The University reserves the right to reach its own determination on violations of this Code independently of the outcome of any civil or criminal proceedings.

D. Conduct Rules

Individual students and student organizations are expected to abide by the following rules and regulations, and administrators are expected to enforce them. Additional rules and regulations may be promulgated during the year; announcements will be made upon adoption of the changes or additions. Attempting, abetting, or being an accessory to any act prohibited by the Code of Conduct will be considered the same as a completed violation.

1. Violations of promulgated University rules, regulations and policies, and the laws of the State of New Jersey, and the Federal and local governments, whether on or off campus.
2. All forms of academic dishonesty including cheating (including the use of unacknowledged academic sources), fabrication, facilitating academic dishonesty and plagiarism. (Students charged with a violation of this section of the Code are subject to the procedures outlined in the Academic Honesty Policy which are outlined in the “Policies and Procedures” section in this Student Information Guide.
3. Knowingly furnishing false information to any University official or Faculty member.
4. Forgery, alteration or misuse of University documents, records, identification cards, other official University database files or other misuse or abuse of the Univer-

- sity's computerized systems (See "Acceptable Use of Network and System Services policy").
5. Obstruction or disruption of teaching, research, administration, disciplinary procedures, public service functions or other University activities on University premises (See "Free Speech and Peaceful Assembly policy").
 6. Theft, obtaining property under false pretenses, knowingly possessing or receiving stolen property or destroying or damaging, or threatening to destroy or damage property of the state, member of the University community or any person on the campus.
 7. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person (See also "Hazing policy").
 8. Any act of sexual assault or sexual contact under circumstances of physical force, intimidation or any other non-consensual circumstance (See "Sexual Assault policy").
 9. Behavior that constitutes an invasion or violation of an individual's rights to privacy or to non-discriminatory treatment. Examples of behaviors that might be found to violate this provision include but are not limited to harassing or terroristic behavior, stalking, unauthorized surveillance, imposing physical or mental restraints on another person, or engaging in obscene verbal or written communications.
 10. Possession, consumption and/or distribution, or attempted distribution of alcoholic beverages in contravention of federal, state or local laws or University regulations or knowingly being present at the time of the prohibited conduct (See also Alcohol and Other Drug Policy).
 11. Possession, use, manufacture, distribution or attempted distribution of narcotics, dangerous drugs, controlled dangerous substances or drug paraphernalia that are prohibited by federal, state or local laws or University policies or knowingly being present at the time of the prohibited conduct (See also Alcohol and Other Drug Policy).
 12. Possession or use of a firearm, explosive, dangerous chemical or other dangerous weapon in contravention of federal, state or local laws or University policies and procedures.
 13. Disorderly, lewd, indecent or obscene conduct or exhibitionism on the University property or at a University-sponsored event.
 14. Unauthorized use of the University's name, logo, finances, materials and supplies (including stationery bearing the University's letterhead), or facilities (including computer facilities) for commercial, personal or political purposes.
 15. Refusal or failure to comply with a request, directive or order from a University official, including Public Safety officers, members of the University administrative staff or other authorized persons acting in the performance of their official duties and responsibilities.
 16. Unauthorized entry into and/or use of University facilities/equipment, including but not limited to the library, athletic facilities and equipment, galleries, classrooms, computers or confidential files.
 17. Off-campus actions and/or behaviors that violate laws and regulations of federal, state and local agencies, as well as policies of the University.
 18. Abuse of the Student Discipline system, including but not limited to, falsification of information and disruption of a hearing.

E. Disciplinary Process and Administrative Procedures

I. FILING A COMPLAINT

Complaints against students/organizations may be made by any student, employee, or guest of the University who feels the Code of Conduct has been violated. A complaint must be made in writing to the Office of Judicial Affairs or Office of Residence Life and University Housing within a reasonable amount of time after the occurrence. (This will normally be construed to mean within 30 calendar days, unless unusual circumstances exist or it is an alleged crime that the university must report under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.) Forms on which complaints may be filed are available in the Office of Judicial Affairs or Office of Residence Life and University Housing. The use of the form to file a complaint is not required, but is requested. The complaint should include as much detail concerning the alleged violation as possible and include the specific reference to the part of the Code the complainant feels has been violated. Perceived criminal activity should be reported immediately to Public Safety, which will submit its report of a student violation to the Office of Judicial Affairs.

Whenever a complaint provides evidence that the continued presence of the accused student on the campus may pose a substantial threat to herself/ himself, others in the University, or to the stability and/or continuance of normal University functions the University reserves the right to impose an interim suspension from classes, residence areas or the entire campus pending a disciplinary hearing (refer to section H for a complete description of procedures).

The following guidelines will be used to determine if a Student Organization/Group/Team would be charged with a violation of the Code of Conduct:

- When one or more officers/authorized representatives/captains acting in the scope of their capacities, committed the violation.
- When one or more members committed the violation after the action, that constitutes the violation, was approved by a vote of the organization/group/team or was part of a committee assignment of the organization/group/team.
- When the violation was committed at an activity funded by the organization/group/team.
- When the violation occurred as a result of an event sponsored by the organization/group/team.
- When one or more members of an organization/group/team or its officers/authorized representatives/captains permitted, encouraged, aided or assisted in committing a violation.
- When a reasonable person would construe the violation as being associated with the organization/group/team.

2. ADJUDICATION OF COMPLAINTS

The Assistant Dean of Students will review the complaint and determine whether it should be adjudicated by the student discipline system, and, if so, the appropriate adjudicator will be determined. For any disciplinary action for which sanctions may be imposed, the accused student/organization will have his/her case heard before one of the following adjudicators:

- *Administrative Hearing Officer* - If the alleged violation is one for which the student/organization could not be suspended or expelled from the University, the complaint will be an Administrative Hearing Officer.
- *Campus Hearing Board* - If the alleged violation is one for which the student/organization could likely be suspended or expelled from the University, the complaint will be heard by the Campus Hearing Board. (refer to Sections E6 and E7 for additional information concerning the Campus Hearing Board)
- *Special Interim Hearing Board* - If the Campus Hearing Board cannot meet, a Special Interim Hearing Board will be appointed by the Office of Judicial Affairs to expedite adjudication of student disciplinary cases under the following conditions:
 - a. An interim suspension has been issued (see section H), or
 - b. The case must be adjudicated when the Campus Hearing Board cannot convene (for example, final exam week, vacation periods or summer school.)

3. NOTIFICATION

When it is determined that a complaint will be adjudicated by the student disciplinary system, the accused student/organization will be notified of the alleged violation in writing (the "Hearing Notice"). The Hearing notice will state what portion of the Code of Conduct was allegedly violated and describe the behavior believed to constitute a violation. The Hearing Notice will also include a hearing date set at least three (3) business days prior to an Administrative Hearing and five (5) business days prior to a hearing before the Campus Hearing Board or Special Interim Hearing Board. If the accused student/organization fails to attend the hearing, except when there is a justifiable reason (Serious illness or hospitalization, death of member of immediate family, serious physical emergency, arrest or incarceration or unavoidable transportation delay), the hearing will proceed and a finding will be reached based upon the available information. Failure of the accused student/organization to appear will not be considered to be an admission of responsibility.

All participants will be informed of the right to select an advisor of his or her choosing, including an attorney. **Advisors may have no other role in the hearing/case and are not permitted to speak on behalf of the student, ask questions or appear in lieu of the student/organization.** A student who wishes to have an attorney as an advisor must inform the Office of Judicial Affairs in writing, by telephone or electronic mail at least two business days prior to a hearing. If a complainant or accused student/organization informs the University that an attorney will be present at the hearing, the University will decide if legal counsel for the University should also be present;

Both the accused student/organization and the complainant are also informed of the right to bring witnesses to provide information at the hearing. Witnesses must have personal knowledge of the incident at issue and may serve no other role at the hearing/case. Character witnesses are considered irrelevant and will not be permitted to participate. A list of witnesses must be submitted to the Office of Judicial Affairs 48 hours in advance of the hearing. The list should include each witness' name and a summary of the information s/he is expected to provide.

4. ADMINISTRATIVE AGREEMENT/ HEARING WAIVER

The accused student/organization and complainant will also be informed if the disciplinary complaint can be resolved by completing an Administrative Agreement/Hearing Waiver. An Administrative Agreement/Hearing Waiver would be completed only when there is acknowledgement of responsibility on the part of the accused student/organization, and

agreement, by all parties including the complainant, that the sanction(s) imposed are reasonable and fair. The sanction will reflect the severity of the current charge(s) against the student/organization, as well as any previous disciplinary record. All participants will also waive the rights to have the complaint adjudicated at a disciplinary hearing and appeal. Should the accused student/organization not accept responsibility for the charges, nor accept the proposed sanction, then appearance at the disciplinary hearing is required.

5. HEARING OFFICER PROCEDURES

- a. A student/organization may challenge the assignment of a specific hearing officer to his/her case for good cause. This challenge must be presented in writing to the Office of Judicial Affairs at least one working day prior to the scheduled date and time of the hearing. Upon reviewing the details of the challenge, the Assistant Dean of Students will either uphold the challenge and appoint an alternate hearing officer and arrange a new hearing or deny the challenge.
- b. A hearing officer will withdraw from adjudicating any case in which s/he cannot reach a fair and objective decision.
- c. The Hearing Officer will exercise control over the manner in which the hearing is conducted to avoid unnecessarily lengthy hearings and to prevent the harassment or intimidation of witnesses. This includes, but is not limited to, imposing reasonable limits on the number of factual witnesses that may be introduced. Technical legal rules of evidence, the wording of questions, hearsay and opinions will not be formally applied. Anyone who disrupts a hearing or who fails to adhere to hearing procedures may be excluded from the proceeding.
- d. The hearing officer will review all materials, hear all information pertinent to the case from the complainant, the accused student/organization and witnesses, clarify issues raised, render a decision based on the information presented and take all actions and make all determinations necessary and proper for the hearing.
- e. A hearing officer's decision will be based on all the information presented during the hearing process. If the student is found in violation of university rules, records within the student's past disciplinary file and a written victim impact statement if appropriate will also be used in determining an appropriate sanction(s).
- f. Following all hearings in the case, the hearing officer will provide the accused student with written notification of the decision reached, the reason for the decision and information regarding the University's appeal process.
- g. For cases involving a victim of "sex offenses" or "crimes of violence," the Hearing Officer will also provide the victim

with written notification of the decision reached and information regarding the University's appeal process.

6. CAMPUS HEARING BOARD STRUCTURE

The Campus Hearing Board is chaired by a non-voting Administrative Hearing Officer, who is normally an employee of the Student Affairs Division and most likely the Assistant Dean of Students. The Campus Hearing Board is composed of nine regular members and a pool of alternates.

- Three members who are matriculated students and in good standing with the University. Student members are selected through an annual application and selection process conducted by the Office of Judicial Affairs.
- Three members of the faculty who are appointed by the University Senate President.
- Three members of the professional staff who are appointed by the Associate Vice President for Student Affairs/Dean of Students.

The Campus Hearing Board may be convened by a quorum of five members, provided that at least one student, one faculty member and one professional staff member are present. For complaints that are adjudicated by a Special Interim Hearing Board any three members of the Campus Hearing Board must be present.

7. CAMPUS HEARING BOARD PROCEDURES

- a. Any student appearing before the Campus Hearing Board may challenge the assignment of any member of the board to his/her case. Upon hearing the details of the challenge, the Chair will either uphold or deny the challenge.
- b. A Campus Hearing Board member will withdraw from adjudicating any case in which s/he cannot reach a fair and objective decision.
- c. There will be a tape recording of the hearing (excluding Board deliberations and voting) for the purpose of providing assistance to the Campus Hearing Board or Appeals Board in their deliberations and to the Associate Vice President for Student Affairs/Dean of Students or designee, accused student or complainant for use in filing an appeal. This tape remains the property of the University and constitutes an official record of the hearing.
- d. The Chair will make all determinations on questions of procedure and admissibility of information presented and will not be excluded from hearings or Board deliberations except that s/he will not vote. The Chair will exercise control over the manner in which the hearing is conducted to avoid unnecessarily lengthy hearings and to prevent the harassment or intimidation of witnesses. Technical legal rules of evidence, the wording of questions, hearsay and

opinions will not be formally applied. Anyone who disrupts a hearing or who fails to adhere to hearing procedures may be excluded from the proceeding.

- e. The Board will review all materials and hear all information pertinent to the case from the complainant, the accused and all witnesses. Members of the Board, including the Chair, will be free to ask relevant questions in order to clarify information or resulting issues.
- f. After hearing all the information, the Board will deliberate privately until the decision is reached by a majority vote. A tie vote will result in a finding of “not responsible.”
- g. If the student is found “responsible” the Board will determine the appropriate sanction to be imposed. The past disciplinary record of the accused student will not be supplied to the Board by the Chair prior to this point. Other information from either party to the hearing, including a written victim impact statement if appropriate, or from the Chair which is relevant to the choice of sanction(s) may also be introduced at this point, including information concerning sanctions imposed against other students for similar offenses. No information directly related to the case in question may be introduced for the first time unless the accused student has been informed and allowed to review and comment on the information.
- h. Following the hearing, the Chair will provide the accused student with written notification of the decision reached, the reason for the decision and information regarding the University’s appeal process.
- i. For cases involving a victim of “sex offenses” (including non-forcible ones) or “crimes of violence,” the Chair will also provide the victim with written notification of the decision reached and information regarding the University’s appeal process.
- j. The Chair will also provide the Associate Vice President for Student Affairs/Dean of Students or designee with written notification of the decision reached and supporting case documents for the purpose of conducting a “Case Review.” At the conclusion of the review, the Associate Vice President for Student Affairs/Dean of Students or designee may also file an appeal of the decision.

8. RIGHTS IN ALL DISCIPLINARY HEARINGS

The University disciplinary system is not a criminal or civil law process and the technical rules of evidence applicable in criminal and civil cases will not apply. University disciplinary hearings will accord the following specific rights to all students/organizations:

- a. To receive written notice of the charges.
- b. To have reasonable access to the case file prior to and during any hearing, provided that all reviews, prior to the hearing, must take place in the Office of Judicial Affairs.
- c. To have access to advice by an individual of his or her choosing, including an attorney.
- d. The burden of proof rests upon the complainant, who must establish that the accused student/organization is responsible for the conduct violation “more likely than not” based on the weight of the credible information presented.
- e. The accused student/organization and the complainant will be given the opportunity to participate in the hearing, present information on their own behalf, call witnesses and question those who provide information at their hearing. This does not include the right to ask questions directly.
- f. Disciplinary hearings will be closed to all members of the campus and outside community except those directly involved with the case.
- g. The accused student/organization will receive written notification of the decision reached after all hearings, connected to the complaint, are conducted. The notification will also include a list of any sanctions imposed and appeal information.
- h. The accused student/organization will have the right to waive any of these rights.
- i. Victims may submit written statements to the Office of Judicial Affairs detailing the effect the violation has had upon them and their ability to function as students. This statement will be considered when determining an appropriate sanction and only if the accused student is found “responsible.”
- j. Victims of “sex offenses” or “crimes of violence” will receive written notification of the decision reached.

F. Sanctions

A Hearing Officer, Campus Hearing Board or Special Interim Hearing Board may impose a single or multiple sanctions for violations of the Code of Conduct. Factors to be considered in deciding sanctions will include present demeanor and past disciplinary record of the student, the nature of the violation, and severity of any damage, injury, or harm resulting from

it as perceived by the victim and/or appropriate University officials. There will be no refund of tuition if withdrawal from courses and/or University housing is affected because of violations of the Code of Conduct. Sanctions which may be imposed upon any student found to have violated the Code of Conduct include the following:

1. *Official Warning:* A written statement indicating a violation of the Code of Conduct has occurred and warning that a subsequent violation will likely be treated more severely.
2. *Campus Service Hours or Educational Task:* Completion of hours/task(s) which benefit the individual, campus, or community.
3. *Suspension of Activity Privileges:* The student cannot be a member of a recognized student organization, participate in organizations' regularly scheduled activities, serve as a representative of the University, or participate in intramural, club, or intercollegiate sports. Notification of this sanction/status will be sent to appropriate University officials so they will know who may not participate in activities sponsored by their offices.
4. *Disciplinary Probation:* A defined period of time (minimum of one semester) indicating that a student is no longer in good standing with the university. Any subsequent violation, while in this status, will likely result in suspension or expulsion from the university.
5. *Suspension of Residence Privileges:* The student's privilege to live in University-owned housing, and visit the residence areas of the campus, is suspended on a temporary or permanent basis. The student is not entitled to any refund of campus housing and/or meal plan fees after published refund dates.
6. *Suspension:* Beginning on the date the suspension takes effect, the student may no longer be a registered student, may not attend classes, nor receive grades for a specified period of time. In addition, while in this status, the student may not be present on the campus nor at a University-sponsored event for any reason whatsoever. The suspension will be noted on the student's academic transcript. The student is not entitled to any refund of any fees after published refund dates.
7. *Expulsion:* Beginning on the date the expulsion takes effect, the student may never again be a registered student, may never attend classes, nor receive grades. In addition, the student may never be present on the campus nor at a University-sponsored event for any reason whatsoever. The expulsion will be noted on the student's academic transcript. The student is not entitled to any refund of any fees after published refund dates.

8. *Other sanctions:* Other sanctions may be imposed in addition to, or instead of, those described in #1 through #7 above. For example, costs associated with educational programs or damage repair fees may be charged or students may have use of University facilities, campus driving or parking privileges limited or revoked.

Students who are found responsible for Code of Conduct violations which involve alcohol/drug (ab)use, with alcohol/drug (ab)use, may be required to attend educational programs intended to inform them about alcohol/drug use and abuse. In addition, the Office of Judicial Affairs may notify parents/guardians of students under 21 years of age when a student is found responsible for a violation of the Alcohol and Other Drugs Policy. Please note: Citations given by the law enforcement unit of a university are not covered by FERPA. Therefore, Rowan Public Safety may notify parents/legal guardians when citations have been issued by law enforcement officials, without waiting for a hearing or any other due process.

Bias motivated offenses may result in more severe sanctions. Such offenses are defined as any offense wherein the accused student(s) intentionally selects the alleged victim because of the victim's race, disability, color, religion, national origin, gender, age, marital status, sexual orientation, or inclusion in any group or class protected by state or federal law.

Any sanction may be put on hold or "stayed" (i.e. not put into effect) for a predetermined period of time by the Associate Vice President for Student Affairs/Dean of Students or his/her designee. The original sanction(s) may be re-imposed immediately upon a further finding of responsibility in a subsequent campus disciplinary hearing at any level.

Sanctions for group or organization misconduct may include suspension, revocation or denial of recognition, partial or total de-funding, or the imposition of other appropriate sanctions.

A student who fails to complete the terms of a campus judicial sanction by the given deadline will be placed on immediate "Suspension of Activity Privileges" and may have his/her re-registration for a subsequent semester postponed or terminated until all terms of the sanction have been completed. Notification of the "Suspension of Activity Privileges" status will be sent to appropriate University officials so they will know who may not participate in activities sponsored by their offices.

Under the Family Educational Rights and Privacy Act (FERPA), violators of provisions of the Code of Conduct pertaining to certain acts of violence and/or sexual offenses may have their names and disciplinary findings publicly revealed.

Students should be aware that conviction in criminal court for certain controlled substance offenses including drug possession and/or sale may have them declared ineligible for

Federal financial aid for a period of time. See the Financial Aid Office for details.

G. Appeals

1. Upon receiving notification of the outcome of a case, the accused student, victim (in cases of “sex offenses” or “crimes of violence”) or the Associate Vice President for Student Affairs/Dean of Students or designee (in Campus Hearing Board cases) may file an appeal for the following reasons:
 - a. The specified procedural error(s) or error(s) in the interpretation of University regulations is so substantial as to effectively deny the participant a fair hearing.
 - b. New and significant information has become available which could not have been discovered by a properly diligent person before or during the hearing.
 - c. The sanction is substantially disproportionate to the violation.
 - d. The facts of the case were insufficient to establish that a violation occurred.
2. All appeals must be made within five (5) business days of the date on the letter informing the parties of the decision. Appeals must be submitted in writing to the Assistant Dean of Students and should explain in detail the basis of the request, including any supporting documentation.
3. Upon receipt of the written appeal, the Assistant Dean of Students will defer the imposition of the sanction(s) pending the decision on the appeal. Note: Interim Suspension restrictions will remain in effect during the appeal process.
4. Cases adjudicated by the Campus Hearing Board will be forwarded to the Campus Appeals Board. All other cases will be forwarded to the Associate Vice President for Student Affairs/Dean of Students or designee.
5. An appeal will be responded to in a timely manner and a final decision will be issued in writing either accepting or denying the appeal and giving the reasons for this decision.
6. The Campus Appeals Board:
 - a. The Assistant Dean of Students convenes the Campus Appeals Board. The Board is comprised of a member of the University’s Administration (appointed by the Office of the President), President of the University Senate, and the President of the Student Government Association. Designees may be used in any of the positions. Each member must be in attendance for a quorum.
 - b. The Board will review the written appeal and all documentation contained in the case file in a closed meeting. The Board by a simple majority vote will

deny or uphold the appeal. If an appeal is upheld based on procedural error or new information (reasons a or b above), the case will be remanded to the original Hearing body for re-opening of the hearing. If an appeal is upheld based on disproportionate sanction or lack of sufficient information (reasons c or d above), the Board will render the appropriate determination and/or sanction.

- c. Normally, all Campus Appeals Board decisions are final and will be forwarded to the Office of Judicial Affairs for immediate implementation. For cases involving an expulsion of a student or permanent loss of recognition for a student organization, the accused student or organization, the victim (in cases of “sex offenses” or “crimes of violence”) or the Associate Vice President for Student Affairs/Dean of Students or designee may request the President of the University to review the decision of the Appeals Board.
 - d. A request for review by the President must be made within two (2) business days of the date on the letter informing the parties of the Campus Appeals Board decision. The request must be submitted in writing to the Office of Judicial Affairs and must include clear and convincing reasons to change the decision of the Campus Appeals Board. The President may or may not elect to review a decision. The request for review will be responded to in a timely manner by the Office of the President.
7. When it is not possible for the University Appeals Board to meet in a timely fashion (for example, final exam week, vacation periods, summer school, etc.), an appeal from the Campus Hearing Board may be reviewed by the Associate Vice President for Student Affairs/Dean of Students for final disposition.
 8. The appeals process described will be the final step in the judicial process.

H. Procedures for Interim Suspension from Campus or Residence Areas

1. A student may be suspended from the campus as a whole or from residence areas for an interim period pending a disciplinary hearing; the interim suspension is effective immediately without prior notice whenever there is evidence that the continued presence of the student on the campus may pose a substantial threat to herself/himself, others in the University, or to the stability and/or continuance of normal University functions.
2. The Associate Vice President for Student Affairs/Dean of Students and his/her designee are generally authorized to impose Interim Suspensions.

3. If a student wishes to return to classes and/or residence on campus, he or she is required to make an appointment to appear personally before the Associate Vice President for Student Affairs/Dean of Students or his/her designee within five (5) business days from the effective date of the suspension. The purpose of this Interim Suspension appointment is to determine the following:
 - a. The reliability of the information concerning the student's conduct, including the matter of his/her identity.
 - b. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the campus likely poses a substantial threat to herself/himself, to others, or to the stability and/or continuance of normal University functions.
4. A disciplinary hearing will be scheduled at another time to hear the substantive issues involved. This follows the Interim Suspension appointment with the Associate Vice President for Student Affairs/Dean of Students or his/her designee and employs the procedures outlined earlier. An Interim Suspension, in and of itself, does not become part of a student's permanent disciplinary record.

I. Conduct Code Violations' Effect Upon Graduation

A student found responsible for violations of the Code, which could have led to expulsion or suspension had s/he remained a registered student at the University and who has otherwise satisfied the University's published requirements for graduation, may have the awarding of his/her degree postponed to a future date or permanently withheld. A student whose graduation is postponed or permanently withheld may also be refused a copy of his/her official transcript and cannot have it sent to others during the period of his/her sanction. In cases where graduation is delayed due to pending charges, cases normally will be adjudicated within as short a period of time as is practicable.

J. Release of Disciplinary Record Information

In accordance with current guidelines established in the Family Educational Rights and Privacy Act (FERPA) and implemented by Rowan University, the record of most disciplinary proceeding's findings is not open to the public without the consent of the individual student. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the N.J. Sexual Assault Victim's Bill of Rights, and/or 34 CFR 668.47(a)(12)(vi) does permit the disclosure of campus judicial system findings to victims of "sex offenses" (including non-forcible ones) or "crimes of violence." In addition, FERPA now permits, once all appeals are exhausted, the final

results of campus disciplinary hearings for crimes of violence and forcible and non-forcible sex offenses to be disclosed on campus, including the name of the accused held responsible and the nature of the offense.

Parents or guardians may be notified in certain cases involving violations of campus drug or alcohol regulations or when the Associate Vice President for Student Affairs/Dean of Students or his/her designee deems the matter to have been a health or safety emergency. Complainants in other kinds of cases will be notified about case adjudication and sanctions imposed if, in the Associate Vice President for Student Affairs/Dean of Students' or his/her designee's opinion, such disclosure is necessary to protect the safety of the complainant or of other members of the University community. If FERPA or other pertinent regulations change, the complainant and the accused student will be notified before a hearing is held. The Office of the Registrar's **Notice to Students Regarding Provisions of the Family Educational Rights and Privacy Act of 1974** can be accessed at www.rowan.edu/studentaffairs/registrar/student_services/ferpa

K. Record Keeping

The Office of Judicial Affairs will maintain student disciplinary files, which contain all necessary and appropriate correspondence, Hearing Officer, Campus Hearing Board and appeal decisions as well as other documentation pertinent to any cases for which a student was found responsible for a violation of the Code of Conduct. Records of cases that are designated as "pending" will also be maintained. Student disciplinary files will be maintained as follows:

1. Disciplinary records will be maintained for a period of seven years after the last year of the student's attendance at the university.
2. The University reserves the right to retain any disciplinary records for longer periods.

L. Interpretation and Revision

Any question of interpretation regarding the Code of Conduct will be referred to the Associate Vice President for Student Affairs/Dean of Students or designee for final determination. The Code may be periodically reviewed and amended as necessary under the direction of the Associate Vice President for Student Affairs/Dean of Students, or designee.

Graduate Executive Council & Graduate Advisors

Election Procedures, Membership and Term of Office for the Graduate Council

ELECTIONS OF COUNCIL MEMBERS

Council elections will be held every three years. Only eligible full-time graduate faculty may vote. Council elections will be held by secret ballot, administered by the Director of the Graduate School and overseen by an ad-hoc committee of three Graduate Council members.

Council elections will be held not later than the last week of April every third academic year with reorganization becoming effective the succeeding September 1st. Election ballots will be maintained by the Director of Graduate School for review for three working weeks after the date that the election has been declared completed by the Graduate Council, after which time they will be destroyed.

There will be no limit on the number of terms that a faculty member may serve on the Graduate Council provided, however, that all members are subject to re-election. This rule on limit on terms served may be subject to annual review by the Graduate Council.

In cases where a member of the Council resigns, the appropriate academic dean of the school of the resigning member will be asked to nominate an eligible replacement to serve the remainder of the term, subject to confirmation by the Council.

ELECTION PROCEDURES

1. Determine from department chairpersons faculty who consistently teach graduate courses. This listing will comprise faculty who are both eligible to vote and eligible to serve as at-large members. (Responsibility – Dean; Schedule – 1st week of February)
2. Send a letter to each graduate program and academic advisor asking for an expression of interest to stand for election. (Responsibility – Dean; Schedule – 3rd week of February)
3. Send a letter to each faculty member eligible to serve at-large asking for an expression of interest to stand for election. (Responsibility – Dean; Schedule – 1st week of March)
4. Organize an ad hoc election committee comprised of three Council members. (Responsibility – Dean; Schedule – 1st week of March)

5. Prepare ballots and have certified by ad hoc committee. (Responsibility – Dean and committee; Schedule – 4th week of March)
6. Send ballots to all faculty eligible to vote, indicating that ballots must be returned to the Graduate School office not later than date specified in 3rd week in April. (Responsibility – Dean; Schedule – 1st week of April)
7. Count ballots and declare election completed. Notify candidates, faculty, Senate, and administration. (Responsibility – Dean and committee; Schedule – 4th week of April)
8. Propose to Council the name(s) of resource person(s) to be invited to attend and participate in Graduate Council meetings. Council confirms. (Responsibility – Dean and Council; Schedule – 4th week of April)
9. Propose to Council the appointment of two graduate students to serve on Council. Council confirms. (Responsibility – Dean and Council; Schedule – 1st week of September)

ENSURING REPRESENTATION FROM EACH ACADEMIC COLLEGE

In order to ensure that there is representation from each academic college on the Graduate Council, all faculty eligible to vote will be instructed that voting for program and academic advisors will be stratified by college. Ties in the voting will be broken by random selection (i.e., the names of those candidates in the tie will be placed in a hat and the winner will be selected by a random drawing by the ad hoc committee).

Role and Responsibilities of the Graduate Advisor

The graduate advisor has responsibilities in three broadly defined areas: advising, program administration, and liaison. The organizational structure of graduate programming is the same as for undergraduate programming. Matters of curriculum are subject to departmental, college and university review and approval. Matters involving disputes with students are settled consistent with existing university policy. The graduate advisor provides assistance necessary for students to complete their academic programs of studies. Moreover, they coordinate all facets of the graduate program to ensure its currency, efficiency and compliance with college policy and (where applicable) accreditation standards. Finally, the graduate advisor provides the necessary linkage within the departments, schools, and disciplines among their programs, the Graduate School office and other programs.

STUDENT ADVISING

1. To coordinate student advisement within the program
2. Maintains regular office hours at times convenient to students; communicate office hours to school and Director of The Graduate School
3. Conducts phone conferences
4. Recruits, interviews, and evaluates prospective graduate students
 - Administers writing samples of prospective students, where applicable
 - Conducts transcript analyses including evaluations of requests to apply transfer and expired, i.e., beyond the 10 year limit, credits to a current graduate program
5. Maintains accurate records on all matriculated students
6. Monitors each student's progress through program; reviews periodic student progress reports and enacts intrusive advising for students identified to be in academic jeopardy
7. Notifies students of the need to maintain continuing contact with advisor (e.g., at least one annual advising conference per student)
8. Within the parameters established by degree requirements, assists students in enrolling in courses that are consistent with the students' backgrounds and career objectives
9. Writes letters of recommendation, as applicable to graduate program
10. Coordinates with the Graduate School office and the Office of Institutional Research on follow-up studies of program graduates

PROGRAM ADMINISTRATION

1. Monitors quality of program; on-going program evaluation
 - Coordinates curriculum development within the program
 - Maintains responsibility for program revisions
 - Administers academic program review(s)
 - Conducts systematic evaluations of the curriculum
 - Conducts follow-up studies on program effectiveness
2. Maintains current program requirements and sequence advising form and ensures that one is completed and signed during the initial advising conference
 - Assists in the revision of the Graduate Catalog
 - Recommends budget items to the department chairperson and/or the academic dean

- Assists, where appropriate, in locating and placement of students in field placements or internships; develops and disseminates written guidelines, procedures, and responsibilities for field placements or internships
- Recommends students for graduation and/or certification
- Develops brochures and engages in on-going publicity for program
- Reads, writes, and scores the comprehensive examination, where appropriate; organizes comprehensive exam committee
- Coordinates and chairs program advisory committee meetings; schedules program advisory committee meetings at least every three (3) academic years
- Participates in meetings, surveys, and other activities recommended by the The Graduate School

LIAISON

1. To provide liaison with departments, divisions and other offices involved in the staffing or administration of the program. All arrangements should be subject to the concurrence of the department chairperson and the appropriate academic dean
2. Recommends faculty and adjuncts to teach courses within program
3. Reviews annually with the department chairperson the assignment of faculty to teach within the program
4. Serves as a member of the department search committee for the appointment of new faculty and/or the replacement of faculty and appointment of graduate assistants, when applicable
5. Engages in networking with other graduate programs

The graduate academic advisor assists the program advisor in screening applicants, advising on specialized studies, preparing and evaluating the comprehensive examination, advising during thesis seminar, evaluating thesis and recommending for graduation.

CRITERIA FOR SELECTION OF GRADUATE ADVISORS

1. Normally, the candidate shall have completed the doctorate in the program field. Should the earned doctorate not be held, sufficient professional experience in the field shall be required for colleagues to evaluate such to be equal to the completion of the doctorate.
2. Academic rank and/or administrative background shall be considered important.

3. Prior experience in curriculum development are of special importance; research skills should also be evident in the candidate's experience.

SELECTION PROCEDURES OF GRADUATE ADVISORS

1. The (graduate) program advisor shall be appointed by the department chairperson for a three-year term, subject to the approval of the appropriate academic dean, in consultation with the Director of The Graduate School. A program advisor may be re-appointed but once to succeed himself/herself; i.e., serving not more than a total of six consecutive years, except in exceptional circumstances.
2. The program advisor for an interdisciplinary program shall be appointed directly by the respective academic dean. Such appointment shall be made following adequate consultation with personnel involved in the program; i.e., faculty, students, department chairperson, etc.
3. The (graduate) advisor may be appointed prior to the establishment of a new program so that the person's expertise may be used in the development of the program. The department chairperson may appoint the advisor from among the current faculty, or where a new faculty allocation has been made, the search committee may recommend appointment.

**RELEASED TIME FOR GRADUATE ADVISORS —
REGULAR ACADEMIC TERMS**

Released time is provided for those graduate program advisors whose responsibilities for academic management and advising exceed normal professional expectations. The time is allocated consistent with the number of students enrolled in each graduate program and according to the following formula:

Number of Enrolled Students	Released Time per Academic Year
1-5	1
6-10	2
11-20	4
21 +	6

(For purposes of determining enrollment, the data published within the University FACT BOOK for the previous fall semester will be used.)

Upon the recommendation of the college dean and the approval of the Provost, up to six (6) credits per semester may be provided for start-up activities associated with the implementation of a new graduate program. Upon recommendation of the college dean and with the approval of the Provost, released time may be allocated to graduate area advisors.

**COMPENSATION TO GRADUATE ADVISORS
FOR SUMMER ASSIGNMENTS**

1. Summer non-teaching assignments are voluntary, and compensation is established by the University.
2. Summer load hours given to graduate advisors for summer assignments are based on the previous academic year total head count by program as provided by the Office of Institutional Research and Planning. The formula for the distribution of these summer load hours is as follows:

Total Head Count	Semester Hours Available
1-10	1
11-20	2
21 +	3

The maximum number of semester hours available per individual is three.

3. Each individual receiving compensation for a summer assignment must post and maintain office hours appropriate to the semester hours received.
4. The total number of semester hours available to a department is the aggregate of the semester hours by program within that department. The subsequent distribution of the available semester hours among the graduate advisors will be determined by the department chair and approved by the college dean.
5. Summer compensation is based upon the approved summer rate, not overload.

The History of Rowan University

Rowan University evolved from humble beginnings in 1923 as a normal school, with a mission to train teachers for South Jersey classrooms, to a comprehensive university with a strong regional reputation.

In the early 1900s, many New Jersey teachers lacked proper training because of a shortage of schools in the state that provided training. To counter that trend, the state decided to build a two-year training school for teachers, known then as a normal school, in southern New Jersey.

The town of Glassboro was an early favorite because of its excellent rail system, harmonious blend of industry and agriculture, natural beauty and location in the heart of South Jersey. Several southern New Jersey towns competed to host the new school because of the economic benefit and prestige such an institution would bring. In 1917, to sway the decision in their favor, 107 Glassboro residents raised more than \$7,000 to purchase 25 acres, which they offered to the state for free if they selected Glassboro as the site.

Before the purchase, the entire tract, including a mansion and carriage house that belonged to the Whitney family, prominent owners of the Whitney Glass Works during the 1800s. The residents' show of support, along with the site's natural beauty and proximity to a rail line, convinced the selection committee that Glassboro was the perfect location.

A modest start

In September 1923, Glassboro Normal School opened with 236 young women arriving by train to convene in the school's first building, now called Bunce Hall. Dr. Jerohn Savitz, the school's first president, expanded the curriculum as the training of teachers became more sophisticated. Despite the rigors of the Depression, the program was expanded to four years in 1934, and in 1937 the school changed its name to New Jersey State Teachers College at Glassboro.

The college gained a national reputation as a leader in reading education and physical therapy when it opened a clinic for children with reading disabilities in 1935 and added physical therapy for the handicapped in 1944. The college was one of the first in the country to recognize these needs and established itself early at the forefront of the special education movement.

Rowan's second president, Dr. Edgar Bunce, created a junior college program in 1946 to serve World War II veterans taking advantage of the GI Bill.

In the 1950s, Dr. Thomas Robinson, the University's third president, expanded the curriculum, increased enrollment and added several buildings to the campus. In 1958, the school's name was changed to Glassboro State College to better reflect its mission.

Cold War Connection

The college received worldwide attention when it hosted an historic summit conference between President Lyndon Johnson and Soviet Premier Aleksei Kosygin—in Hollybush, the former Whitney Mansion in 1967. The University was chosen because of its location midway between Washington, D.C. and New York, where Kosygin was due to visit. The meetings between the two leaders on June 23 and 25 eased world tensions after the Six-Day War in the Middle East.

Rowan's fourth president, Dr. Mark Chamberlain, guided the college through its next phase of growth as enrollment doubled and Glassboro State became a multi-purpose institution. As new majors and a Business Administration Division were added, the four divisions grew into schools, a board of trustees was formed and a branch campus was added in Camden. With a 1978 Division III National Championship in baseball—the first of 11 national championships—the athletic program established itself as one of the premiere athletic programs in the country.

The institution's fifth president, Dr. Herman James, was appointed in 1984. Under his direction Rowan established the first doctorate program among the state's public institutions, earned university designation, and added the colleges of engineering and communication. Dr. James also was responsible for construction of Campbell Library, the Student Recreation Center and Rowan Hall.

A New Beginning

In July 1992, industrialist Henry Rowan and his wife, Betty, donated \$100 million to the institution, then the largest gift ever given to a public college or university in the history of higher education. Later that year, the school changed its name to Rowan College of New Jersey. The college achieved university status in 1997 and changed its name to Rowan University.

To lead Rowan University into the 21st century, the Board of Trustees named Dr. Donald J. Farish as the sixth president in July 1998. Under his leadership, the University is working on an aggressive improvement plan that has given the university a national reputation for excellence and innovation and has made it the public university of choice in the region. The plan calls for a greater campus-wide focus on academic and student support initiatives as well as more than \$500 million in campus construction and renovation projects.

Recent campus improvements include the construction of the University townhouses, Science Hall, Education Hall and the Samuel H. Jones Innovation Center, the first building within the South Jersey Technology Park at Rowan University. The University also has purchased nearly 600 acres of land one mile west of the main campus and a former bank building in Camden for future expansion. The University also has seen a marked increase in private and alumni giving, as well as its student and institutional profile.

These efforts have caught the attention of national organizations that evaluate colleges and universities. US News & World Report ranks Rowan University in the “Top Tier” of Northern Regional Universities. Kaplan included the University in “The Unofficial, Biased Insider’s Guide to the 320 Most Interesting Colleges.” Also, Kiplinger’s named Rowan University one of the “100 Best Buys in Public Colleges and Universities” and the Princeton Review included Rowan in the latest edition of “The Best Northeastern Colleges.”

Rowan University is divided into seven academic colleges: Business, Communication, Education, Engineering, Fine & Performing Arts, Liberal Arts & Sciences, the College of Professional and Continuing Education and a Graduate School. Rowan’s more than 11,000 students may pursue degrees in 87 undergraduate majors, including 2 accelerated Bachelor’s to Master’s programs, 55 majors leading to Master’s degree, 7 professional certification programs; 25 graduate certification study programs; 6 teacher certification programs, and a doctoral program in Educational Leadership.

From the modest normal school begun more than 80 years ago, Rowan University has become an extraordinary comprehensive institution that has improved the quality of life for the citizens of New Jersey and the surrounding states.

Alma Mater

Words by Ada P. Schaible '24. Revised '97

Oh, Rowan, we greet thee. All praise to thy name;

Thy banner unfurl to the breeze.

Thy children salute thee and pledge to thy fame

As soldiers who drink to the lees.

All about thee arise the first temples of God,

Lifting high, leafy arms to the sky

And the flowers that bloom in the green of the sod

Seem to love thee too fondly to die.

Reference websites

Academic Calendar

www.rowan.edu/subpages/about/calendars/

-or-

www.rowan.edu/graduate/about/calendar.html

Campus Map

www.rowan.edu/map

Telephone Directory

www.rowan.edu/ph

Getting to Rowan University

Glassboro is located in southern New Jersey, 13 miles southeast of Philadelphia. It can easily be reached from the N.J. Turnpike, the Atlantic City Expressway or any of the Delaware River Bridges.

From the North or South

Take the N.J. Turnpike to Exit 2 and follow Rt. 322 East, which runs through the campus.

From Philadelphia

Take the Walt Whitman or Benjamin Franklin Bridge to 676 South toward Atlantic City. Shortly after 676 becomes Rt. 42 South, exit to the right onto Rt. 55 South. Take Rt. 55 South to the Glassboro-Mullica Hill exit and exit onto Rt. 322 East which passes through the center of the campus.

From Central N.J.

Take Rt. 70 West to Rt. 295 South. Follow Rt. 295 to Rt. 42 South (Atlantic City). Exit Rt. 42 South onto Rt. 55 South and follow

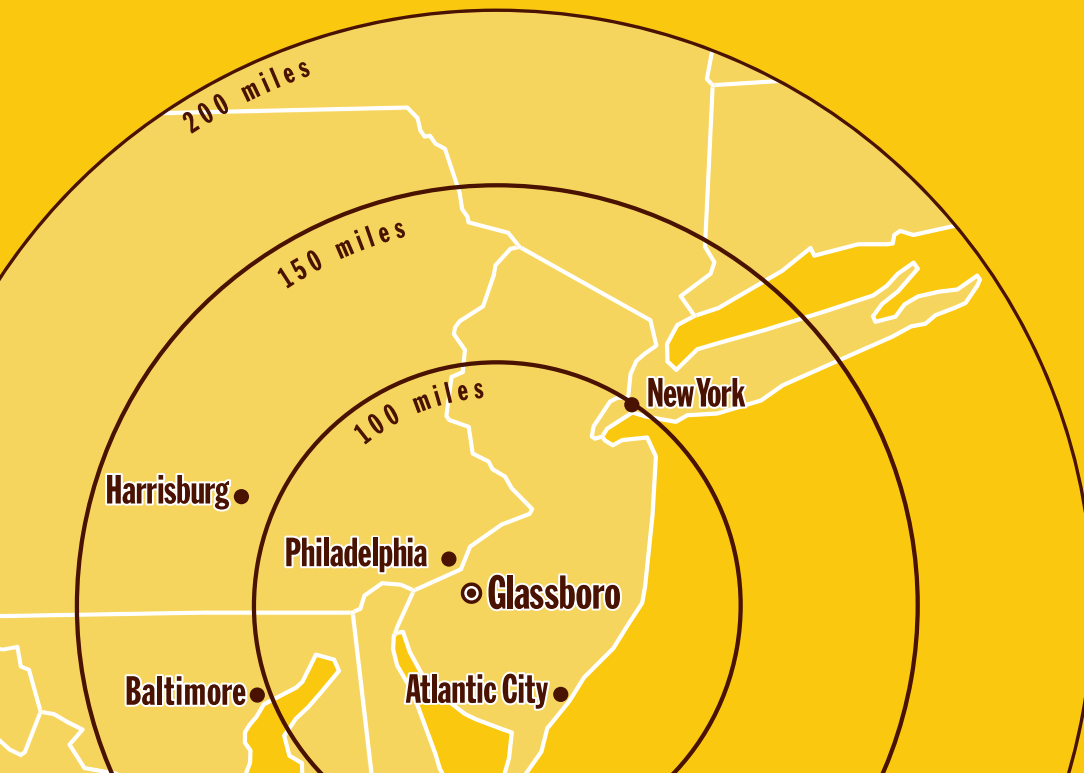
directions above.

From Coastal Points

Take the Garden State Parkway to the Atlantic City Expressway. Take the Expressway to the Williamstown exit. Turn left after exiting and follow Rt. 322 West to the campus.

From Delaware

Take the Delaware Memorial Bridge to the N.J. Turnpike. Take Exit 2 and follow Rt. 322 East to the campus. From Northern Wilmington, you can take the Commodore Barry Bridge which feeds onto Rt. 322 East, which runs through the campus.



Rowan University

The Graduate School

Memorial Hall
201 Mullica Hill Road
Glassboro, NJ 08028
856-256-4050
gradoffice@rowan.edu
rowan.edu/graduate