

ADDENDUM SPRING 2011

ROWAN UNIVERSITY

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

2010-2011 Student Handbook & Planner

This addendum to the 2010-2011 Rowan University Student Handbook & Planner introduces Guidelines for Appropriate Internet Usage and provides updates for other policies. Addenda are published on an as needed basis and reflect changes to policies and programs based on decisions made by the University during the previous term. This Addendum and other policies in the 2010-2011 Student Handbook & Planner can be found at:

[http://www.rowan.edu/studentaffairs/main\\_office/publications/Handbook\\_Planner.cfm](http://www.rowan.edu/studentaffairs/main_office/publications/Handbook_Planner.cfm)

## **Guidelines for Appropriate Internet Usage\***

Members of the Rowan community increasingly use personal websites, online blogs, online journals, and online communities (such as Facebook.com and Twitter.com) to communicate and network within and outside of the community. Users should remember that these sites are usually accessible to the public, so keep the following guidelines in mind:

- Be careful about how much and what kind of personally identifiable information you post to these sites. They are potentially accessible to the public. Don't post anything you would not want the world to know, including personal information that could lead to identity theft, harassment, intimidation, bullying, stalking, or other safety concerns. Also, remember that Facebook and other sites provide privacy settings for posted information – use them to protect whatever private information you decide to post.
- Be aware that your entries may be seen by unintended viewers. Faculty, administrators, potential current and future employers can often access information you place on these sites. Assume that any information you post may at some point be the basis for the impression others have of you.
- Understand that even though these sites are hosted outside Rowan University computing resources, violations of university policy on such sites may be subject to investigation and sanction under the Acceptable Use Policy, Nondiscrimination Policy, Student Code of Conduct, and other college policies.

The University will investigate complaints of violations to University policies or the Student Code of Conduct by members of the Rowan University community which are committed through their misuse of e-mail, voice-mail, telephones, cell phones, pagers, text or instant messaging, web-cameras, websites or any other electronic technology. For information about the Network & Computer Use Policy please refer to: <http://www.rowan.edu/toolbox/policies/network/>

If you feel that you are the subject of online harassment or threatening behavior, invasion of privacy, or other misconduct, using electronic technology please contact the following:

### **Students**

Associate Vice President for Residential Learning and University Housing/Dean of Students Office at 856-256-4266

### **Employees**

Senior Director Human Resources Office at 856-256-4139

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## **Classroom Behavior Policy and Procedures\*** (p. 48-49 of current Student Handbook)

### ***Introduction***

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

Rowan University recognizes that students play a major part in creating and supporting the educational environment and believes that students have a right to learn and a responsibility to participate in the learning process. While Rowan University is committed to the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behavior must be balanced with principles of appropriate classroom behavior. Furthermore, course instructors have a right to establish clear expectations in this regard, and students share the responsibility for maintaining an appropriate, orderly learning environment. Students who fail to adhere to the behavioral expectations outlined by the instructor (either in the syllabus or at the time the behavior occurs) may be subject to discipline in accordance with the procedures described in this classroom behavior policy. Students and instructors are expected to follow the procedures described below when a concern about student behavior in the classroom arises. This policy does not replace or preclude any Rowan policies or local, state or federal laws concerning unlawful behaviors, whether inside or outside the classroom, including those concerning the health and safety of class members or the instructor.

### ***What Constitutes Disruption?***

Disruptive behavior can be classified into two levels.

Level I disruptive behavior can include:

- Persistent speaking without permission
- Engaging in activities not related to the class
- Inappropriate use of electronic devices, cell phones, or pagers
- Sleeping in class
- Chronically entering class late or leaving early
- Eating/drinking in class without permission
- Verbally confronting a faculty member or another student using obscenities or fighting words likely to incite an immediate physical altercation

Level II disruptive behaviors can include:

- Threats of any kind
  - Harassment
  - Physical altercations
  - Destruction of property
  - Any behavior that puts the health or safety of the instructor or other students in the classroom in jeopardy
- Some disruptive students many have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

### ***Procedures***

Level I Disruptive Behavior

- a) The instructor may warn the student that such behavior is unacceptable and, if such behavior continues, it may result in the student being directed to leave the classroom. The instructor is advised to make a written record of this incident for his/her personal records in the event further action is needed.
- b) If the instructor feels the behavior warrants prompt action and/or the behavior continues, the instructor must direct the student to leave the classroom immediately. If the student refuses to leave, the instructor should contact Public Safety at 256-4911. The instructor is required to make a written report of the incident and provide a copy of this report to the student, the department chair, the dean of the college where the course is held and the provost's office using the Classroom Behavior Report form.
- c) In the event the student is directed to leave the classroom, the instructor and student should attempt to resolve the issue prior to the next class meeting.
- d) If the issue cannot be resolved, then the matter must be referred to the department chair, who will meet with the student and instructor to facilitate a resolution. The department chair is required to make a written record of the meeting and provide copies to the instructor and student.
- e) If the issue is not resolved to both the instructor's and the student's satisfaction or the department chair believes that the student is in violation of the Student Code of Conduct or the disruptive behavior becomes a Level II situation, the chair must refer the matter to the Office of Community Standards and Commuter Services. The dean of the college where the course is housed and the provost's office will also be notified when this occurs.

*This process must be conducted in a timely manner so the student does not miss more than one week of class.*

## Level II Disruptive Behavior

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

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## **Free Speech & Peaceful Assembly Policy\*** (p. 65 of current Student Handbook)

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 Campus Recreation, Student Center & Conference Services 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 Campus Recreation, Student Center & Conference Services at least 48 hours in advance to schedule events. Contact with the Office of the Assistant Vice President for Campus Recreation, Student Center & Conference Services 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 Campus Recreation, Student Center & Conference Services 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 policies 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 University Programmers (SUP). If equipment is available at the time of the events, the Office of the Assistant Vice President for Campus Recreation, Student Center & Conference Services can assist with finding a location where sound amplification equipment may reasonably be used.

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

## **Disruptive Activity**

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

- A. Disorderly conduct which substantially disrupts or poses a tenable threat of disrupting teaching, research, administration or University-authorized extracurricular activities or which substantially interferes with the rights of others.
- B. Activities with a noise level that substantially disrupts or poses a tenable threat of disrupting 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. Actions which threaten or incite immediate property damage, assault, or injury to self or other persons.
- J. Verbally provoking immediate physical assault, personal injury or property damage through the use of obscenities, harassment, intimidation, bullying, threats or fighting words.
- K. Violation of published University regulations, policies or rules or violation of any New Jersey or federal criminal law.

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## **Hazing Policy\*** (p. 67 of current Student Handbook)

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

### **New Jersey Statutes: 2C: 40-3**

A. A person is guilty of hazing, a disorderly person offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates, or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.

B. A person is guilty of aggravated hazing, a crime of the fourth degree, if he commits an act prohibited in subsection

A. which results in serious bodily injury to another person.

### **2C: 40-4**

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

### **2C: 40-5**

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

## **University Regulations**

Rowan University defines hazing as “any action taken, created, or situated which intentionally or recklessly subjects any person to the risk of bodily harm or mental or physical, harassment, intimidation, bullying ; 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;
- acts that could result in excessive fatigue, exhaustion, physical, mental or emotional deprivation or harm;
- 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;
- any activity which materially obstructs or impairs a student’s rights, academic pursuits, employment or participation in the University community;
- 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.

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## **Student Sexual Harassment Policy\*** (p. 79 of current Student Handbook)

Rowan University strives to provide a workplace, classroom, student activities and student residence environment that is free of discrimination, harassment, intimidation, bullying and retaliation by encouraging a respectful and supportive environment for everyone in our diverse community without regard to race, sex, sexual orientation, gender identity or expression, creed, age, religion, national origin, or any protected class. Sexual harassment is a form of sex discrimination which may violate the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et. seq., Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964 (as amended in 1991).

The University seeks to eliminate sexual harassment through education and by encouraging students to report concerns or complaints. The University will promptly investigate such complaints and take corrective measures to stop sexual harassment whenever it occurs. Students may be found responsible for harassment and disciplined pursuant to the Student Code of Conduct; Employees may be disciplined for violation of the New Jersey Policy Prohibiting Discrimination in the Workplace.

A. Definition- Sexual Harassment, whether between people of different sexes or the same sex, is defined to include:

1. Quid Pro Quo Harassment- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission or rejection of such conduct is made a condition of academic evaluation or conferral of any benefit. It involves an implicit or explicit threat that if the student or subordinate does not accede to the sexual demands of someone in authority he or she will suffer adverse consequences.

2. Hostile Environment Harassment- An employee may be found to have violated the State Policy Prohibiting Discrimination in the Workplace for inappropriate sex or gender-based conduct which occurs in the workplace and is directed at a student or another employee. The State of New Jersey has a zero tolerance policy with the regard to employees engaging in discriminatory conduct in the workplace, regardless of whether the inappropriate conduct satisfies the legal definitions of sex discrimination or sexual harassment under state or federal law.

A student will be found responsible for sexual harassment under the Student Code of Conduct, who engages in severe or pervasive and objectively offensive conduct which the student directs at a specific individual based on sex, or which would not have occurred but for the individual's gender, or gender-identification, which conduct is unwelcome and: a) involves intimidation, harassment, bullying or threats to another person's safety, rights of personal privacy and property, academic pursuits, University employment, or participation in the University community; or b) materially obstructs or impairs another person's rights, academic pursuits, employment or participation; or c) creates an intimidating, hostile environment for another person's academic pursuits, employment or participation in the University community.

Although quid pro quo harassment, by definition, requires that the harasser be someone in a position of authority, hostile environment harassment can occur when anyone in the campus community, including a student, harasses another person. An individual's intent or lack of intent to harass is not relevant to the determination of whether harassment occurred.

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 wishing to file complaints against faculty or staff should contact the Director of Equity and Diversity or the Director of Human Resources at Rowan University. Students wishing to file complaints against students should contact the Dean of Students' Office or the Office of Public Safety. Students are encouraged to come forward during the semester in which the incident occurs. 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. If an employee is involved, students have the right to file a complaint with the New Jersey Division of Civil Rights or the U.S. Equal Employment Opportunity Commission. A copy of the New Jersey Policy Prohibiting Discrimination in the Workplace and the corresponding Model Procedures is available in the Office of Equity and Diversity or at the website: [rowan.edu/equity](http://rowan.edu/equity).

**Student Code of Conduct\*** (p. 87-88 of current Student Handbook)***E. 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 Student Code of Conduct will be considered the same as a completed violation.

1. Violating 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. Engaging in 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 Handbook.
3. Furnishing false information to any University official or Faculty member.
4. Forging, altering or misusing 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. Engaging in disruptive activity which substantially disrupts or poses a tenable threat of disrupting teaching, research, administration, disciplinary procedures, public service functions or other University-authorized activities, or which substantially interferes with the rights of others, on University premises (See, “Free Speech and Peaceful Assembly policy”).
6. 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. Engaging in physical violence, threats, harassment, intimidation, bullying, coercion, and/or other conduct which threatens or endangers the health or safety of any person (See also “Hazing policy”). Harassment, intimidation, or bullying include any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, or any other class protected under the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et. seq. (See also Student Sexual Harassment Policy) that takes place on Rowan University property or at any function sponsored by Rowan University that substantially disrupts or interferes with the orderly operation of the University or the rights of other students and that:
  - (a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
  - (b) has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in, or interference with, the orderly operation of the University; or
  - (c) creates a hostile educational environment for the student at the University; or
  - (d) infringes on the rights of the student at the University by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.
8. Committing any act of sexual assault or committing any act of sexual contact under circumstances of physical force, intimidation or any other nonconsensual circumstance (See “Sexual Assault policy”).

9. Behaving in a manner that constitutes an invasion or violation of an individual's rights to privacy. Examples of prohibited behaviors that might be found to violate this provision include but are not limited to harassing or terroristic are: terroristic threats, stalking, unauthorized surveillance, imposing physical or mental restraints on another person or engaging in obscene verbal or written communications or verbally confronting a person using obscenities or fighting words likely to incite immediate physical altercation.
10. Possessing, consuming and/or distributing, or attempting to distribute 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. Possessing, using, manufacturing, distributing or attempting to distribute 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. Possessing or using a firearm, explosive, dangerous chemical or other dangerous weapon in contravention of federal, state or local laws or University policies and procedures.
13. Exhibiting disorderly, lewd, indecent or obscene conduct or exhibitionism on the University property or at a University sponsored event.
14. Using 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 without authorization.
15. Refusing or failing 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. Entering into and/or using of University facilities/equipment, including but not limited to the library, athletic facilities and equipment, galleries, classrooms, computers or confidential files without authorization.
17. Engaging in off-campus actions and/or behaviors that violate laws and regulations of federal, state and local agencies, as well as policies of the University (See also Student Code of Conduct Section C. "Off-Campus Conduct")
18. Abusing the Student Discipline system, including but not limited to, falsification of information and disruption of a hearing.
19. Using information and communication technologies including, e-mail, voicemail, telephones, cell phones, pagers, text or instant messaging, web-cameras or websites to engage in harassment, intimidation, bullying (as defined in 7 above), or in any behavior which violates the law, University policies or the Student Code of Conduct.
20. Initiating behavior that violates the law, University policies or the Student Code of Conduct and placing evidence of that behavior on a public website or other public medium.