Greetings new and returning Rowan University students!

It is my sincere pleasure to welcome you to Rowan University. As you begin the new academic year, I encourage you to make the most of your college experience. Being part of our University community provides many opportunities for personal and intellectual growth and development.

Maximize your education while attending Rowan University. Become involved and don’t miss out on developing leadership skills, honing your planning abilities or simply enjoying the many academic, social and cultural activities found only on a campus such as Rowan! I implore you to seek assistance, when needed, from faculty and staff about academic, social, career or personal issues. Your education, both inside and outside the classroom, is our reason for being here.

The Division of Student Affairs developed The Rowan University Student Information Guide to assist you with understanding the policies and procedures of the University along with offering a concise guide summarizing services and offices around campus. It will help you understand what you may expect from Rowan University and what the university expects of you.

On behalf of the Division of Student Affairs and Rowan University, I welcome you to your campus! I wish you the best of success in your educational endeavors.

Sincerely yours,

Carmen Jordan-Cox, Ph.D.
Vice President for Student Affairs
The Rowan University Student Information Guide is a student handbook and provides an overview of policies and practices governing undergraduate and 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 catalog or issued by the faculty, administration and the Rowan University Board of Trustees.

This guide was last updated on March 1, 2007 but the University reserves the right to amend, modify or cancel the policies, terms and conditions, course information and other materials as needed. Errors or omissions in this information guide are subject to the appropriate University policy or legislation, which takes precedence over language of University publications.

Contact the Division of Student Affairs at 856–256–4283 with questions or comments.
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*The academic standing policy on pages 22-23 are for new students entering the University in Fall 2007 only. Current students are subject to the previous academic standing policy until Fall 2009 (see page 24). All other policies apply to all students.
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Services & Resources

Academic Success Center
Savitz Hall
856-256-4259
http://www.rowan.edu/studentaffairs/asc
The Center offers the Rowan University Placement Tests, Computer Competency Exam, the College Level Examination Program (CLEP) and independent studies examinations. In addition, the Tutoring Center provides free tutoring in the basic skills areas such as reading and math and in a number of courses as well as assistance with study strategies.

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.

Admissions Office
Savitz Hall
856-256-4200
http://www.rowan.edu/admissions
This office processes admission applications for undergraduates including out-of-state and foreign students. In addition, the office processes readmission following academic dismissal or a leave of absence in good academic standing.

Affirmative Action
Human Resources, Linden Hall
856-256-4134
http://www.rowan.edu/open/affirm
Rowan adheres to a policy that prohibits discrimination against employees and students. Our goal is to eliminate any patterns of prohibited unequal treatment from a community that prizes diversity. And, Rowan is 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, Harassment or Hostile Environments in the Workplace can be found on the Human Resources website at rowan.edu/hr. Students are covered by this policy if there is an employment relationship involved in any way. Students wishing to file a complaint against another student should contact the Dean of Students Office or Public Safety.

Bursar
Savitz Hall
856-256-4150
http://www.rowan.edu/bursar
Working closely with the Registrar, Financial Aid, Residential & Campus Life 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
http://www.rowan.edu/camden
Rowan University at Camden offers general education courses and full degree programs in one of the following majors: Sociology, Elementary Education and Law and Justice. Depending on the student’s needs, Rowan at Camden offers day and evening courses. In addition, Rowan at Camden has a preschool and child care facility for students with families.

Rowan at Camden provides support services, which include: Admissions, Educational Opportunity Fund (EOF), Counseling, Advising, Registration and Financial Aid. In addition, the campus provides an English as a Second Language (ESL) Program. The program provides non-native English speakers with the opportunity to study English, improve their language and academic skills and take Rowan courses simultaneously.

Also, Rowan University at Camden offers cross registration with Rutgers University-Camden and Camden County College-Camden. Rowan at Camden offers a limited number of support services in coop-
eration with the city institutions including the library and recreation center.

**Career & Academic Planning**  
Savitz Hall  
856-256-4456  
http://www.rowan.edu/cap  
Undeclared students or students considering changing their major should consult this office for academic advising and career counseling. This office houses the Career Resource Center for student research of career-related literature and also provides academic success and career development workshops. The CAP Center also maintains the web-based career management program, eCampusRecruiter, where students and alumni can search for full-time, part-time and internship opportunities. All services are offered to matriculated students on an individual basis by appointment or through workshops.

**Counseling & Psychological Services Center**  
Savitz Hall  
856-256-4222  
http://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 students in their decision-making regarding leaves of absence 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.

**Duplicating/Print Center**  
Memorial Hall  
856-256-4623  
http://www.rowan.edu/printcenter  
All members of the University community have access to Duplicating Services/Print Center. Services include: color and black and white copying, scanning to PDF, web ordering, envelope addressing, enlargements and reductions. Card stock and colored paper are available. In addition, the Duplicating/Print Center offers binding options, folding and bar-coding for mailings. 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.

**Educational Opportunity Fund (EOF)**  
Savitz Hall  
856-256-4080  
http://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 performance. 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 degree program.

The EOF Office conducts a summer residential orientation program for new EOF students. Students must enter into a program contract that specifies goals and expectations. In addition, the office provides tutorial services and small group workshops to EOF students with personal, academic and career concerns throughout their university years.

**Enterprise Information Services (EIS)**  
Memorial Hall  
856-256-4175  
http://www.rowan.edu/toolbox  
Enterprise Information Services (EIS) provides technical support of the University's ERP and administrative information systems. The Duplicating/Print
Center is also part of EIS. Also, EIS provides the campus with printing and copying services.

**Facilities Management**
Linden Hall  
http://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 Operations & Maintenance**
Cassidy Building  
856-256-4650  
http://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. Services are scheduled through the customer service center or via the Internet-based FAMIS work order system.

**Field Experiences Office**
Education Hall  
856-256-4725  
http://www.rowan.edu/ofe
Education Hall houses this office on the second floor within the Student Services Center. This office coordinates all field experiences and clinical practice (student teaching) placements in schools and agencies for the College of Education. All teacher candidates are required to have an experience in a low socioeconomic school district. Teacher candidates who are eligible and plan to complete their clinical practice must apply to this office greater than a full semester prior to the experience. Eligible students can obtain an application at our website. For further information, contact the office directly.

**Financial Aid**
Savitz Hall  
856-256-4250  
http://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 and their families including grants, student and parent loans sponsored by the federal and state government, merit scholarships, a payment plan and work study. The Financial Aid Office administers 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 your high school, 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.

**Federal Pell Grants**
The federal government awards the Federal Pell Grant to eligible students.

**ACG and SMART GRANTS**
These are available to students that are Federal Pell Grant eligible. Each program has its own eligibility requirements and funding levels. If you are Pell eligible the University will review your academic records and make the appropriate award. Please visit www.rowan.edu/studentaffairs/financialaid/types/grants/ for more information.

**Tuition Aid Grants**
New Jersey residents can receive the Tuition Aid Grant (TAG). Applying students must list Rowan as the first choice on their FAFSA. If you have any questions regarding TAG eligibility, call 1-800-792-8670.

**Federal Supplemental Educational Opportunity Grants**
The federal government awards this grant to undergraduate students who are Pell Grant eligible.
Educational Opportunity Fund (EOF)
The State of New Jersey funds this grant for students from educationally disadvantaged backgrounds with exceptional financial need. The EOF Office designates students who are eligible for this program.

Federal Stafford Loan
The federal government makes the Federal Stafford Loan a low-interest loan for students. Students must be enrolled for at least six credits. Repayment begins six months after graduation or withdrawal from school. For subsidized loans, no interest accrues until repayment begins. For unsubsidized loans, interest begins to accrue immediately. Annual loan limits vary by grade level. Current interest rates are fixed at 6.8 percent. For detailed information, contact the Financial Aid Office.

Parent Loan for Undergraduate Students (PLUS)
The federal government offers the PLUS loan to parents of eligible dependent students. A credit check is required. Students must be enrolled for at least six credits. Loans are interest bearing at 8.5 percent fixed.

University Awarded Scholarships
Rowan University offers a variety of scholarships ranging from $500 to $8,000. The University may renew most scholarships provided the student maintains a 3.0 grade point average or better. The Admissions Office determines a student’s scholarship eligibility during the initial application process. Scholarships are based on academic achievement—usually an SAT score of 1150 or better. No special application is needed.

Additionally, the Rowan offers scholarships to upperclassmen who have completed at least one semester at Rowan. Eligibility is based on academic performance, financial need, participation in activities and volunteer service. Students can obtain applications the first week of December each year in the Financial Aid Office.

Federal Work Study (FWS)
FWS is a work program funded by the federal government. The Federal Work Study Program provides financial assistance through employment on campus or with various non-profit off-campus agencies. Students receive the award based on financial need and available funds. For an up-to-date list of on-campus jobs, please visit www.rowan.edu/wsjobs.

For off-campus positions, visit: www.rowan.edu/studentaffairs/cap/internship/work_study/positions.htm

The Graduate School
Memorial Hall
856-256-4050
http://www.rowan.edu/graduateschool

The Graduate School provides the leadership for Rowan University’s master’s degree, certificate, educational specialist and/or doctoral programs. Interested students should contact this office for admissions and program information. Also, The Graduate School offers advising for potential graduate students who have not yet matriculated into a program. Finally, The Graduate School provides information regarding tuition waivers through the graduate assistantship program.

Information Resources
Memorial Hall
856-256-4401
http://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.

Instructional Technology
Memorial Hall
856-256-4588
http://www.rowan.edu/it

The Instructional Technology (IT) department provides an assortment of services. IT oversees 11 computer labs and 88 technology-enhanced (TEC) 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/bours
Insurance for Students
Student Health Services
Linden Hall
856-256-4222
All full time undergraduate and graduate students are required by New Jersey state law to have health insurance coverage as a condition of attending Rowan University. This policy provides twelve-month, around-the-clock coverage ($50,000 major medical) for accidents, illness and some health promotion needs. Students can obtain more information by visiting their website at http://www.bollingerinsurance.com/rowan or by stopping by the Student Health Center in Linden Hall to pick up a brochure.

International Student Services Office
Savitz Hall
856-256-4238
http://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
http://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.

Maximizing Academic Potential (MAP)
Savitz Hall
856-256-4080
http://www.rowan.edu/eofmap
This program provides minority and first generation college students who would be ineligible for admission under normal admission standards the opportunity to attend Rowan University. Students must demonstrate the potential for college-level work. Rowan does not set income limitations for program participation. Rowan provisionally admits students who are required to participate in the EOF/MAP Pre-College Summer Institute during July and August.
Network & System Services
Memorial Hall
856-256-4590
http://www.rowan.edu/toolbox
This office consists of three individual units: Systems Administration, Installation and Repair 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.

 Installation and Repair Department
The Installation and Repair 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. A student can call for a student technician to come to their room to help them with network related problems.

 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 and repair shop.....256-4592
 Student telephone services ..................256-7000

 Parking Services Office
Bole Annex
856-256-4575
http://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 http://www.thepermitsstore.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.)

 Peer Referral & Orientation Staff
Savitz Hall
856-256-4041 or 4042
http://www.rowan.edu/pros
The members of this group, known as the PROS, are selected students who have been trained to offer peer-support services designed to assist students in attaining their goals. Under the supervision of qualified professionals, the PROS work primarily in the areas of personal, social and educational concerns. PROS assist students in their adjustment to the University campus. The PROS work to assist people in finding their own solutions to problems. PROS act as a referral resource, directing fellow students to on-campus facilities and appropriate professionals.

 Registrar
Savitz Hall
856-256-4350
http://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 current grade sheets and 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.

 Students who wish to withdraw or take a leave of absence from the University must submit written notices of intent to the Counseling and Psychological Services Center (see Policies and Procedures section). The center, in turn, will notify the Registrar after
the student completes the withdrawal forms. The Registrar uses the date of the withdrawal notice to compute any refunds due.

**ROTC Program**

Carriage House  
856-256-4014  
1-800-USA-ROTC

Rowan University participates in the U.S. Army Reserve Officer’s Training Corps (ROTC) Program in conjunction with Drexel University. The Army ROTC exists to provide leaders of character for the 21st century. Students can enroll in ROTC and participate in a uniquely interactive program focused on leadership development with emphasis on self-discipline, integrity, confidence and responsibility. The program intends to help the student improve, whether they decide to pursue a career as an officer in our Army or in the private sector.

Students can join the program without any obligation either to complete it or to serve in the Army. Qualified students only sign a contract to serve in the Reserve Forces or active Army when they begin their junior year or upon receiving an ROTC scholarship. Army scholarships offer an excellent incentive to join the ROTC program.

The Army ROTC scholarship program provides financial assistance for the education and training of highly qualified and motivated students who desire to be commissioned as officers in the Army after graduation. Scholarships pay full tuition at Rowan University. ROTC gives an additional scholarship benefit of $900 yearly book allowance. Army scholarship winners also receive a tax-free stipend of $300–500 per month, depending on the academic year, for up to 10 months for each year the scholarship is in effect and the student is in school. Non-scholarship students receive the stipend if they contract in their junior year.

Interested students may contact the ROTC Office in the Carriage House at 256-4014 or 215-590-8808/8809. For additional information, refer to: [http://www.taskforcedragon.com](http://www.taskforcedragon.com) or [http://www.armyrotc.com](http://www.armyrotc.com).

**Service Learning & Volunteerism Office**

Student Center  
856-256-4595  
[http://www.rowan.edu/cslv](http://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.

**Student Multicultural Affairs Office**

Student Center  
856-256-4448

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.

**Student-Parent Contact**

Parents who cannot contact their sons or daughters in emergency situations should contact George Brelsford, Associate Vice President for Student Affairs/Dean of Students, at 256-4040 or the Office of Public Safety at 256-4911.
The Thomas N. Bantivoglio Honors Program is a six course concentration program open to all students in every academic major and college. Students earn an Honors Concentration in addition to their program degree. As students participate in their disciplinary major, the Honors Concentration plays a complementary and crucial role in their growth towards career preparation and civic participation. Participation in the Bantivoglio Honors Program affords students with a unique educational experience at Rowan.

The program emphasizes interdisciplinary learning, challenging scholastic work, enhanced classroom experiences, and participation in a learning community of intellectually curious and academically talented student colleagues and committed faculty. The concentration offers an opportunity for students to study topics which cannot be addressed by one academic field of study (e.g., global warming) and which are more effectively studied using perspectives from more than one discipline. Students are encouraged to find ways to integrate the content from their major fields of study with the content from other areas of study.

Honors classes are small so that students have the opportunity to engage in active learning with faculty who are committed to helping each student develop his/her talents and skills as a scholar and to work collaboratively with other Honors students in a wide range of academic fields. Honors classes offer enhanced educational experiences in the form of field trips, special speakers, independent study projects with individual professors, and participation at academic and professional conferences.

Participation in the Bantivoglio Honors Program affords students the privilege of designated Honors-only housing in which interaction among the Honors students is encouraged and supported by extra-curricular activities. Honors students have priority registration, extended library borrowing privileges, free attendance at educationally enhancing campus activities (e.g., theatre and concerts), and paid research assistantships.

**Concentration Admission and Completion Requirements**

In order to complete the Bantivoglio Honors Concentration, students must complete six (6) Honors courses. Honors courses may be used to fulfill general education requirements, discipline-specific degree course requirements and/or non-program or free electives. Students meet with the Honors Coordinator and their degree advisor in order to integrate the Honors courses into their degree requirements.

Honors courses are offered in every general education bank and by all of the Colleges within the University. The interdisciplinary Honors courses are unique to the Honors Concentration and change every semester. Faculty who want to teach in the Honors Concentration propose courses which are reviewed by the Honors Committee and designated as Honors courses.

Students may apply to the Concentration either as incoming freshmen, as Rowan students or as incoming transfer students. A separate application to the Honors Concentration is required in addition to the standard Rowan Admissions Application. Incoming freshmen whose SAT scores are 1100 or higher are invited to apply to the Concentration. All Dean’s List students (GPA of 3.50 or higher) are invited to apply to the Concentration. Transfer students whose GPA at their previous institution was 3.50 or higher are invited to apply to the Concentration.

To remain in the Concentration, students must enroll in at least one Honors course per year – unless the requirements of their degree program do not permit any electives– until the Concentration is completed. To count an Honors course toward completion of the Honors Concentration, the student must earn a B- or higher in the Honors course. To graduate in the Honors Concentration, students must graduate with a cumulative GPA of 3.45 or higher and a cumulative GPA in their Honors courses of 3.45 or higher.

It is also expected that Bantivoglio Scholars will be active participants in the extra-curricular activities associated with the Honors Concentration. Students should take full advantage of the plays, concerts, lectures, service projects, educational field trips, and social activities sponsored by the Bantivoglio Honors Concentration and the Honors Students’ Organization.

Application forms can be found at online. For more information, contact pereles@rowan.edu.

**Unemployed Persons Program**

Savitz Hall, Financial Aid
856-256-4250
http://www.rowan.edu/financialaid

The New Jersey Department of Labor determines eligibility through local unemployment offices.
Tuition and most fees are free. On a space available basis, those who qualify for the program may register during the in-person registration period only. Students must present proof of eligibility at the time of registration and MUST have a FAFSA on file with Rowan’s Financial Aid Office prior to registration. For more information, please contact the Financial Aid Office.

**University Child Care Center**

Education Hall  
856-256-4018  
http://www.rowan.edu/centers  

The center provides childcare for children whose parents are Rowan students, staff and faculty. The center cares for children aged two and a half years old and toilet trained. The center staffs an Early Childhood Teacher, students majoring in education and parents who provide developmentally educational activities. The Child Care Center requires that all parents attending classes volunteer in the center at least one hour a week or more depending on their schedule. Child care services cost $2 per hour for students and $3.25 for staff and faculty. For a minimal fee, the center provides a snack; children bring their own lunch. The center accepts children based on a first-come, first-served basis with a maximum of 25 children per class time. Hours of operation:

Monday–Friday ............................... 7:45 a.m.–5 p.m.

**Vice President for Student Affairs (Interim)/Dean of Students Office**

Savitz Hall  
856-256-4283  
http://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 comprehensive academic and support programs and services to students. The division provide 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.

The Dean of Students is responsible for the University’s judicial system, Greek organizations and Residence life.

Students facing prolonged absences due to a health problem or other extenuating circumstances should contact this office for special assistance. This office can notify professors if students miss three or more days.
Rowan University Library Services meets the education and research mission of the university through the efficient collection 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, available at 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.

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

856-256-4552

http://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 Pfleeger 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.

**Denial of Services**

Rowan University may withhold a resident’s transcript and deny a resident permission to register in future semesters if the housing lease is terminated due to a resident violation; the resident refuses to vacate the apartment or residence hall room on the date set by the University; or the resident owes money to the University.

**Dining Services**

Student Center
856-256-4614
http://www.rowandining.com

The University Food Service is operated by Sodexho Campus Dining Services and offers a wide variety of services for the University community.

In order to provide students, faculty, and staff with the most affordable dining options, there are a variety of meal plans to cater to everyone. Add 10 guest meals to your meal plan for $50 and bring a friend. Please visit our website for more details.

**Student Center Marketplace**

The Marketplace is located on the first floor of the Student Center and offers breakfast, lunch and dinner for students, faculty, 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. Meal plans and debit cards are available for students as well as faculty, and staff. More information may be obtained by calling the Bursar's Office at 256-4000 extension 3562. While classes are in session, the meal hours are:

Monday–Thursday: 7 a.m. - 7:30 p.m.
Friday: 7 a.m. - 7 p.m.
Saturday and Sunday: 10 a.m. - 7 p.m.

**Student Center Food Court**

The Food Court a very popular eating area located on the lower level of the Student Center, offers a variety of eat in or take out dining options and also accepts meal plans. While classes are in session, the meal hours are:

Monday–Friday: 10:30 a.m. - midnight
Saturday and Sunday: 7 p.m. - midnight

**Pronto Fresco**

Adjacent to the Food Court is a little-known treasure—Pronto Fresco. No burgers and fries here, but instead enjoy a variety of specialty salads and wraps made to order, and fresh-baked goods. Hours of operation:

Monday–Thursday: 10:30 a.m. - 7 p.m.
Friday: 10:30 a.m. - 4 p.m.

**Owl's Nest Restaurant**

The Owl's Nest Restaurant is located on the first floor of the Student Center and offers an a la carte menu with full table service daily. The relaxed atmosphere of the Owl's Nest is open to the campus community and serves as the faculty dining room. Meal plans are also accepted here for the daily meal equivalency special. Hours of operation:

Monday–Friday: 11 a.m. - 2 p.m.

**Market Basket**

The Market Basket is a convenience store located on the lower level of the Student Center. It features a wide assortment of items including food and drink products with everything from frozen foods to hot fresh coffee. Meal plans may be used from 12 to 2 am, to purchase special Night Owl menu items for a late night snack. In addition, a selection of non-food products such as magazines and laundry products may also be purchased. Hours of operation are:

Monday–Thursday: 7 a.m. - 2 a.m.
Friday: 7 a.m. - 10 p.m.
Saturday and Sunday: 9 a.m. - midnight
Jazzman’s Café
Jazzman’s Café provides a convenient stop amidst the University’s hustle and bustle. Located in the Student Center Pit, you can unwind with your favorite espresso beverages, teas, and other delicious menu items. Hours of operation are:
- Monday–Thursday: 7 a.m. - 4 p.m.
- Friday: 7 a.m. - 3 p.m.

Café a la Cart
If you’re over on the west side of campus and need a quick snack or cup of coffee, Café a la Cart offers a convenient stop. Located in the Robinson lobby. Hours of operation:
- Monday–Thursday: 8 a.m. - 8 p.m.

Kana Coffee House
And if you’re looking for a cozy little café to relax in the evening, stop by the Kana Coffee House, located adjacent to Willow Hall. Known for its gourmet coffee, teas, and other items, Kana is a regular stop for many. Hours of operation:
- Monday–Thursday: 5 p.m. - 11 p.m.

Sodexho also provides “Surprise Someone” gift program as well as full service and budget catering options, ranging from coffee and donuts, luncheon buffets to formal dinners. Please refer to the website for menu options. The Catering office will be happy to assist with your orders and special requests. Call 4610 or 4777.

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 Hearing Board or other disciplinary actions. The Student Center Information Desk issues, replaces and validates RowanCards.

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 though the SGA office on the first floor of the Student Center by calling 256-4540.

Public Safety
Bole Annex
All Emergencies: 9-1-1
Non-Urgent: 856-256-4922
http://www.rowan.edu/safety
This 24-hour department provides patrol, police, parking and crime prevention services to the University. It also coordinates and provides safety and emergency medical services to the campus community.

Administrative offices operate Monday through Friday from 8:30 a.m. to 4:30 p.m. The communication center also located in Bole Annex is open 24 hours a day.

Students should report emergencies, crimes and suspicious or unsafe conditions immediately. For an emergency dial 9-1-1, Extensions 4911 and 4922 handle non-emergency call.

Furthermore, the department provides an active crime prevention and personal safety program for the members of the University community. Any member can request a safety escort by calling extension 4922.
Code Blue emergency phones, located throughout the campus, link directly to Public Safety. Public Safety encourages students to stop in or call the Crime Prevention Office at 256-4933.

**Recreation & Intramural Activities**
Recreation Center
856-256-4900
http://www.rowan.edu/studentaffairs/rec
All full-time students, faculty, and staff are encouraged to participate in the Open Recreation and Intramural Program 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, racquetball, table tennis, 3-on-3 and 5-on-5 basketball, wallyball, indoor soccer, whiffle ball, softball, inner tube water polo, dodgeball, and bowling. Club Sports in ice hockey, lacrosse, volleyball, rugby, filed hockey, and wrestling are available for those interested in more competitive play.

Group exercise classes including cycling, yoga, and pilates are offered for a small fee. Periodically, the program offers additional special events and classes. These may include one-day tournaments and classes in self-defense, dance, golf and karate. For dates of events, registration deadline, rules and regulations, and other information, contact the Student Recreation Center.

**Residence Life & University Housing**
Savitz Hall
856-256-4266
http://www.rowan.edu/studentaffairs/reslife
This office works to ensure a positive living environment for on-campus residents. It provides students with opportunities to grow socially, emotionally and intellectually. Residence Life and University Housing strives to develop a sense of community among all Rowan University students.

Student with questions about on- or off-campus housing should contact Residence Life and University Housing Office.

Student staff members reside in each on-campus residence. The staff provides fellow students with opportunities to develop intellectually, morally, vocationally, physically and socially so that their personal lives may be effective, productive and creative. Using residence programming, the staff provides a living/learning environment in each residence. Staff members have close contact with students. They get to know their residents and offer friendship and assistance in order to build a sense of residence community.

**MISSION STATEMENT**
Residence Life and University Housing exists to support individual residential students in all areas of their university experience. The office of Residence Life and University Housing expects students to play an active part in the development of a community that embraces diversity, personal growth, scholarship and the respect of self, others and the environment.

**DISCRIMINATION**
Rowan University does not discriminate in its housing assignments on the basis of race, religion or national origin. Students may file a complaint of unequal treatment to the Associate Vice President for Student Affairs/Dean of Students.

**HOUSING FACILITIES**
Rowan University offers three types of furnished, on-campus housing: residence halls, apartments and townhouses. Students can select from eight residence halls including: Chestnut, Evergreen, Laurel, Mullica, Magnolia, Mimosa, Oak and Willow halls. Rowan guarantees residence hall housing to freshmen. In addition to residence halls, upperclassmen can also choose from four apartment complexes including Edgewood Park, Mansion Park and the Triad or the University Townhouse complex.

**ROOM CHANGES**
Room changes require the written approval of Residence Life and University Housing. The office makes changes on a first-come, first-served basis during the third week of each semester.

**ROOM ENTRY**
Students have the right to privacy in their on-campus rooms. However, Rowan University reserves the right to enter student rooms to maintain health and safety standards, to respond to emergency situations or to enforce University regulations. Students will receive prior notice for scheduled routine maintenance and safety inspections.

**SECURITY DEPOSIT**
Students must pay a $200 security deposit to reserve space in a University apartment or residence hall. The University holds the security against costs incurred by the University to remove dirt, rubbish or refuse; to repair.
damage to buildings, fixtures, or furnishings; or for failure to comply with Residence Life and University Housing procedures. University costs include charges for loss of property or damage to public areas.

The resident agrees that any charges assessed will be billed, and any payment is due upon receipt of the bill. Rowan University can deny services to any student that does not pay.

The University refunds any security deposit remaining after residents pays all charges to the University. Residents receive refunds after they permanently end residency on campus.

**RowanCard**
Student Center
856-256-4607
http://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 or students. With just one card, you have access to many services and privileges, including: RowanCard Debit Dollar 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 proper identification cards, 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 picture identification cards. 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: 8:30 a.m. – 9 p.m.
- Friday: 8:30 a.m. – 7 p.m.

**Rowan Radio, 89.7 WGLS-FM**
Bozorth Hall
856-863-WGLS
http://wglsls.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.

**Student Center**
Administration Office, 856-256-4601
Information Desk, 856-256-4606
http://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 Rathskeller/multipurpose room. The first floor of the Center houses Jazzman’s Cafe, Marketplace Dining, Owl's Nest, meeting and conference rooms, Information Desk, game room, change machine and ATM machine. The second floor has the newly 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–Thursday: 7 a.m.–midnight (Ground floor open until 2 a.m.)
- Friday: 7 a.m.–midnight
- Saturday: 8 a.m.–midnight
- Sunday: 9 a.m.–midnight

**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 Government Association (SGA)**
Student Center  
856-256-4540  
http://www.rowansga.com
The Student Government Association’s (SGA) membership includes all students enrolled at Rowan University. SGA is the official voice of students in University affairs. The SGA provides leadership for the student body and offers opportunities and services to students. It participates in shaping social and academic policies on campus, as well as on the state and national levels. More importantly, SGA stands for students’ rights to further their education.

SGA holds senate meetings every other Monday and meetings are open to everyone.

**Composition**
The SGA contains an executive branch and a legislative branch. The executive branch consists of the elected offices of president, executive vice president, vice president of finance, vice president of senate, public relations director, statewide ambassador, special events director and secretary. It also includes the senior, junior, sophomore and freshman class presidents. This branch maintains communication with students, administration and faculty through newsletters, reports and meetings.

The legislative branch, or senate, consists of 24 elected class senators and one representative organizational senator from each SGA chartered organization.

SGA encourages students to become involved in the governing process at Rowan by seeking office. Freshmen, who want to become involved, should run for senate or class office.

**Elections**
SGA holds elections each year in April, with the exception of freshman elections, which are held in January. Students running for office must have at least a 2.7 grade point average as certified by the Registrar. The President must have a 2.75 to run.

All matriculated students have the right to vote, and SGA urges them to do so. SGA announces election dates in advance. By voting, each student assures that SGA can continue to truly represent the student body.

The SGA also elects student representatives to the University’s Board of Trustees. Student trustees serve two-year terms and enjoy limited voting privileges.

**Holiday Helper**
Students organize this major fundraising event to provide assistance to needy families and social organizations in Gloucester County. The festivities include a celebrity auction with donations from famous personalities, holiday vendors, bid a date and other events.

**SGA Clubs & Organizations**
Student Center  
856-256-4540  
http://www.rowansga.com
The student activity fee paid by each matriculated student furnishes the financial base that allows SGA to charter and support more than 150 organizations and activities. The Student Financial Control Board (SFCB) supervises all budget allocations. By joining an SGA-chartered club, students can gain valuable experience, make professional contacts, meet new friends and broaden their social lives.

**Athletic Organizations**
Athletic Training Club  
Health Physical Education Club  
Health and Exercise Science Club

**Business Organizations**
Accounting Society  
American Marketing Association  
Beta Gamma Sigma  
Bureau of Business Associations  
Collegiate Entrepreneurs Organization  
Financial Management Association  
Management Information Systems Club  
National Hispanic Business Association  
Society for Human Resource Management  
Society for the Advancement of Management

**Cultural Organizations**
Alliance of United Cultures - Camden Campus  
Asian Cultural Society  
Black Cultural League  
Council for African-American Studies  
El Circulo de Espanol  
N.A.A.C.P  
United Latino Association
Education
Kappa Delta Pi
Student Council for Exceptional Children
Student for Literacy

Engineering Organizations
American Institute of Chemical Engineers
American Society of Mechanical Engineers
American Society of Civil Engineers
Institute of Electrical and Electronics Engineers
Society of Automotive Engineers
Society of Women Engineers

Greek Organizations
Inter-Fraternity Council (IFC)
Inter-Greek Council (IGC)
National Pan-Hellenic Council (NPHC)
National Pan-Hellenic Conference (NPC)

Fraternities
Alpha Chi Rho
Alpha Phi Alpha
Alpha Phi Omega
Delta Chi
Iota Phi Theta
Lambda Theta Phi
Omega Psi Phi
Phi Beta Sigma
Phi Kappa Psi
Phi Kappa Sigma
Sigma Pi
Tau Kappa Epsilon
Theta Chi

Sororities
Alpha Epsilon Phi
Alpha Kappa Alpha
Alpha Sigma Alpha
Chi Upsilon Sigma
Delta Phi Epsilon
Delta Sigma Theta
Gamma Xi Omega
Lambda Theta Alpha
Phi Sigma Sigma
Sigma Sigma Sigma
Theta Phi Alpha
Zeta Phi Beta

Honor Societies
Gamma Chi Sigma – Law Honor Society
Golden Key International Honors Society

Liberal Arts and Sciences Organizations
Advertising Club
Alpha Phi Sigma – Law and Justice Honor Society
American Chemistry Society
Association for Computing Machinery
Biology Club
Elementary Education Club
Lambda Pi Eta (communication)
Math/Science Club
National Art Educators Association
Phi Alpha Theta (history)
Physics Club
Political Science Honor Society
Phi Sigma Alpha
Pre-Law Society
Pre-professional Society
Psychology Alliance
Public Relations Student Society of America
Rowan Television Network
Secondary Education Club
Sociology Club
Student History Association

Musical and Art Organizations
Ceramics Guild
MENC
Phi Mu Alpha
Rowan Art Student Society

Motar Board
Tau Beta Pi (TBP) National Engineering Honor Society
Other
Commuter Association of Rowan (CAR)
Student University Programmers

Recreation Center Clubs
Field Hockey Club
Lacross Club
Men’s Rugby Club
Rowan Volleyball
Rowan Ice Hockey Club
Ski/Snowboard Club
Ultimate Frisbee Club
Women’s Rugby Club
Wrestling Club
Volleyball Club

Religious Organizations
Chi Alpha
Newman Club
Rowan Christian Fellowship
New Life Ministry

Service Organizations
Circle K
Help Hotline
Rowan Child Care Center
Rowan EMS

Special Interest
Gay-Straight Alliance
L.U.C.Y
Sci-Fi Club
Students for Life
Forensic Team
Victims Awareness

Student Publication Organizations
Avant (literary/graphics)
D’Kine (literary)
The Image (yearbook)
Venue (magazine of student opinion)
Whit (weekly newspaper)

Theater and Dance Organizations
3-D Dancers
Campus Players
Cinema Workshop
Dance Extensions
Lab Theatre

Student Health Center
Linden Hall
856-256-4333
http://www.rowan.edu/health

The Student Health Center provides health care services to currently enrolled students for acute illnesses, injuries and health promotion needs while school is in session. All students must provide the Health Center with a complete health record that is included in the admission packet. This includes the documentation of immunizations, tuberculosis screening and a personal health questionnaire (available at our website). Failure to submit the University and NJ State-required immunization records (2 MMR vaccines and 1 Meningitis Vaccine) will prevent students from living in campus housing and registering for classes. For a fee, deposit-paid and enrolled students may receive their required immunizations and testing requirements at the Student Health Center.

Registered nurses are available Monday through Saturday during all hours of operation, and physicians and nurse practitioners are available weekdays during normal business hours. There is no charge for a consultation with the health center staff, but each student is responsible for the cost of medications, diagnostic and laboratory testing or referral consultations. Students need to have their insurance information available for services not covered by the Health Center. 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, we can not give and student’s health information to parents or guardians without the student's written consent once.

Hours of operation:
Monday–Thursday* 8 a.m. - 6 p.m.
Friday 8 a.m. – 4 p.m.
Saturday 11 a.m. – 3 p.m.
*Open for emergencies only, Thursdays 12 p.m. – 2 p.m.

Student Recreation Center
856-256-4900
http://www.rowan.edu/rec

The Student Recreation Center is a comprehensive recreational sports facility. The Center 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 Student Recreation 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.–11 p.m.
- Friday ............................................ 6 a.m.–9 p.m.
- Saturday ...................................... 8 a.m.–8 p.m.
- Sunday .......................................... 9 a.m.–9 p.m.

**Telephone System**
Memorial Hall
856-256-4400
http://www.rowan.edu/supportdesk

Network and System Services provides technical support for the student telephone system. Students must report problems to the Information Resource Desk. Students needing assistance with the equipment or experiencing equipment/service problems should dial extension 7000 and choose from the specified instructions. Any other questions can be directed to the Support Desk at 256-4400.

**University Bookstore**
Winans Building
856-256-4665
http://rowan.collegestoreonline.com

Owned and operated by Rowan University, the bookstore houses a self-service textbook department with new and used textbooks. Used textbooks are offered at a 25 percent discount. The bookstore also carries reference, sale, and general books, and will special order any book in print at no additional fee. In addition, the store sells computers, clothing, posters, backpacks, greeting cards, imprinted products, gifts, art supplies, graduation announcements and academic gowns. Students can go to the bookstore to develop film, buy pre-paid phone cards and master cards, buy postage stamps and so much more!

The bookstore will buy back textbooks at wholesale prices, any day the store is open, but will pay 50 percent of the original retail price during Final Exam/Buyback Weeks, in cash, providing the books are current, in good condition, are needed, and are being reused by faculty the following semester. The bookstore accepts Visa, Discover, MasterCard, American Express, personal checks (with student I.D. card), and debit cards. Students needing a copy of the bookstore’s refund policy may obtain it in the store. A valuable free service is The Textbook Reservation Service: the store pulls textbooks while used copies are at their fullest selection and holds them for pick-up. Students can also use the store’s website to locate shelf numbers for faster in-store book-finding and to place their orders for textbooks and other products online. Hours of operation:
- Monday–Thursday ......................... 9 a.m.–7 p.m.
- Friday ............................................ 9 a.m.–5 p.m.
- Saturday ....................................... 11 a.m.–3 p.m.

For the first two weeks of each semester, the store offers extended hours.

**Summer Hours**
Monday–Thursday ......................... 7:30 a.m.–5:00 p.m.
Policies & Procedures

PLEASE NOTE
The academic standing policy on pages 22-23 are for new students entering the University in Fall 2007 only. Current students are subject to the previous academic standing policy until Fall 2009 (see page 24). All other policies apply to all students.

Good Academic Standing
Rowan University has established standards for academic standing which apply to all matriculated undergraduate students as follows: Students who have earned 15 or more semester hour credits and have a cumulative grade point average (GPA) of at least 2.0 are considered to be in good academic standing.

Academic Suspension (for failure to meet basic skills requirements)
Matriculated students must fulfill the basic skills requirements by the time they have attempted 30 credits at the university. Transfer students who enter with 30 credits or less must pass basic skills requirements by the end of their second semester at the university. Failure to meet this deadline will result in suspension.

Procedures
Students who are academically suspended may not register for regular university level courses in either the summer or academic year terms, but may register for basic skills courses.

Students on academic suspension may not participate in extra-curricular or co-curricular activities sponsored by the university.

Students may be removed from academic suspension at any time by presenting to the appropriate dean or, for undeclared students, the director of Career and Academic Planning, evidence of successful completion of all the basic skills requirements.

Students may not remain on academic suspension status for more than one academic year (Fall/Spring semesters). Students who are not removed from academic suspension after one academic year are subject to dismissal from the university. Exceptions may be made for special programs (e.g., EOF, Specialized Services).

Academic Probation (for GPAs falling below 2.0)
At the end of each Spring semester, matriculated students who have earned 15 credits or more and have a cumulative GPA below 2.0 are placed on academic probation. This probationary period begins with the Fall Semester. Students have one academic year in which to achieve a cumulative GPA of at least 2.0. Those who have not attained a cumulative GPA of at least 2.0 by this time will be dismissed from the university. In addition,

1. Full-time students must attempt 12 or more credits each semester of probation. An attempted credit is defined as credit for any course in which a student receives a grade of A, B, C, D, F, P, S, W, WP, or WF, or IN.

2. Students will be considered on probation until they attain a cumulative GPA of at least 2.0.

3. Summer courses may be taken to help students reach the 2.0 cumulative GPA.

Procedures
Students will receive a warning letter following any semester in which their cumulative GPA falls below 2.0.

The College Deans or the Director of the Career and Academic Advising Center will notify students when they are placed on academic probation. Such notices will include a requirement that students consult an academic advisor in their college early in the first probationary semester and in no event later than the end of that semester. The Registrar’s Office will notify the colleges of students who are placed on academic probation and will note the academic probationary status on the student’s academic record.

Students will meet with their academic advisors to develop appropriate plans for achieving satisfactory academic performance.

Students on academic probation may not participate in extra-curricular or co-curricular activities sponsored by the university. These policies apply to all students.
Academic Dismissal

As outlined above, academic dismissal takes place under the following circumstances: Students who have earned at least 15 credits and have been on probation for the academic year (Fall/Spring) will be dismissed from the University. Their dismissal is in effect as of the upcoming Fall Semester.

Procedures

The Registrar’s Office will notify the appropriate University offices when students are academically dismissed and will note the dismissal on the student’s academic record.

The Office of the Provost will notify students in writing when they are dismissed. The notices will include a statement that registration for the next semester will be cancelled.

Students so dismissed cannot register in either academic year or summer terms, as full or part-time students, nor as non-matriculated students.

Students who have been academically dismissed from the University may apply for readmission through the Admissions Office after one academic year.

Students who have been academically dismissed may not participate in extra-curricular or co-curricular activities sponsored by the university.

Appeal Process

The Office of the Provost serves as the focal point for the academic suspension, probation and dismissal. The Office of Associate Provost for Academic Affairs is responsible for the implementation of this process.

1. Written notification of the appeal process and dates will be sent to the student.
2. Student contacts the Dean’s Office in the College of their major or the Career & Academic Planning Center for undeclared majors, to make an appointment with the appeal committee.
3. Student completes and returns the Request An Appeal Hearing form with any supported material.
4. Students who do not appeal and students whose appeal is denied will be dismissed from the University.

Decisions concerning academic dismissal are made independently of decisions governing financial aid awards. Appeals regarding the discontinuance of financial aid must be made to the Director of Financial Aid.
PLEASE NOTE
The academic standing policy this page is for current students only. Students entering the University in Fall 2007 are subject to the new academic standing policy (see pages 22-23). All other policies apply to all students.

Academically Dismissed Students Policy
To apply for readmission, students must present a written statement about their accomplishments during the time they were separated from the University and three letters of recommendation. Students will undergo personal interviews by the Admissions Office staff and possible testing by the Academic Success Center.

Students may also be required to provide documentation of course work taken at another institution, such as a community college, certification from a physician if a health problem was a contributing factor to academic difficulties and certification from a psychologist or psychiatrist if an emotional problem was a contributing factor to academic difficulties.

Readmission candidates who previously majored in the Psychology, Elementary Education or Teacher of the Handicapped programs and maintained less than a 2.5 cumulative grade point average prior to separation from the University must submit a letter of recommendation from the respective department chair to gain readmission to that major.

For more information, contact the Admissions Office located in Savitz Hall at 856-256-4200.

Academic Dismissal & Warning Policy

Academic Dismissal
Academic dismissal occurs when students make unsatisfactory academic progress. Such dismissal will generally, but not always, take place at the end of the academic year. Students so dismissed cannot register in either summer or academic year terms, as full- or part-time students or as non-matriculated students. However, students may register in courses offered in the basic skills module. Students who register for courses other than those in the basic skills module will be withdrawn by the Registrar. Students who have been academically dismissed from the University may apply for readmission through the Admissions Office after one academic year. Students who have been academically dismissed may not participate in any University or student activities.

Students whose cumulative grade point average falls below certain prescribed standards are dismissed from the University. Such dismissal occurs if, after enrolling for:

- 24 credits, the cumulative grade point average is below 1.2
- 58 credits, the cumulative grade point average is below 1.5
- 90 credits, the cumulative grade point average is below 1.8

Students must meet the basic skills requirements within one year of admission to the University. Failure to do so may lead to dismissal.

After attempting 24 semester hours or more, students whose cumulative number of semester hour credits of withdrawal exceeds 25 percent of the semester hours attempted may be dismissed from the University. (This is exclusive of medical withdrawals.)

Academic Warning
Academic warning occurs when students’ academic records do not warrant dismissal, but when there is concern for their academic progress. Students may not continue at the University on academic warning for more than one academic year.

Students are placed on academic warning if, after attempting:

- 24 credits, the cumulative grade point average is: at least 1.2 but below 1.6
- 58 credits, the cumulative grade point average is: at least 1.5 but below 1.8
- 90 credits, the cumulative grade point average is: at least 1.8 but below 2.0

The University’s Academic Dismissal/Academic Warning Policy is under review and subject to change. Students on academic warning are not permitted to participate in any organization sponsored by the University or chartered by the Student Government Association, unless such participation is a requirement of a University academic program. The Dean of Students will notify coaches, advisors, directors and sponsors of activities of those students who have been placed on an academic warning status.

Students placed on academic warning status have one academic year to raise their cumulative averages to the GPA outlined in the above criteria. Correspondence relating to academic dismissal and academic warning is sent to the students’ addresses of record. Students are responsible for ensuring that their addresses of record are current and accurate.
Committee on Academic Policies and Procedures

The Rowan Senate Academic Policies and Procedures Committee, as part of the governance mechanism of the University, is responsible for recommending academic policies. Using standards set by this committee, the Dean’s Review Committee decides whether students should continue their studies, be placed on academic warning or be dismissed from the University.

Students may appeal a dismissal or an academic warning decision in writing within two weeks of receipt of the notice of academic warning or dismissal. The written appeals should be submitted to the appropriate Dean’s Review Committee. The academic deans review appeals of students whose declared major is in their colleges. The director of Career and Academic Planning reviews appeals of students who have not declared a major.

Students who fail to achieve minimum basic skills requirements within the prescribed time frame may be subject to academic warning or dismissal. The director of special support programs must review and clear students who have been academically dismissed for basic skills deficiencies before they may continue at the University. Each review committee shall grant students interviews, if requested, and review all materials submitted by students in support of their appeals. A final determination will be based on the appeal.

Decisions concerning academic dismissal and warnings are made independently of decisions governing financial aid awards. Appeals regarding the discontinuance of financial aid must be made to the Director of Financial Aid.

The University academic dismissal, suspension and probation policy applies equally to all undergraduate students.

Academic Honesty

The vitality of any academic program is rooted in its integrity. It is essential to Rowan University that the grades awarded to students reflect only their own individual efforts and achievements.

Each segment of the academic community, i.e., faculty, students and administration, is responsible for the academic integrity of the University.

Academic dishonesty, in any form, will not be tolerated. Students who commit an act of academic dishonesty may be subject to failure in the course, suspension from the University or both.

Students are responsible for upholding University academic honesty standards and encouraging other students to do likewise, understanding what constitutes acts of academic dishonesty, understanding academic honesty procedures and the rights and obligations of parties involved in the process, and understanding the penalties imposed for acts of academic dishonesty and the consequences of imposing penalties.

Definitions of Academic Dishonesty

Cheating: A student intentionally uses or attempts to use unauthorized materials, information or study aids in any academic exercise.

Falsification: A student intentionally fabricates or invents information or citations in any academic exercise.

Plagiarism: A student intentionally and knowingly represents the words or ideas of another as his or her own in any academic exercise.

Facilitating Academic Dishonesty: A student intentionally and knowingly helps or attempts to help another commit an act of academic dishonesty.

Electronically Recorded Files: Unauthorized attempts to destroy, modify or otherwise gain access to electronically recorded files (academic computer files) when the instructor’s intention is to prevent such access represents academic dishonesty.

Procedures

1. Each faculty member shall have the discretion to punish acts of academic dishonesty, taking into account any “specific and mitigating factors.” The faculty member will meet with the student and discuss the allegation of academic dishonesty and the penalty for violating this policy.

A first offender may receive an “F” for the course if, at the discretion of the faculty member, such a penalty is warranted. If a grade of “F” is assigned, the faculty member must report this action to the Provost or his/her designee, describing the circumstances leading to the action taken. If a grade of “F” is not assigned, the faculty member still has the option of reporting the incident and actions taken to address it.

2. The Office of the Provost will keep a file, updated on a continuing basis, of all students reported for academic dishonesty.
3. The students may appeal the infraction or the imposed penalty to the Campus Hearing Board. If a student wishes a hearing before the board, the student shall make such a request to the Dean of Students. The dean will notify the Provost that the Campus Hearing Board will be convened.

4. The Provost may convene the board to consider a more severe penalty, including suspension, irrespective of the student’s appeal if, in the opinion of the provost, further penalties are warranted.

5. When a student has received a second “F” for academic dishonesty, the Provost, upon notification from the faculty member(s), will notify the student that the hearing board will be convened to consider the student’s suspension.

   The Dean of Students will notify the student and the faculty member(s) involved, in writing, of the date, time and place that the hearing board will convene. Both the student and the faculty member(s) must appear at this hearing.

6. The hearing board may recommend the Provost suspend any student found guilty of academic dishonesty whether a first or second offense. The reason for the suspension may be noted on the student’s official record, if the board concurs. In any action taken by the board, it may seek any input from the faculty member(s) who initiated the complaint(s).

7. All cases of academic dishonesty will be reviewed by the president of the University or his/her designee, who may approve, modify or reject the recommended action. After one year, the president and his/her designee may hear an appeal by the student to expunge all disciplinary notations on the student’s official record.

8. Students found innocent of charges of academic dishonesty will have the “F” grade removed and will continue in the course without prejudice or may be re-enrolled without prejudice or additional tuition costs.


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 these provisions.

**Academic Honors & Awards**

Achieving a grade point average (GPA) of 3.450 or better is recognized as an outstanding undergraduate academic achievement. Students achieving such an average, based on 12 semester hours of letter grades for any one semester, will be placed on the Dean’s List.

Students with a cumulative grade point average of 3.450 or better can march with honors in the commencement ceremony if they have acquired at least 36 credit hours at Rowan by the end of the fall semester of the academic year in which they are scheduled to graduate and they are enrolled in sufficient courses during the spring semester to complete the required hours for graduation. Upon actual graduation, students with a cumulative grade point average of 3.450 or better will graduate with honors as follows:

- 3.450-3.649 ............................................ Cum Laude
- 3.650-3.849 ................................. Magna Cum Laude
- 3.850-4.000 ............................... Summa Cum Laude

Honors will be recalculated for grade changes that have been approved ninety days after the student’s final semester.

**Medallion Awards**

Every year the University Awards Committee selects recipients for special academic awards, which are presented at the Annual Awards Banquet held each spring. Department medallion award recipients are selected from senior class candidates nominated by faculty.

Each academic department and approved department specialization may sponsor one award. Medallions may be sponsored in the name of a deceased or retired faculty member or a deceased student.

In addition, special medallion awards are presented annually to selected students, primarily seniors, to recognize leadership, scholarship and service to the University. Nominations are submitted to the awards committee by faculty, students, staff and organizations.

For more information, log onto rowan.edu/president/senate/medallion.html

**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 with a proposal detailing the specific accommodation sought. 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. Interview with Dr. Arnott Cox.
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 recommendation 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 timeframes 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, Continuation & Dismissal from Major**
Admission to the University does not necessarily guarantee admission to a particular major. Any of the departments/colleges may establish standards for students entering and continuing in the major. Meeting the standards for admission to a major does not guarantee acceptance, as some programs admit a limited number of students. Students should consult the departments/colleges of their intended majors.

Failure to meet these approved standards may result in students not being able to continue in their intended majors. The criteria of admission and continuation should be approved by the department/college, the academic dean and provost.

The departmental criteria may be based on such variables as availability, accreditation and/or certification standards, as well as discipline-specific requirements.

Students who are dismissed from a major or program, but who are still in good academic standing, may be advised by the CAP Center for one (1) semester. By the end of this semester, these students must gain admission to new majors or regain admission to their previous majors.

Appeals of dismissal may be made to the department chairperson and the academic dean.

**Alcohol and Other Drugs Policy**
Rowan University is committed to the pursuit of a quality education by providing an environment which promotes 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 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 bever-
ages 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 alcoholic beverages as an excuse for violations of any University policies. Emphasis is placed on responsible 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. 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 1.e.—"Consequences for Non-Compliance" and 1.f.—"Parental Notification for Student Violations of the Alcohol and Other Drug Policy"

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 26, 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, 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, bongs, 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, 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.
5. 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.

6. 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.

7. Alcohol is strictly prohibited in athletic facilities or at athletic events.

8. No event will include any kind of a “drinking contest” or “drinking game”, or feature any inducements to consume excessive amounts of alcohol.

9. For a listing of consequences for non-compliance, please refer to Sections 1.e.–“Consequences for Non-Compliance” and 1.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. If a student is of legal drinking age, s/he 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.

11. Games or activities that encourage excessive drinking (i.e. beer pong, flip cup, beer funnels, etc.) or the serving of alcohol that lead to the endangerment of an individual’s well being or to clear 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 1.e.–“Consequences for Non-Compliance” and 1.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.”
- 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. ALCOHOL/ILLEGAL DRUGS AT UNIVERSITY-SUPPORTED EVENTS

For the purpose of this policy, University-sponsored events are defined as off campus gatherings of members of the Rowan University community (or their guests) which are sponsored or funded in whole or in part by the University or a University recognized organization. Private, 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.

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-sponsored 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.
vehicle, to or from any University-sponsored 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 l.e.–“Consequences for Non-Compliance” and l.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 Sponsored 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 sponsored by the Center for Addiction Studies and Counseling & Psychological Services. 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.

F. PARENTAL NOTIFICATION FOR STUDENT VIOLATIONS OF THE ALCOHOL AND OTHER DRUG POLICY

Rowan University’s Alcohol and Other Drugs Policy outlines the University’s position regarding the unauthorized possession, use or distribution of alcohol and controlled substances on campus. A 1998 amendment to The Family Education Rights and Privacy Act of 1974 authorizes higher education institutions to inform a parent or guardian of any student under age 21, who has been found in violation of any federal, state or local law or any rule or policy of the institution governing the use or possession of alcohol or controlled substances. The Office of Judicial Affairs will 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: Parental notification will only take place after the appeal process has upheld the finding of responsible.
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 regulations. 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 Person 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. 33:1-81) - An under aged 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:21-2.1 Id) - 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. Host/Hostess Liability - Under a 1984 New Jersey Supreme Court decision, Kelly vs. Gwinnell, a host or hostess who serves alcoholic beverages to a guest, knowing that the guest is intoxicated and will soon be driving, can be held liable for injuries inflicted on a third party if that guest is involved in a motor vehicle accident.

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 of $1,000 per year for three years. 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

Article II, Certain Restrictions for Underage 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.


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.

150-27. 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.

Posession 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 an 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. The Center for Addiction Studies resource center, located in Bosshart 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**
This policy must be distributed 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.

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

Faculty establishes the parameters of a particular learning experience and is, therefore, expected to maintain the efficiency of the community and to keep accurate attendance records. Faculty is 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 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 when classroom experiences cannot be repeated, faculty may provide these students the opportunity to make up written work, tests or other assignments at the earliest possible convenient time.

Faculty is 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.

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.

Change of Grade Policy

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. It is not appropriate to use change of grade to alter P/NC to A–F grade or vice versa after the completion of the semester unless an error has been made. In designated courses a student may request a P/NC option before the end of the drop-add period during the semester in which the course is taken as noted in University policy. Students who do not declare an option for P/NC before the end of the drop/add period are to be graded on the A–F scale.

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.

**Computer Competency Requirement**

All freshmen and transfers entering Rowan University are required to demonstrate computer competency within a specified time frame. There are two ways to fulfill this requirement:

A. pass the three-credit hour Computer Literacy course or

B. pass the online Computer Competency Exam.

**Course Overload**

Matriculated undergraduate students may enroll for a maximum of 18 credit hours per semester; non-matriculated undergraduates for 11 1/2 credit hours. Those matriculated students with a 3.0 or higher grade point average, with the permission of the department advisor and the appropriate college dean, may attempt a maximum of 21 credit hours.

**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 both programs are within the same type of bachelor's degree framework (i.e., B.A., B.S., B.F.A.), one degree will be awarded and a double major recorded.

If two programs are not in the same framework, students will be awarded a second bachelor's degree if they:
1. were regularly admitted and matriculated in both major programs,
2. fully completed all general education requirements for both degrees, and
3. fully completed all requirements of both major programs, which has been certified by both departments or program coordinators.

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

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

**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 canceled, 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 (http://www.rowan.edu/emergency or http://www.kyyw1060.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 Phonemail at 856-256-4300.
3. Call the Office of Public Safety at 856-256-4922

**Day Classes**
On days when classes are canceled, 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.

**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 canceled.

**Final Exam Scheduling Conflicts**
Students may not be required to take more than three final examinations in one day, including evening classes. Students who have two examinations scheduled at one time must notify the faculty involved no later than two weeks before finals begin. Faculty and students need to cooperate to resolve these conflicts. If the student has given the instructor proper notice and the conflict cannot be resolved, the student may take the matter to the deans of the appropriate colleges. The decision about which final will be taken during which time period will be decided by the deans in consultation with the student and instructors.

**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 student to the appropriate department or office head in which the obligation exists. That department or office will then work with the Collections Department of the Business Office.

**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 a protest march or demonstration on campus should contact The Office of the Assistant Vice President for Student Affairs 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 assembly 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 Affairs 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 Affairs 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 Affairs 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 Office of the Assistant Vice President for Student Affairs or a Public Safety Office, 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.

General Education Requirements
General Education is designed to fulfill the aim of a liberal education: breadth of knowledge and balance of judgment. Courses in General Education are designed to create an interest in cultural and intellectual activities that will last throughout life.

Students need to understand that a well-rounded education is a goal in itself and that there are important aspects of this education that the University as a whole wants to emphasize. These aspects include a thorough grounding in written and oral communication; an exposure to university level science, mathematics, and literature; and an introduction to art and other cultures and locales. Broadly speaking, the general education program will:

1. Develop students’ abilities to speak and write effectively, think clearly and critically.

2. Develop students’ abilities to use computational, quantitative and problem solving skills, as well as scientific thinking and modes of inquiry.

3. Increase students’ understanding of the complexity of issues in humanities, arts, social and behavioral sciences and the practice of free inquiry in their analyses and examination of values.

4. Provide opportunities for students to explore specializations, concentrations, minors or disciplines outside of their own in greater depth.

5. To help first year students make a smooth academic transition to the university community, serious scholarship and the life of the mind.

6. Develop students’ knowledge of the multi-faceted culture in which we live,
contemporary social and cultural milieu and the global implications of an increasingly interdependent and multicultural world.

7. Have students explore the diverse ways in which human beings have confronted the perennial questions of human existence through various imaginative and discursive literary works.

Because one of the fundamental principles of a general education curriculum is to experience a variety of disciplines, students are required to take courses from five areas. Consistent with this principle, students should take at least two disciplines in any bank requiring two or more courses.

The general education credit hour distribution by bank is presented below. All the semester hours listed are considered minimum requirements.

### General Education Areas

- Communication ....................................................... 9
- Science and Mathematics ........................................ 7
- Social and Behavioral Sciences ................................ 6
- History, Humanities & Language ............................... 6
- Artistic and Creative Experience ............................... 3
- Non-Program Course .............................................. 6
- Minimum Total ...................................................... 42

For more specific details see the complete guidelines in the Student Schedule of Courses published every semester.

### Grade Dispute Policy

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.

### 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 6.5.1 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.

### College Level

If the issue is not resolved at the departmental 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.

### 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 associate provost for academic affairs. The associate provost for academic affairs will provide the Grievance Committee with the student’s written grievance to determine whether a formal hearing is warranted. If the Grievance Committee determines 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 working days after the hearing.

### 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 the 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.

The following notation is made by the registrar:
- W: Withdrawal
- INC: Incomplete
- NC: No Credit
- IN, IP, S, and AU: Grades not calculated in the GPA
- F: Failure
- P: Pass
- NC: No Credit
- INC: Incomplete
- W: Withdrawal

**Pass/No Credit Option**
The use of P/NC (Pass/No Credit) in selected courses has been approved by the University Senate. A list of approved P/NC courses is published by the Registrar each semester in the Master Schedule of Courses. Students must accept the responsibility of reviewing that listing. P/NC grades will not contribute to the computation of cumulative grade point averages or the designation of graduation honors.

**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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A–</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B–</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C–</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D–</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>QH</th>
<th>Earn</th>
<th>QP</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3.0</td>
<td>3.0</td>
<td>12.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.0</td>
<td>3.0</td>
<td>9.9</td>
</tr>
<tr>
<td>C+</td>
<td>3.0</td>
<td>3.0</td>
<td>6.9</td>
</tr>
<tr>
<td>C</td>
<td>3.0</td>
<td>3.0</td>
<td>6.0</td>
</tr>
<tr>
<td>D</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
</tr>
</tbody>
</table>

GPA = Total Quality Points / Total Quality Hours

GPA = 12.0 + 9.9 + 6.9 + 6.0 + 3.0 = 37 / 15 = 2.52

Note: To calculate cumulative GPA, use the same formula: Total Quality Points divided by Total Quality Hours.

Graduation Requirements

Students must complete an academic major program to the satisfaction of the department administering the major.

Students must have successfully completed a minimum of 120 semester hours (some programs require more than 120 semester hours) with at least an overall 2.00 cumulative grade point average.

To be eligible for graduation, the student shall have completed at least 90 percent of the total course work on the A-F scale.

A minimum of 30 credits of a student’s total degree program requirements must be taken in courses offered by Rowan University. This amount may be achieved through any combination of day, evening, on-campus and off-campus offerings.

Notification of Applications for graduation, and appropriate deadlines of submission, may be found in each Schedule of Classes. Additional information is available on the Office of the Registrar’s web page. Applications for graduation must be accompanied by a $45.00 fee. The deadlines for filing are October 15 for the fall semester, February 2 for the spring semester and July 15 for the summer session.

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

These modifications may include, but are not limited to, requirements to demonstrate competence in college-level basic skills, satisfactory mastery of the subject matter in a major field or the acquisition of a broadly based liberal arts education.

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 satiated 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.

Residence Housing
Decisions about residential housing for students with HIV disease will be made on a case-by-case basis. The Americans with Disabilities Act provides equal access to housing to those with HIV/AIDS. The best currently available medical information does not support the existence of a risk to those sharing residences with infected individuals. There may be, however, in some circumstances, reasonable concern for the health of those with HIV/AIDS who might be exposed to certain communicable diseases (e.g. measles, chicken pox) in a close-living situation. The university may choose to provide private rooms and recommend that a student with HIV/AIDS be assigned to them to protect their health. This action must be requested by the student.

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

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 followups 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.

Housing Agreement Terms

The resident leases from the University an apartment or residence hall room to be shared with other students of the same sex for the entire academic year (fall and spring semesters).

Residents agree to take possession of their assigned apartment or residence hall room within two business days from the date the lease begins. Failure of the resident either (a) to take possession by formally checking in with the Residence Life & University Housing Office representative or (b) to notify the Residence Life & University Housing Office in writing of any delay in occupancy prior to the second business day may be cause for termination of the lease and the forfeiture of the rental deposit.

The University reserves the right to cancel, overassign or reassign a resident to another apartment or residence hall room to provide for maximum occupancy. The apartment or residence hall room may not be sublet. All room and board charges must be paid before residents will be issued room keys.

Maintenance of a lease for specified duration does not guarantee renewal of the lease.

Termination By University

If a resident refuses to accept a roommate, hinders the University in the assignment of a roommate or seriously violates the rights or property of other persons or the terms of the housing contract or University policies, the University may, at its discretion and after appropriate review, terminate the lease.

The lease may be terminated by the University if a resident ceases to be a full-time student at the University prior to the expiration of the term of the lease. If a resident is suspended or expelled from the University for contract policy violations, the resident will forfeit the entire semester’s rental charge.

The University has the right to terminate the lease if a resident (a) vacates the apartment or residence hall room, (b) repeatedly interferes with the rights of
other residents, (c) is responsible for repeated damages to premises, furniture and/or fixtures, (d) creates physical or sanitary hazards, (e) uses the premises for illegal purposes, or (f) in the sole judgment of the University, violates the terms of the lease or the rules and regulations either in effect or after promulgation with prior notice of 48 hours.

If the lease is terminated, the University will give the resident two business days’ notice to vacate the premises.

**Termination By Resident**

Residents may request to be released from the lease by writing to the Residence Life and University Housing stating the reason for the contract release.

This letter constitutes an application for contract release and will be reviewed accordingly. The guidelines used in determining eligibility for release include: (a) participation in a university-approved educational program, such as an exchange program or student teaching, or (b) graduation, marriage, or formal withdrawal from the University. If a resident is not returning to the University for the spring semester, the resident must give written notice to Residential Life and University Housing before December 1. If a resident is not returning for the fall semester, the resident must give written notice by June 1. Failure to give proper notice will result in forfeiture of the security deposit. Check-out must take place by the end of the semester or the security deposit will not be refunded. If a resident formally withdraws or initiates a leave of absence from the university through the Counseling Center, the refund will be pro-rated according to the number of weeks of residency.

**Utilities**

Residents of assigned apartments in Mansion Park are jointly responsible for the payment of the electric utility bills for the apartment. Failure of any individual to pay his/her share of the utility cost within the period specified by the electrical service provider is considered cause for termination of the lease of the non-paying resident, which will be treated as a student resident violation of the lease.

**Immunization Requirements**

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

1. Proof of Immunization against Measles, Mumps and Rubella.

   All Matriculated students born on or after January 1, 1957, are required to submit documentation of two measles, two mumps and two rubella vaccines (or two combination MMR vaccines) to the Student Health Center. Immunizations given prior to the student’s first birthday or less than 30 days apart are not considered valid. 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 this regulation 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.

2. Proof of Vaccination against Meningococcal Meningitis (Neisseria Meningitidis) for Students Residing in Campus Housing.

   All new, incoming students who plan to live in campus housing must show proof of vaccination against meningococcal meningitis within the past 5 years (menomune® or Menactra®) prior to living on campus. No room key will be issued until this requirement is met. This vaccine is highly recommended for all other students as well.

**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. 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 Withdraw from the University**

**Leave of Absence**

Students who are currently enrolled but do not intend to register for classes in an upcoming semester may maintain their matriculated status by apply-
ing for a Leave of Absence at the Counseling and Psychological Services Center located in Savitz Hall. A leave of absence would allow a student to maintain their matriculated status for four consecutive semesters.

Students cannot apply for a Leave of Absence for a semester in which they are currently registered for classes. Leaves of Absence can only be approved for semesters that have not yet begun.

**Withdrawal from Rowan University**

To withdraw completely from Rowan University, a student must obtain a withdrawal form from the Counseling and Psychological Services Center located in Savitz Hall. The student must complete the form in the Center. The date of actual withdrawal will be determined by the date the completed form is approved by the Counseling and Psychological Services Center.

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.

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

Students who withdraw completely from the University and wish to re-enroll in the next semester should complete a Reapplication form obtained from the Admissions Office located in Savitz Hall.

**Mandatory Housing Statement**

In compliance with the Rowan University Board of Trustees resolution, it is the policy of this institution that all unmarried, undergraduate, full-time students, regardless of age, who will not be living in the residence of their legal guardian, will be required to reside in University resident facilities until the completion of their second academic year (58 credits). This policy also includes transfer students who have less than 58 credits.

**This policy has been temporarily suspended for sophomores and therefore only applies to freshman for the 2005-2006 academic year.**

Students who violate the on-campus residence requirement will be required to move into a residence hall and pay full room rent for the semester in which the violation occurs.

Students who refuse to move will be suspended from Rowan University. Students residing with parents or guardians must furnish a notarized document confirming this.

**Marching with Honors**

Transfer students who have acquired at least 36 credit hours by the end of the fall semester of the academic year in which they are scheduled to graduate, who are enrolled in sufficient courses during the spring semester to complete the required hours for graduation, and who have earned a grade point average necessary to meet the requirements for honors will be permitted to march with cords indicating their appropriate honor status and be so listed in the program.

**Matriculated/Non-Matriculated Status**

A matriculated student is one who has been formally admitted to and registered for courses in a degree- or certificate-granting program. Matriculated students may attend classes either full- or part-time.

A non-matriculated student is one who is taking classes, but is not formally admitted to a program. Non-matriculated students may only attend classes part-time.

Students may accumulate up to 24 credits as non-matriculated students. After accumulating 24 credits, non-matriculated students may take on-campus courses only if they are matriculated at Thomas Edison State College.

Students who fail to register for two consecutive regular academic semesters will lose matriculated status at the end of the drop-add period of the third semester. Students must then apply for readmission to the University and to a major program and will have to meet any new program requirements. Attendance during the summer session counts toward registration, but failure to register during a summer session does not count as a third semester.

**Minors, Concentrations & Specializations**

**Minor**

A minor is a grouping of selected, related and approved courses that originate under a major degree program. The minor has stated goals and a suggested distribution and sequence of courses to include lower- and upper- level.

Minors shall consist of a minimum of eighteen (18) semester hours in a specified field other than one's major.

**Concentration**

A concentration may generally be defined in two ways. It is a coordinated grouping of courses in disciplines that do not have major programs. It is an interdisciplinary or multi-disciplinary grouping of courses focused on common subject matter. Concentrations shall have
stated goals and a suggested distribution and sequence of courses. Concentrations shall consist of a minimum of eighteen (18) semester hours of credit and a maximum of twenty-four (24) semester hours. These courses do not constitute a major and are not required for graduation in any degree program.

**Specialization**
A specialization is a group of courses within an approved major degree program that are focused in a cohesive area of the major program. Specializations shall consist of a minimum of twelve (12) semester hours.

**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 Registrar, Savitz Hall.

**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 pledging or joining either recognized or unrecognized greek social organizations.

- Full-time matriculated students are eligible for new membership when they have:
  - Attained a minimum GPA of 2.5 and have earned at least 12 credits towards graduation
  - Attained a minimum GPA of 2.0 and have earned at least 24 credits towards graduation
  - Completed all Basic Skills classes

**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.

**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.

Freshman students living on campus are not permitted to purchase a permit or park on campus unless they are employed off-campus. Contact Parking Services for verification procedures.

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, E, G, H, M-1, P, T, U, W-1 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, B, C, D, M, R, and Y. There is NO overnight parking in commuter lots.
- **C. Resident lots** are reserved for resident students with resident permits. They include lots at the Triad, Mansion Park, Edgewood Park, Chestnut, B, J, and W. Townhouse students park in the parking garage.
- **D. Evening students** with a valid permit may use Employee lots H, M-1, and P between 5:30 p.m. to midnight.
- **E. Rec Center members** must park in lots B and C only.

**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 permanently 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 resident 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 parking permit.

Motorcycles are considered the same as an automobile. If you are registering a motorcycle, please advise the Parking Services staff and request a motorcycle permit.

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 Magnolia Hall after business hours.

Solicitation Prohibited
No leafleting 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 http://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 may be paid online at http://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.

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.

Fees
Resident or Commuter Student...............................$40
Employees.............................................................Free
Garage Parking....................................................$150.00
(per semester/must buy for the year)
Metered Parking...................................................TBD

Violations
Handicapped violation............................................$250
Displaying stolen or counterfeit parking permit...........$100
Will result in referral to the appropriate disciplinary committee and/or criminal charges, towing or immobilization.

Administrative Violations

<table>
<thead>
<tr>
<th>Violation Description</th>
<th>with*</th>
<th>without*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to obey parking instructions as given by a public Safety/parking Officer</td>
<td>$30</td>
<td>$40</td>
</tr>
<tr>
<td>Parking in other than a designated lot/space</td>
<td>$30</td>
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<tr>
<td>Failure to obey regulatory signs</td>
<td>$30</td>
<td>$40</td>
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<tr>
<td>Failure to properly display a valid permit</td>
<td>$30</td>
<td>$40</td>
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<tr>
<td>Driving or parking on sidewalks or landscaped areas</td>
<td>$30</td>
<td>$40</td>
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<tr>
<td>Failure to obey 15mph speed limit</td>
<td>$30</td>
<td>$40</td>
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<tr>
<td>Blocking, moving, or parking within Rowan University barricades.</td>
<td>$30</td>
<td>$40</td>
</tr>
<tr>
<td>Reckless or careless driving</td>
<td>$30</td>
<td>$40</td>
</tr>
</tbody>
</table>

*valid parking permit properly displayed
**Appeal Process for Rowan University**

**Tickets (Administrative Tickets)**
If you feel a ticket was issued in error, you may appeal the administrative ticket in writing at http://www.scapay.com within ten (10) days on the appeal form provided. 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 assume 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).

**Placement & Basic Skills Testing**
All incoming freshmen and freshmen transfers (less than 25 credits) are required by University policy to take the Rowan University Placement Tests and register for the course(s) as indicated by test results. Freshmen are scheduled for testing as they are admitted. Students are not officially registered in the University until they have taken the tests.

When test results indicate a deficiency in any skills area, students are required to enroll in courses to strengthen their skills. Students may not enroll in a college-level course in the area of skill deficiency until the deficiency has been remedied. Current basic skills course offerings include Improving Personal Reading Skills, Improving Personal Writing Skills and Basic Algebra.

Grades of Pass (P) and No Credit (NC) are used for basic skills courses to indicate student performance in course work. Students receive institutional credit for these courses, but credit does not apply toward graduation. Students who receive an NC grade must enroll in the course the following semester. If the basic skills requirement is not satisfied within one year of enrollment at the University, the student is recommended for suspension. If the basic skills requirement is not completed within that year, the suspension becomes dismissal. During this time, no other classes besides the basic skills classes may be taken.

Those students who choose to enroll in basic skills courses at other colleges must take a test given by the Academic Success Center to verify that they have achieved the standard set by Rowan University.

**Registration for Classes**
Rowan uses touchtone telephone and online registration systems. The Master Schedule of Courses contains complete details on using both telephone and online registration, including a timetable, which specifies when students may register for classes according to the number of semester hours they have accumulated. Visit the Registrar at http://www.rowan.edu/webforstudents or call 1-800-816-1601 between 7 a.m. - 7 p.m.

Registration is usually conducted in April and May for the fall term, in October and November for the spring term 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 at final registration and during the drop/add period.

**Final Registration**

Students must select their schedules from courses with seats remaining. During final registration, all tuition and fees must be paid or evidence of financial aid must be presented when selecting courses. Students registering for classes during final registration will be assessed a $75 late registration fee.

**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 a request form approved by 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.

**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 grade point average (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, except for General Education courses, 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.

Clarification by the University Senate President states, the “normal appeals process” is meant to be interpreted in the following manner: To appeal a decision not to permit a student to enroll in a course a third time, the student must appeal as follows:

A. chair of department in which course is offered
B. dean of college in which course is offered
C. executive vice president/provost.

**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**

In order to receive financial aid, students must meet the minimum standards of Satisfactory Academic Progress. The Standards for Satisfactory Academic Progress for financial aid purposes are different from the academic requirements of the University. In some instances, students experiencing academic difficulty may find that, while they are permitted to remain in school, they may not receive financial aid until they achieve the minimum standards of Satisfactory Academic Progress. The determination as to whether a financial aid applicant is maintaining satisfactory academic progress is made each year upon receipt of the applicant’s Free Application for Federal Student Aid. Students are expected to achieve and maintain at least a 2.0 GPA.

Each year, a student’s progress will be measured by comparing the number of attempted credits with the credit hours earned. This includes any course for which the student has remained enrolled past the Drop/Add period. Audited courses are not consid-
ered credits attempted. A student must complete 70 percent of credits attempted to maintain satisfactory academic progress.

The minimum number of credit hours needed to complete an undergraduate program is 120. A student is eligible to receive funding for up to 171 attempted credit hours. Some programs limit funding on a semester basis. Students who progress at the minimum rate will run out of eligibility for state financial aid programs prior to the completion of their degree.

For a full description of the satisfactory academic progress standards, please visit or call the Financial Aid Office at x4250.

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 Administrative Office of the Student Center at 856-256-4602.

Senior Privilege Policy
Seniors at Rowan University who have earned at least 3.0 GPA may request permission from The Graduate School Dean to register for one graduate-level course per semester. The total number of all graduate credits taken shall not exceed 6 semester hours. Students may take a graduate course for application to either an undergraduate or graduate degree but may not apply the course to both.

For a student to enroll in a graduate course, recommendations are required from both the student’s undergraduate program advisor and the chairperson of the department(s) in which the graduate course(s) is housed. Furthermore, final approval of exceptions to this policy must be obtained from the Dean of The Graduate School.

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 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’s central mission is to provide a high quality undergraduate and graduate education to a diverse student body. Further, the University promotes respect for the law and the health, safety, and welfare of its members to insure that all members are able to develop intellectually and emotionally. Within this context, sexual 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 during 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 Director of Human Resources or the Director of Affirmative Action 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 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 supercedes the right of the smoker to smoke. Rowan has adopted a policy to ban smoking in 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 Fees**
The five basic student fees at Rowan University are:

**Facilities Fee**
This fee helps defray the cost of the debt service on recently constructed or renovated buildings, in addition to the operation and maintenance cost of newly constructed buildings.

**General Service Fee**
This fee helps to defray the cost of many services offered by the University including health services and diplomas.

**Student Center Fee**
This fee is committed to meet the amortization schedule for mortgage payments and day-to-day operating expenses of the Student Center Building and Recreation Center.

**Student Activity Fee**
This fee reverts to the Student Government Association to fund one hundred student-sponsored organizations. These organizations include musical groups, athletics, publications, dramatic productions and a multitude of other clubs.

**Technology Fee**
This fee provides support for student computer labs, smart classrooms and academic programs.

**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 [http://www.rowan.edu/registrar](http://www.rowan.edu/registrar).

**Teacher Certification Requirements**
Students must complete the academic major and/or dual major appropriate to their field of teacher certification. At the end of their sophomore year, all students must file an application for formal admission into the teacher certification program. Admission to certification requires passing scores on the Praxis I: Pre-Professional Skills Test.

Students must maintain a minimum overall grade point average (GPA) of 2.5 to continue as a student in good standing in their program. To be eligible for senior student teaching, and institutional recommendation for teacher certification, students must maintain a 3.0 average in teacher preparation courses, a 3.0 average in their subject matter major, dual major for Early Childhood is a 2.75, and Math and Science majors a 2.75. Elementary Education majors must maintain the GPA required by their dual major program. An overall GPA of 2.75. Grades of “C” or better are required for all coursework. Additional information is available in the Rowan University Catalog, the Student Services Center, departmental advisement sheets or by visiting [http://www.rowan.edu/colleges/education/ssc/certification](http://www.rowan.edu/colleges/education/ssc/certification).

Applications for the teaching certificate must be submitted to the Student Services Center according to the deadlines for the semester in which the student anticipates completing all requirements for initial certification, including clinical practice and graduation. The New Jersey State Department of Education's Office of Licensure and Credentials is the official certificate-granting agency. Successful completion of Praxis II test is needed prior to clinical experience. Students should see their academic advisors to obtain further information about graduation.

Graduates of the approved program in teacher education who have met all conditions stated above will be eligible for a one-year certificate of eligibility with advanced standing. Graduates will qualify for the standard (permanent) certificate after one year of successful employment as a provisional teacher in a state-approved school district or non-public school. During the provisional year, the candidate will receive support, assistance and evaluation from a school-based professional support team (N.J.S.C. 6.11-5).

Rowan University reserves the right to modify its requirements for teacher preparation program candidacy and completion as directed by the N.J. State Department of Education or the Rowan University Board of Trustees. Detailed certification requirements are available from the appropriate academic departments and the Student Services Center.

**Transcripts**
[http://www.rowan.edu/studentaffairs/registrar/student_services/transcripts](http://www.rowan.edu/studentaffairs/registrar/student_services/transcripts)

Academic 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 the student.

When Rowan transcripts show credit hours earned at other institutions, the official transcripts from
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those institutions are part of the student’s permanent file in the Registrar’s Office; however, copies of such transcripts must be obtained from the other institution. The processing fee for each official Rowan transcript is $5, which must be paid by cash, check or money order.

**Treatment of “D” Grades**

Policies regarding the treatment of D grades, including D+ and D– in specific programs, i.e., majors, minors, concentrations and specializations, are determined in the academic departments in which the undergraduate programs are housed and approved by the appropriate college dean(s). The treatment of these grades must be uniform for both native and transfer students.

**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.

**Undeclared Status**

Rowan students may enroll in courses as undeclared until they earn 60 degree credits. After that time, students must either declare a major or receive approval from the Pre-Major Status Appeals Committee before taking additional courses.

**Viewing of Exams and Assignments**

Faculty and students should be able to work together in a realm of mutual trust. When this occurs, the educational process will be enhanced. Therefore, to this end, the following policy has been adopted:

1. Faculty members have the responsibility of making final exams and papers available for student viewing. However, the faculty member may or may not allow students to retain these materials.
2. Faculty members must make papers and final examinations accessible to students for a period of one semester after a final grade has been issued or when an “incomplete” becomes a final grade (an “incomplete” is not a final grade). The summer sessions are excluded as being considered semesters.

A. Students who do not examine a paper and/or final examination within the time frame stated above shall forfeit any further viewing privileges and the faculty member may do with the materials as he or she sees fit.
B. If a student is ill, or otherwise unable physically to view the materials, he or she must notify the faculty member in writing within one semester. If notified, the faculty member will return the materials or retain them for a mutually agreeable period until viewed.
C. If a faculty member is on sabbatical leave, medical leave or any other type of leave of absence, the materials shall be retained for one semester following the faculty member’s return.
3. If a student wishes to dispute a grade and the unreturned materials are relevant, the student must notify the faculty member in writing within one semester. The faculty member will either return the materials or retain them until the dispute is settled.
4. If a faculty member either refuses to show or makes inaccessible final examinations and/or papers, the student may take the following due process route to attempt to resolve this situation: department chairperson, dean of that particular college, Senate Ethics.

**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, Explosives and Mace**

The use and/or possession of firearms, weapons or weapon replicas of any kind, firecrackers and other explosives or mace 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.

All Rowan University websites/pages, both Official and Unofficial, are managed by Rowan University Web Development within the division of University Relations. All maintenance and development of websites/pages, as well as enforcement of Web Policy guidelines, is conducted by Web Services. The Director oversees Rowan University Web Development under the guidance of the Vice President of University Relations and the Web Oversight Committee. This committee meets each semester and whenever necessary to discuss the Web Policy, violations of the policy, and/or any other immediate or long-term web issues.

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: http://www.rowan.edu/webpolicy.

Withdrawal from a Course

During Drop/Add
Students can drop courses using web-for-students or by touchtone registration (TTR). Courses dropped during this period are not recorded on the student’s transcript.

Between Drop/Add and Mid-Term
Students must complete a Withdrawal Request Form from the Registrar’s Office, which may state the reason 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’s Office will enter a “W” on the student’s transcript.

After Mid-Semester
Students must follow the procedures for Withdrawal Between Drop/Add and Mid-Term, except the reason for the request must be stated and 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.

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 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.

Please note the following policies and procedures:

a. Matriculated undergraduate students who are withdrawing from their last course for the current semester must follow the procedures for “Leave of Absence/Withdrawal From the University.”

b. Except in extreme circumstances permitted 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.
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 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 identifiable 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 University’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 nonconsensual circumstance (See “Sexual Assault policy”).
9. Behavior that constitutes an invasion or violation of an individual’s rights to privacy or to nondiscriminatory treatment. Examples of behaviors that might be found to violate this provision include but are not limited to harassing or terrorist 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

1. 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 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 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, 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-forceable 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, or who otherwise engage in behavior associated 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 will 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: Parental notification will only take place after the appeal process has upheld the finding of responsible.

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.

7. 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.

8. 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
The 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 once all appeals have been heard 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 http://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.
In the early 1900s, many schoolteachers lacked proper training because of a shortage of facilities. The state decided to build a two-year training school for teachers, called a “normal school,” in South Jersey.

Several towns competed for the economic benefits and prestige such an institution would bring. The town of Glassboro prevailed as the best choice because of its excellent rail system, harmonious blend of industry and agriculture, natural beauty and location in the heart of South Jersey.

On Sept. 4, 1923, Glassboro Normal School opened. 236 young women arrived by train to convene in the school’s first building, now called Bunce Hall.

Dr. Jerohn Savitz, the University’s first president, expanded the curriculum as the training of teachers became more sophisticated. By 1934, the University extended the program to four years. In 1937, the school changed its name to New Jersey State Teachers College at Glassboro.

The University gained a national reputation as a leader in the field of reading education and special education when it opened a clinic for children with reading disabilities in 1935. It added physical therapy for the handicapped in 1944. Rowan’s second president, Dr. Edgar Bunce, created a junior college program in 1946 to accommodate World War II veterans’ taking advantage of the G.I. Bill.

In the 1950s, Dr. Thomas Robinson, the University’s third president, realized the school needed to do more than educate teachers. Building on its excellent reputation in elementary teacher education, he expanded the curriculum. During this period, the school experienced growth in curricular offerings, enrollment and building construction. In 1958, the school’s name changed from Glassboro State Teachers College to Glassboro State College to better reflect its mission. In 1967, a legislative mandate appointed a Board of Trustees to govern the institution.

The University received worldwide attention when it hosted a historic summit conference between President Lyndon B. Johnson and Soviet Premier Aleksei N. Kosygin. The meetings between the two leaders on June 23-25, 1967, led to a thaw in the Cold War and eased world tensions. President Johnson returned to the campus a year later to deliver the commencement address and to receive an honorary degree.

The University’s fourth president, Dr. Mark Chamberlain, guided Rowan through its next phase of growth. President Chamberlain added new majors and an administrative studies division. The University’s enrollment doubled, and the school became a comprehensive institution. To reach urban students, the University opened a branch in Camden in 1970.

The University established the Rowan University Foundation in 1982. The foundation assists the Board of Trustees and the president in their efforts to achieve and advance the University’s mission. The foundation exists to raise money and gifts-in-kind and to assist the University with meeting and surpassing its educational goals.

In 1984, Dr. Herman James became the University’s fifth president. He dedicated himself to revitalizing the institution to meet the needs, challenges and opportunities of the 21st century. Under his direction, the University established the first doctoral program among the state’s public institutions. It also added the College of Engineering and the College of Communication. During his administration, the university built a $16.8 million library, an $8.6 million student recreation center and a $28 million engineering building.

In July 1992, Henry and Betty Rowan donated $100 million to the institution, at the time the largest gift ever given to a public college or university in the history of higher education. On Sept. 1, 1992, the school officially changed its name to Rowan College of New Jersey. In March 1997, Rowan received university status. In July 1998, Dr. Donald J. Farish became Rowan University’s sixth president.

Today, Rowan University is a powerful force in southern New Jersey and the region. In addition to improving the quality of life for its graduates, the University makes contributions in several academic and non-academic areas.

The University houses The Graduate School and six academic colleges: Business, Communication, Education, Engineering, Fine & Performing Arts, and Liberal Arts & Sciences. Rowan’s 9,600 full- and part-time undergraduate and graduate students can select from among 37 majors. In addition, the University offers 27 master’s degree programs, seven programs leading to New Jersey teacher certification and a doctorate in educational leadership.

The University’s faculty, staff and administrators serve many local, national and international organizations as members, consultants and resource people.

Each year, thousands of visitors take advantage of the many cultural opportunities the University provides. From the modest school begun more than 80 years ago, Rowan University has become an outstanding 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

Campus Map
http://www.rowan.edu/map

Telephone Directory
http://www.rowan.edu/ph