Please Note
The Rowan University Student Handbook provides an overview of policies and practices governing undergraduate, post-baccalaureate, and graduate work at the institution. The University expects students to access and review this Handbook in order to remain informed of rules, regulations, policies and practices therein issued by the faculty, administration and Rowan University Board of Trustees.

This Handbook was last updated in August 2014. 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 Handbook are subject to the appropriate University policy or legislation, which takes precedence over language of University publications.

Important information for Rowan’s Post-baccalaureate, Graduate, and Extension Students
(CGCE Students)

This Handbook is meant to serve all Rowan students. The College of Graduate & Continuing Education (CGCE) at Rowan administers academic programs for the following student groups:

- All Rowan graduate-level students* in both on-campus and online, off-site, hybrid, or accelerated programs
- All post-baccalaureate (post-bac) students* both on-campus and online, off-site, hybrid, or accelerated programs
- All undergraduate degree completion students in online, off-site, hybrid or accelerated programs (CGCE does not administer 16-week, on-campus undergraduate programs.)

*Note: CGCE does not include those students matriculated in the Graduate School of Biomedical Sciences (RowanGSBS), Rowan’s School of Osteopathic Medicine (RowanSOM) and Cooper Medical School at Rowan University (CMSRU). Students in these schools may follow different policies and should consult their respective Dean’s Offices for details.

Students in programs administered by CGCE are called CGCE students; however, those participating in those programs with “non-traditional” delivery modes (online, off-site, hybrid or accelerated) are called CGCE Extension students.

CGCE students and especially CGCE Extension students should be aware that they may be required to follow slightly different policies, practices and/or deadlines. (Due to accelerated scheduling, this is especially true with CGCE Admissions and registration as well as dropping/adding/withdrawing from classes/programs.)

Throughout this Handbook, look for the following note: “Attention CGCE Students” and then follow the instructions listed to determine if the particular policy/practice is different for you as a CGCE post-bac, graduate, or CGCE Extension student. Should you have any questions about CGCE, or the policies and practices that affect you as a CGCE student, please consult www.rowan.edu/cgce/policies or contact cgceacademicServices@rowan.edu
# TABLE OF CONTENTS

- **MESSAGE FROM THE VICE PRESIDENT FOR STUDENT LIFE & DEAN OF STUDENTS PG. 5**
- **STEP UP PG. 6**
- **THE HISTORY OF ROWAN PG. 7**
- **ALMA MATER PG. 9**
- **ACADEMIC POLICIES PG. 10**
- **ACADEMIC/REGISTRATION CALENDARS PG. 10**
- **SERVICES & RESOURCES PG. 11**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Success Center</td>
<td>11</td>
</tr>
<tr>
<td>Admissions</td>
<td>11</td>
</tr>
<tr>
<td>Alumni Engagement</td>
<td>12</td>
</tr>
<tr>
<td>Athletics Department</td>
<td>12</td>
</tr>
<tr>
<td>Barnes &amp; Noble University Bookstore</td>
<td>13</td>
</tr>
<tr>
<td>Bursar's Office</td>
<td>13</td>
</tr>
<tr>
<td>Camden Campus of Rowan University</td>
<td>14</td>
</tr>
<tr>
<td>Career Management Center</td>
<td>14</td>
</tr>
<tr>
<td>College of Graduate &amp; Continuing Education</td>
<td>15</td>
</tr>
<tr>
<td>Community Standards &amp; Commuter Services</td>
<td>15</td>
</tr>
<tr>
<td>Conference and Event Services</td>
<td>15</td>
</tr>
<tr>
<td>Counseling &amp; Psychological Services Center</td>
<td>16</td>
</tr>
<tr>
<td>Cultural Performances &amp; Exhibits</td>
<td>16</td>
</tr>
<tr>
<td>Dining Services</td>
<td>17</td>
</tr>
<tr>
<td>Disability Resources</td>
<td>19</td>
</tr>
<tr>
<td>Dr. Harley E. Flack Student Mentoring Program</td>
<td>19</td>
</tr>
<tr>
<td>Duplicating/Print Center/Owl Prints</td>
<td>19</td>
</tr>
<tr>
<td>Early Childhood Demonstration Center</td>
<td>20</td>
</tr>
<tr>
<td>Educational Opportunity Fund/Maximizing Academic Potential</td>
<td>20</td>
</tr>
<tr>
<td>Equity and Diversity</td>
<td>20</td>
</tr>
<tr>
<td>Facilities &amp; Operations</td>
<td>21</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>22</td>
</tr>
<tr>
<td>Greek Affairs</td>
<td>23</td>
</tr>
<tr>
<td>Healthy Campus Initiatives</td>
<td>23</td>
</tr>
<tr>
<td>Information Resources &amp; Technology</td>
<td>23</td>
</tr>
<tr>
<td>International Center</td>
<td>24</td>
</tr>
<tr>
<td>Leadership Rowan</td>
<td>25</td>
</tr>
<tr>
<td>Legal Services</td>
<td>25</td>
</tr>
<tr>
<td>Mailroom</td>
<td>25</td>
</tr>
<tr>
<td>Multicultural Affairs</td>
<td>26</td>
</tr>
<tr>
<td>Office of Field Experiences</td>
<td>26</td>
</tr>
<tr>
<td>Orientation and Student Leadership Programs</td>
<td>26</td>
</tr>
<tr>
<td>Parents and Family Connection</td>
<td>26</td>
</tr>
<tr>
<td>Parking Services</td>
<td>26</td>
</tr>
<tr>
<td>Peer Referral &amp; Orientation Staff</td>
<td>27</td>
</tr>
<tr>
<td>Public &amp; Private Transportation Services</td>
<td>27</td>
</tr>
<tr>
<td>Public Safety &amp; Emergency Management</td>
<td>27</td>
</tr>
<tr>
<td>Recreation, Fitness, Intramural Activities &amp; Club Sports</td>
<td>28</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>28</td>
</tr>
<tr>
<td>ROTC Program</td>
<td>28</td>
</tr>
<tr>
<td>Rowan Radio, 89.7 WGLS-FM</td>
<td>29</td>
</tr>
<tr>
<td>Rowan Card</td>
<td>29</td>
</tr>
<tr>
<td>Rowan University Libraries</td>
<td>29</td>
</tr>
<tr>
<td>Service Learning, Volunteerism &amp; Community Engagement</td>
<td>30</td>
</tr>
<tr>
<td>Student Activities</td>
<td>30</td>
</tr>
<tr>
<td>Student Center</td>
<td>32</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>31</td>
</tr>
<tr>
<td>Student Recreation Center</td>
<td>32</td>
</tr>
<tr>
<td>The Thomas N. Bantivoglio Honors Program</td>
<td>32</td>
</tr>
<tr>
<td>University Advising Center</td>
<td>33</td>
</tr>
<tr>
<td>Veteran Affairs</td>
<td>33</td>
</tr>
<tr>
<td>Vice President for Student Life &amp; Dean of Students Office</td>
<td>33</td>
</tr>
<tr>
<td>Student Life Policies</td>
<td>34</td>
</tr>
<tr>
<td>Accommodation Policy</td>
<td>34</td>
</tr>
<tr>
<td>Designating Directory Information</td>
<td>35</td>
</tr>
<tr>
<td>Emergency School Closing Procedures</td>
<td>35</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act of 1974 (FERPA)</td>
<td>35</td>
</tr>
<tr>
<td>Free Speech &amp; Peaceful Assembly Policy</td>
<td>36</td>
</tr>
<tr>
<td>Good Samaritan Policy</td>
<td>38</td>
</tr>
<tr>
<td>Guidelines for Appropriate Internet Usage</td>
<td>38</td>
</tr>
<tr>
<td>Hazing Policy</td>
<td>39</td>
</tr>
<tr>
<td>Health Insurance for Full-Time Students</td>
<td>39</td>
</tr>
<tr>
<td>HIV/AIDS Policy</td>
<td>40</td>
</tr>
<tr>
<td>Identification: Presenting ID Upon Request</td>
<td>42</td>
</tr>
<tr>
<td>Immunization Requirements</td>
<td>42</td>
</tr>
<tr>
<td>Jeanne Clery Disclosure of Campus Security and Campus Crime</td>
<td>43</td>
</tr>
<tr>
<td>Statistics Act</td>
<td>43</td>
</tr>
<tr>
<td>Mandatory Housing Statement</td>
<td>43</td>
</tr>
<tr>
<td>New Membership in Greek Social Organizations</td>
<td>43</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>43</td>
</tr>
<tr>
<td>Parent to Student Contact</td>
<td>43</td>
</tr>
<tr>
<td>Parking Rules and Regulations</td>
<td>44</td>
</tr>
<tr>
<td>Protection of Minors on Campus</td>
<td>47</td>
</tr>
<tr>
<td>Protective Health or Safety Interim Suspension/Withdrawal</td>
<td>48</td>
</tr>
<tr>
<td>Sales, Solicitation and Fundraising on Campus</td>
<td>50</td>
</tr>
<tr>
<td>Scheduling of Campus Events and Facilities</td>
<td>50</td>
</tr>
<tr>
<td>Sexual Misconduct and Harassment Policy</td>
<td>51</td>
</tr>
<tr>
<td>Situation Threat Assessment Policy and Protocol</td>
<td>66</td>
</tr>
<tr>
<td>Skateboard Policy</td>
<td>68</td>
</tr>
<tr>
<td>Smoking on Campus</td>
<td>68</td>
</tr>
<tr>
<td>Stalking Policy</td>
<td>68</td>
</tr>
<tr>
<td>Students-at-Risk: Significant Risks to the Health and Safety</td>
<td>69</td>
</tr>
<tr>
<td>Others pg. 69</td>
<td>69</td>
</tr>
<tr>
<td>University Fee</td>
<td>70</td>
</tr>
<tr>
<td>Visitors on Campus</td>
<td>70</td>
</tr>
<tr>
<td>Weapons, Firearms, and Explosives</td>
<td>70</td>
</tr>
<tr>
<td>Web Policy</td>
<td>70</td>
</tr>
<tr>
<td>Withdrawal or Leave of Absence from the University</td>
<td>71</td>
</tr>
</tbody>
</table>
STUDENT CODE OF CONDUCT PG. 72
ALCOHOL & OTHER DRUGS POLICY GUIDE PG. 87
RESIDENTIAL LEARNING & UNIVERSITY HOUSING PG. 101
DIRECTORY OF COLLEGES PG. 113
The Division of Student Life is here to help facilitate your transition into Rowan University, support your growth in and out of the classroom, and prepare you for personal and professional life after Rowan. As you explore the many offerings at Rowan, you will find that students are at the center of everything we plan, provide, promote and promise. As you live, learn and grow at Rowan University, we pledge that we will encourage you to embrace opportunities that enrich your academic experience, offer support when you make difficult decisions, challenge you to develop healthy choices regarding behavior and wellness, offer you experiences that foster civic responsibility and cultural engagement, celebrate your individuality, and help you grow as a leader and student.

Rowan University and the Division of Student Life acknowledge that navigating all of the activities, opportunities, and resources both in and out of the classroom is not always an easy. Listed on this page are a set of policies and protocols to assist you with reporting concerns and seeking assistance in difficult situations.

We know that choosing a University is one of the most exciting life decisions you will ever make. We’re delighted that you have chosen Rowan University. And we’re committed to making sure that, day in and day out, you get the most out of your Rowan experience.

Sincerely,

Richard L. Jones
Vice President for Student Life & Dean of Students

- Situation Threat Assessment Policy and Protocol
- Protection of Minors on Campus
- Students-at-Risk: Significant Risks to the Health and Safety of Self or Others
- Protective Health or Safety Interim Suspension/Withdrawal
- Student Sexual Misconduct and Harassment Policy
STEP UP

STEP UP MISSION STATEMENT
STEP UP supports and encourages a vibrant learning environment where individuals make informed and positive choices. The STEP UP initiative promotes a lifestyle that enables individuals and communities to reach their fullest potential.

Core Objectives
1. Provide engaging programs that promote strategies for harm reduction related to sexual health, violence-free relationships, and the use of alcohol and other drugs.
2. Develop programs that reflect the social, cultural, political, and economic diversity of the Rowan University community.
3. Promote awareness of the relationship between health and academic success, culture, identity, and social justice.
4. Deliver theory-based health promotion practice that directs continuous quality improvement.

STEPUP Themes
- Safe Choices
- Think Healthy
- Embrace the Rowan Spirit
- Participate
- Understand and Appreciate Others
- Preserve Resources

RU Ready to Step Up?

STUDENT LIFE MISSION STATEMENT
The Division of Student Life provides and supports a collaborative learning environment that promotes the education of the whole person within a global society. Student Life is dedicated to actively engaging students by encouraging healthy life choices, multicultural competency, personal and professional growth, campus and community involvement, civic responsibility, and leadership development. As an integral partner in the educational process, Student Life is committed to student learning and continual improvement through ongoing assessment and review of its programs and services.

ALCOHOL, TOBACCO AND OTHER DRUGS STATEMENT
The Division of Student Life is committed to promoting a safe and healthy learning environment for Rowan students. It is expected that students will make legal and responsible lifestyle choices concerning the use of tobacco, alcohol, and other drugs. Responsible lifestyle choices can be facilitated by engaging in positive activities that build community and enhance learning.
Rowan University has evolved from its humble beginning in 1923 as a normal school, with a mission to train teachers for South Jersey classrooms, to a comprehensive state public research university with a strong regional reputation.

In the early 1900s, many New Jersey teachers lacked proper training because of a shortage of schools in the state that provided such an education. To address the problem in South Jersey, the state decided to build a two-year training school for teachers, known then as a normal school.

The town of Glassboro was an early favorite because of its excellent rail system, harmonious blend of industry and agriculture, natural beauty and location in the heart of South Jersey. Several towns in the region competed to be the site of the new normal school because of the economic benefit and prestige such an institution would bring.

In 1917, to sway the decision in their favor, 107 residents of Glassboro raised more than $7,000 to purchase 25 acres, which they offered to the state for free if the borough were selected as the site. The land tract included the Whitney mansion (now known as Hollybush) and carriage house. Before the purchase, the entire property belonged to the Whitney family, prominent owners of the Whitney Glass Works during the 1800s. This show of support, along with the site's natural beauty, convinced the selection committee that Glassboro was the perfect location.

A Strong Foundation

In September 1923, Glassboro Normal School opened with 236 students arriving by train to convene in the school's first building, now called Bunce Hall. Dr. Jerohn Savitz, the institution's first president, expanded the curriculum as the training of teachers became more sophisticated.

Despite the rigors of the Depression, the program was expanded to four years in 1934, and in 1937 the school changed its name to New Jersey State Teachers College at Glassboro. The College gained a national reputation as a leader in the field of reading education and physical therapy when it opened a clinic for children with reading disabilities in 1935 and added physical therapy for the handicapped in 1944. The College was one of the first in the country to recognize these needs and was in the forefront of the special education movement.

Rowan's second president, Dr. Edgar Bunce, created a junior college program in 1946 to serve World War II veterans taking advantage of the GI Bill.

In the 1950s, Dr. Thomas Robinson, the University's third president, expanded the curriculum, increased enrollment and added several buildings to the campus. In 1958, the school's name was changed to Glassboro State College to better reflect its mission.

A Historic Summit

The University received worldwide attention when it hosted a historic summit conference between President Lyndon Johnson and Soviet Premier Aleksei Kosygin in Hollybush. The University was chosen
because of its strategic location midway between Washington, D.C., and the United Nations building in New York City, where Kosygin was scheduled to speak. The meetings between the two leaders, held June 23-25, 1967, led to a thaw in the Cold War and eased world tensions.

**Rapid Growth to Serve Needs**

The University's fourth president, Dr. Mark Chamberlain, guided the College through its next phase of growth as enrollment doubled and the College became a multi-purpose institution. As new majors and a Business Administration Division were added, the College’s four divisions grew into schools, and a board of trustees was formed. In 1969, the College opened a campus in Camden to expand its educational services. With a 1978 Division III National Championship in baseball, the first of 11 national championships for the institution, the athletic program established itself as one of the premier athletic programs in the country.

The College’s fifth president, Dr. Herman James, assumed the leadership of the institution in 1984. Under his direction, Rowan expanded by establishing the first doctoral program among the state’s public institutions and adding the Colleges of Engineering and Communication. Dr. James also was responsible for the construction of Campbell Library, the Student Recreation Center and Rowan Hall.

**A Transformative Gift**

In July 1992, industrialist Henry Rowan and his wife, Betty, donated $100 million to the institution, then the largest gift ever given to a public college or university in the history of higher education. Later that year, the school changed its name to Rowan College of New Jersey to recognize its benefactors’ generosity. The Rowans’ only request was that a College of Engineering be created with a curriculum that would address the shortcomings of engineering education at that time.

The College achieved university status in 1997 and changed its name to Rowan University under Dr. James’ leadership. The College of Engineering quickly earned national accolades for its successful new curriculum.

Dr. Donald J. Farish was appointed as the sixth president in July 1998. Under his leadership, the University implemented an aggressive improvement plan that addressed academic and student support initiatives as well as campus construction and renovation projects.

Major construction projects included the University townhouses; Science Hall; Education Hall; and the Samuel H. Jones Innovation Center, the first building of the South Jersey Technology Park at Rowan University.

During his tenure, the University also entered into a public-private partnership that led to the construction of Rowan Boulevard, a $300 million, mixed-use redevelopment project that links the campus with Glassboro’s historic downtown. The corridor is home to about apartments for about 1,200 students; a Barnes & Noble Collegiate Superstore; a Courtyard at Marriott Hotel; the Enterprise Center, housing the College of Graduate and Continuing Education; a parking garage; and numerous dining and retail outlets, many which opened in 2013.

**A Broader Mission**

During this period, Cooper Medical School of Rowan University—the first new medical school in New Jersey in more than 35 years and the first-ever M.D.-granting four-year program in South Jersey—was developed in partnership with Cooper University Health Care.

The medical school welcomed its first class in the summer of 2012 into a new, six-story building adjacent to Cooper University Hospital in Camden. Close to 3,000 students applied for 50 spots in the medical school’s charter class.

The Board of Trustees named then-Provost Dr. Ali Houshmand as interim president in July 2011 and then the University’s seventh president in June 2012. His inauguration was in September 2013.

As provost, he established the College of Graduate and Continuing Education and started Rowan’s online education program. As president, he dramatically reduced institutional expenses and increased revenue while expanding enrollment and academic programs.
In 2012, several of the colleges were restructured and schools were created—Colleges of Business, Communication & Creative Arts, Education, Engineering, Humanities & Social Sciences, Performing Arts, Science & Mathematics and the School of Biomedical Sciences and Cooper Medical School of Rowan University.

N.J. Medical & Health Sciences Education Restructuring Act

On July 1, 2013, Rowan again changed dramatically when the New Jersey Medical and Health Sciences Education Restructuring Act went into effect. The Restructuring Act designated Rowan as the New Jersey’s second comprehensive public research institution, transferred the University of Medicine and Dentistry of New Jersey’s School of Osteopathic Medicine and the Graduate School of Biomedical Sciences in Stratford to Rowan and partnered Rowan with Rutgers-Camden to create a College of Health Sciences in the City of Camden.

Rowan became the second institution in the nation to have both a D.O.-granting medical school (RowanSOM) and an M.D.-granting medical school (Cooper Medical School of Rowan University).

The recent Building Our Future Bond Act also greatly impacted Rowan, awarding the institution the second highest amount in the State: $117 million. In large part, that funding will be used to construct new buildings for the College of Engineering (which held a ceremonial groundbreaking in fall 2013) and the Rohrer College of Business (which will break ground in fall 2014). The new facilities will enable both colleges to virtually double their enrollments in their high-demand programs to 2,000 students each.

Recognized Nationally

Rowan has attracted the attention of national organizations that evaluate colleges and universities. U.S. News & World Report ranks Rowan University 18th (tied) of Best Regional Universities in the North category and third among public institutions in the category. The College of Engineering is ranked 33rd nationally among master’s level programs and 12th in the nation among programs at public institutions.

The Princeton Review has included Rowan among “The Best Northeastern Colleges” and included the Rohrer College of Business in its “Best . . . Business Schools” list.

The University has received more than a dozen awards for green initiatives since 2007. Most recently, the Princeton Review listed it in its “Guide to 332 Green Colleges.”

Today, Rowan's nearly 14,000 students can select from 57 bachelor’s, 46 master’s and four doctoral degree programs in colleges and schools across four campuses. The University is one of only 56 institutions in the country with accredited programs in business, education, engineering and medicine. In fall 2014, Rowan will accept its first students into the College of Engineering’s newest undergraduate major, Biomedical Engineering, and its Ph.D. program, and it also will welcome the first students into the School of Biomedical Sciences.

From the modest normal school begun more than 90 years ago, Rowan University has become an extraordinary comprehensive institution that has improved the quality of life for the citizens of New Jersey and the surrounding states. 
(Updated June 2014)

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.
ACADEMIC POLICIES

Admission and Transfer
- Basic Skills Course Requirements
- Credit by Examination
- Examination Challenge
- Articulation
- Credit Transfer
- GPA Forgiveness

Matriculation Status
- Matriculated/ Non Matriculated
- Non Degree Graduate Student
- Distinguishing Undergraduate and Graduate Educational Experiences
- Leaves of Absence or Withdrawal
- Stop Out and Leave of Absence

Advising and Programs of Study
- Curricular Definitions
- Academic Advising
- Declaring or Changing Major
- Second Baccalaureate Degree
- Undeclared Students

Registration and Payment
- Registration
- Repeating a Course
- Senior Privilege
- Closed Course Sections
- Audit Policy
- Extended and Final Registration
- Change of Registration
- Financial Obligations
- Deferred Payment Plan

Final Exams and Grades
- Conflicts in Exam Periods
- Student View of Final Exams and Papers
- Grade Reporting
- Grading System
- Change of Grade Policy
- “D” Grades
- Grade Dispute Policy
- GPA Forgiveness

Academic Status
- Good Standing
- Dismissal/ Probation/ Restriction
- Continuation and Dismissal from Major
- Leaves of Absence or Withdrawal
- Stop Out and Leave of Absence
- GPA Forgiveness

Academic Honors
- Dean’s List for Full-Time and Part-Time Students
- Marching with Honors

Student Conduct
- Student Complaint Procedure
- Attendance
- Academic Integrity Policy plus flow chart and forms
- Classroom Behavior
- Mobile Electronic Devices

Classroom Policies
- Syllabus Policy
- Turn it in
- Mobile Electronic Devices
- Classroom Behavior
- Attendance Policy
- Academic Integrity

Academic Integrity
- Academic Integrity Policy plus flow chart and forms
- Resources
- Studies

Graduation and Degrees
- Graduation Requirements
- Second Baccalaureate Degree
- Marching with Honors
- Official Transcripts
- Awarding of Posthumous Degrees

Relevant Legislation
- Statewide Transfer Agreement
- FERPA
- Term Paper Law

ACADEMIC/REGISTRATION CALENDARS

Rowan University-wide Academic Calendars*
CGCE Extension Calendar Schedule Information*

*Note: The Rowan University-wide Academic Calendar shows the official calendar for Rowan holidays, breaks and the start and end dates of the traditional semesters.
CGCE Extension students may follow different calendars that vary by program and sometimes, by courses within programs. Basic CGCE Extension calendar types are available to view at: www.rowangce.com. However, the best way to be certain of the start and end dates for your CGCE Extension course is to consult Rowan’s Section Tally at: http://banner.rowan.edu/reports/reports.pl?task=Section_Tally.

Rowan University Registration Calendar for undergraduate, post-bac and graduate students in on-campus, 16-week programs
Rowan University Registration Calendar for undergraduate, post-bac and graduate students in CGCE Extension/non-traditional (online, off-site, hybrid, accelerated) programs.
The Academic Success Center provides a variety of services, including: tutoring, support programs for students with disabilities, assistance programs for veterans, and academic support. The Academic Success Center’s primary goal is to develop quality programs and services that assist all students in enhancing and maximizing their potential from orientation to graduation.

Academic Success Center Resources include:

**Testing/Basics Skills** [www.rowan.edu/studentlife/asc/testing/](www.rowan.edu/studentlife/asc/testing/)
The Center offers the Rowan University Placement Tests, Special Needs Testing, the College Level Examination Program (CLEP), Miller Analogy Test (MAT) and independent studies examinations.

**Tutorial Services** [www.rowan.edu/studentlife/asc/tutoring/](www.rowan.edu/studentlife/asc/tutoring/)
The Tutoring Center offers, free of charge to all Rowan students, academic support in most subjects to improve student’s educational achievement and provide opportunities for success. Additional services include monthly Study Skills Workshops on learning strategies and effective study techniques to help students become more independent learners.

**Sure Pass to Success Coaching Program**
The Sure Pass to Success Coaching Program offers resources to enhance student success as they transition from high school to college. Coaches meet weekly to assist students to become more self-reliant, self-motivated, and fully engaged in the campus environment.
The program also seeks to increase the participant’s self-esteem as a result of academic and social success. The coach assists the student in identifying and developing strengths, resources, and undiscovered potential with the goal of maintaining or increasing self-esteem.

**Admissions Office**

Admission to Rowan University as an undergraduate, post-baccalaureate, or graduate student is competitive and based upon published criteria/requirements. Admission is a separate process from aid and does not consider financial need. Rowan University does not discriminate on the basis of race, color, age, sex, religion, creed, national origin, sexual orientation, or disabling condition. University policies are consistent with federal and state laws pertaining to equal opportunity in admissions and education policies and in scholarships, loans, athletics, and other school-administered programs.

**Admissions Office**
Savitz Hall
856-256-4200
[www.rowan.edu/admissions](www.rowan.edu/admissions)
For undergraduate students in traditional (on-campus/16-week) programs
This office processes admission applications for undergraduates including out-of-state and international students. In addition, the office processes readmission following academic dismissal or a leave of absence in good academic standing.

**CGCE Admissions Office**
Enterprise Center
856-256-5145
[www.rowan.edu/cgce/admissions](www.rowan.edu/cgce/admissions)
cgeadmissions@rowan.edu
For all post-baccalaureate and graduate students in any Rowan program and for undergraduate students in non-traditional (online, off-site, hybrid, accelerated)) programs.
This office processes admission applications for all post-baccalaureate programs, graduate-level programs, and any undergraduate degree completion online, off-site, hybrid or accelerated programs - including out-of-state and international students. In addition, the office processes any reactivation or readmission cases for the above programs.
The Alumni Engagement Office is home to the Rowan University Alumni Association. The Association’s 78,000-plus members represent the rich, diverse history of our University—from Glassboro Normal School to Glassboro State Teachers College, Glassboro State College, Rowan College of New Jersey, and now, Rowan University. In addition to maintaining lasting relationships with graduates, the Alumni Relations Office supports the STAT (Students Today, Alumni Tomorrow) program - which offers current students the opportunity to work alongside alumni to foster pride in Rowan University, and develop lifelong connections to the university and the RU alumni community. To learn how to apply for the STAT program, please contact Chris D’Angelo (dangeloc@rowan.edu).

ATHLETICS DEPARTMENT
Esbjornson Gymnasium
856-256-4686
www.rowanathletics.com/

Rowan University is a Division III member of the NCAA. We embrace the philosophy of Division III athletics and the principles, which protect the student athlete. Student athletes should be amateurs motivated primarily by education and the physical, mental, and social benefits to be derived from participation in intercollegiate athletics. All student athletes are expected to follow all university policies, the regulations of the NCAA, and the NJAC. They are expected to conduct themselves with honesty and good sportsmanship and reflect the high standards of honor and dignity, which characterize participation in competitive sports at the college level. Student-athletes should be protected from exploitation by professional and commercial enterprises. Intercollegiate athletics programs at Rowan University shall be conducted in a manner designed to protect and enhance the physical and educational welfare of all student athletes. The playing fields and courts will be well maintained for the safety of all participants, will be aesthetically pleasing, and will allow for the best performances of athletes. All student-athletes at Rowan University will have a comprehensive physical examination and a health history on file in the Student Health Center before athletic practice or competition commences.

Student-athletes at Rowan University will be an integral part of the student body and the intercollegiate athletics program will be maintained as a vital component of the education program. The admission, academic standing, and academic progress of the student athletes shall be consistent with the policies and standards adopted by the institution for the student body in general. Rowan University wholeheartedly adheres to the NCAA Division III Philosophy Statement prepared for the administration and supervision of an intercollegiate athletics program for men and women.

Men’s Sports
Baseball
Basketball
Cross Country
Football
Soccer
Swimming & Diving
Track & Field

Women’s Sports
Basketball
Cross Country
Field Hockey
Lacrosse
Soccer
Softball
Swimming & Diving
Track & Field
Volleyball
The Rowan University Bookstore is proudly managed by Barnes & Noble College Booksellers. We are your one stop source for all of your required and recommended textbooks and school supplies. We have the largest selection of Digital, Digital Rental, Used & New Rentals and Used & New textbooks for the Rowan Campus. Buying a Digital, Rental or Used textbook can save you 25% to 50% off the new price.

You can order your books online at www.whywaitforbooks.com or at www.rowanbookstore.bncollege.com and www.universitydistrict.bncollege.com our official websites. You can have the books shipped to your home or have them ready for pick-up when you return to class in the fall. Remember to order early as used textbook quantities are limited. You can sell your used textbooks back to the bookstore at any time, although finals week is generally the best time to do so. If your professor is using the book again for the next term, you may get the most money for your book.

In addition we stock general reading and reference books, bargain books and Campus Bestsellers. We carry Rowan imprinted gifts and apparel as well as dorm products to help make your residence hall or apartment more comfortable. We sell pre-paid phone cards, B&N gift cards, greeting cards, snacks, and soft drinks. We also have a full service café, proudly serving Starbucks’s coffee. For a great selection of software at academic pricing please visit www.CampusEstore.com. For a student discount on Dell Computers, please visit www.delluniversity.com. Remember we are open 24/7 online.

**Attention CGCE Students:**

**Finding and Purchasing Texts:** Required textbooks for all CGCE Extension courses as well as information regarding where to purchase them are listed in the CGCE Section Tally at [http://banner.rowan.edu/reports/reports.pl?task=Section_Tally](http://banner.rowan.edu/reports/reports.pl?task=Section_Tally). Once in the Section Tally, textbook information can be viewed by clicking on the “Materials Required” link located under the “Addl Info” column. (If there is no link for “Materials Required,” that means your texts are not yet posted but should be soon.) Unless stated otherwise, most textbooks can be purchased through the Barnes & Noble University Bookstore in person or ordered online through the Rowan Bookstore: rowanbookstore.bncollege.com.

**Renting Textbooks:** The Rowan Bookstore does have an option for many of their textbooks to be rented rather than purchased. Because CGCE Extension courses (which can be identified in the Rowan Section Tally by a letter that appears after the section #) often run within different parts of term (start and end dates) than non-CGCE Extension courses, there are times when this may cause a conflict in the rental text return date. Until the bookstore is able to resolve this issue, if this occurs, it must be handled on a case-by-case basis. Please contact the bookstore manager, assistant manager or textbook manager by phone 856-881-5960 or email sm619@bncollege.com BEFORE the due date listed in your rental contract if you have rented a book and have a rental return date conflict so that the bookstore can make the proper accommodation.

**BURSAR’S OFFICE**

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

Working closely with the Registrar, Financial Aid, Residential Learning & University Housing, 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.

**Attention CGCE Students:**

While all students are required to pay for their coursework in full each term, CGCE Extension student deadlines may be slightly different. For details, please consult: www.rowan.edu/cgce/payment.
Conveniently located in the University District of Camden, New Jersey, Rowan University at Camden offers full undergraduate degree programs in the following majors: Sociology, Elementary Education, and Law/Justice. In addition, Rowan at Camden offers the following graduate programs: Doctorate in Educational Leadership, Certificate of Graduate Studies in ESL, and Master of Science in Teaching. Rowan at Camden also offers an English Language Program. The program provides non-native English speakers with the opportunity to study English, improve language and academic skills and take Rowan courses simultaneously. All courses are taught by university faculty who take pride in teaching and who make student learning their top priority. Our daily shuttle bus travels between the Camden and Glassboro campuses to provide both an urban and suburban university experience for all Rowan students. For convenience, Rowan at Camden offers day and evening courses and houses several computer labs for student use.

Rowan at Camden provides support services, which include: Admissions, Student Activities, Counseling and Psychological Services, Educational Opportunity Fund (EOF) Program, Counseling, Advising, Tutoring, Registration and Financial Aid and, in cooperation with city institutions, offers a library and fitness center.

**Dual Credit Program**
This state funded program is designed to provide an opportunity for local high school students to enroll in a college credited math, writing, and science course at the university’s Camden Campus. In addition to earning college credits for courses completed successfully, Dual Credit participants also receive high school credits. All students interested in the Dual Credit program must complete an application and must meet specific guidelines. Qualified and accepted students will receive full tuition, fees and course supplies for one, three or four credit course.

**Office of Pre-College Programs**
Creating Higher Aspiration & Motivation Program (CHAMP)/Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR-UP)
856-756-5420
For over 20 years, Rowan University at Camden has been home to pre-college programs that focus on encouraging more than 250 New Jersey students from Camden, Bridgeton, Millville, and Vineland in grades 7th through 12th to achieve academic success, graduation, and matriculation into college. Through CHAMP/GEAR-UP students can participate in a range of programs and services throughout the academic year, including SAT preparation courses, college tours, academic enrichment programs, financial aid workshops, mentoring, tutoring, and a variety of summer programs aimed at encouraging academic achievement, college exposure, and nature activities.

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

Upward Bound for English Language Learners (ELL)
856-756-5400
Through the federally funded TRIO program, Rowan University at Camden Upward Bound for ELL program provides supports for more than 40 low income and college bound ELL students from Camden, New Jersey. Through Upward Bound for ELL students participants are afforded the opportunity to gain English proficiency through content based instruction and a range of tutoring support. Through Upward Bound, students are engaged and exposed to cultural trips and activities, college preparation, mentoring, and social activities, all of which are designed to build confidence and motivation to graduate high school and enroll in a college or university.

**CAREER MANAGEMENT CENTER**
Savitz Hall
856-256-4456
[www.rowan.edu/cmc](http://www.rowan.edu/cmc)

The Career Management Center (CMC) is a comprehensive career development center dedicated to engaging students and alumni to explore and make informed major and career decisions, set realistic career goals, and develop professional relationships. The Career Management Center fosters partnerships with employers, alumni, and the university community to facilitate opportunities for students’ career development. The center provides a welcoming and comfortable environment to research career-related information, access self-assessment tools and conduct on-line major and career exploration. Career planning and development workshops as well as interview events designed to connect students with employers are hosted throughout the year. The Career Management Center also maintains the web-based career management program, Profs Jobs, where students and alumni can upload their resumes and have them critiqued and research employers and apply to full-time, part-time, and internship opportunities. All services are offered to matriculated students and alumni.
The College of Graduate & Continuing Education (CGCE) is Rowan University's vehicle to reach out and serve the needs of the adult student population. Our students include college graduates pursuing graduate or doctoral studies, returning college students pursuing the completion of a baccalaureate degree, employees/employers seeking professional development, and life-long learners looking for personal enrichment. The college places foremost emphasis on making quality education accessible, convenient, and affordable by using delivery modes that address the vast range of adult student needs and preferences. In partnership with Rowan’s academic colleges, CGCE currently offers over 31 master’s level programs (including specializations), over 31 graduate-level certificate programs, 11 post-baccalaureate programs or endorsements, 2 doctoral/specialist programs, and 3 undergraduate degree completion programs as well as 5 dual Bachelor/Master degrees (4+1).

The College of Graduate & Continuing Education facilitates access to the following Rowan University offerings:

- **Graduate-level** (including post-baccalaureate and doctoral) courses/programs available:
  - Face-to-face, 16 weeks, and held on one of Rowan’s main campuses – both full-time and part-time.
  - Online, hybrid, or off-site at an accelerated pace or in some combination of the aforementioned.
- **Undergraduate Degree Completion:**
  - Programs/courses are offered online, hybrid, off-site, Saturday, in an accelerated timeline, or in some combination of these.
- All Rowan University summer and intersession courses
- **Professional development and personal enrichment:**
  - Non-credit courses, workshops, and seminars

**COMMUNITY STANDARDS & COMMUTER SERVICES**

Chamberlain Student Center
856-256-4242
[www.rowan.edu/studentlife/communitystandards/](http://www.rowan.edu/studentlife/communitystandards/)

The Office of Community Standards articulates and upholds the standards of behavior expected within the University community. The office addresses violations of the student code of conduct through the university disciplinary system to ensure respect for all members of the community and the maintenance of a collaborative and learning-centered environment. The commuter and off-campus student services function of the office is responsible for addressing the concerns and unique needs of commuter students. The office provides opportunities through education, resources, and support services the office provides opportunities for the off-campus and commuter student populations at Rowan to develop a sense of connectedness and community.

**CONFERENCE AND EVENT SERVICES**

Chamberlain Student Center
856-256-5446
[www.rowan.edu/ces](http://www.rowan.edu/ces)

The Office of Conference & Event Services (CES) is dedicated to strengthening the Rowan University community by providing comprehensive event management services, facilitating the effective and efficient year-round use of University resources, and cultivating lasting relationships with clients, partners, and service providers. The CES office works with local businesses and organizations to generate revenue for the University by providing space rental and event coordination services. The office also works with campus departments to bring conferences and meetings to the University and to develop Rowan University branded camps. CES serves as a one-stop shop and acts as a liaison to other campus service providers. Our staff assists with the coordination of space scheduling, support services, catering, parking, public safety coverage, and other event needs.
The Rowan University Counseling & Psychological Services Center (CPSC) strives to promote a caring community that supports all its members in their quest for growth and excellence. Professionally trained counselors provide confidential treatment to address the challenges students potentially face in the academic, social, and cultural environment of the University. The Center offers mental health counseling to individuals, couples, and families; psychiatric and medication management services; group therapy and support groups, psychological testing when indicated that it is adjunctive to individual counseling; and mental health workshops and presentations to students, staff, and faculty. Mental health issues often addressed in the Counseling Center include: depression and anxiety, relationship difficulties, coping with family stressors, managing academic stressors, eating disorders and body image issues, stress and time management, substance use/abuse, trauma/assault/crisis intervention, grief-related issues, sexual orientation concerns, and other adjustment-related issues. CPSC also provides alcohol, tobacco, and other drug (ATOD) assessment, treatment, education classes, and prevention programs designed to serve the entire Rowan Community. Twelve Step meetings that are open to the Rowan community, please check our website for times and locations.

Throughout the academic year, Rowan University's College of 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.

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.

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 productions 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.
Rowan University Dining is operated by Gourmet Dining Services and offers a wide variety of food choices across Rowan’s Campus. In order to add convenience, affordability, and flexibility for our Students, Faculty, and Staff, they provide a selection of meal plan options that can fit any schedule. Meal Plans can be purchased through the Bursar’s Office located on the first floor of Savitz Hall or by telephone at 856-256-4150. Join us to experience the comfort, convenience, outstanding food, and inviting atmosphere designed especially for you.

**The Rowan Marketplace**
The Hub! Located on the first floor of the Chamberlain Student Center, The Marketplace is our contemporary dining venue that integrates live cooking and comfortable seating. Its all-you-care-to-eat dining atmosphere showcases dynamic entrees and provides dining variety throughout the year. This campus restaurant location entices diners with scents and flavors from a variety of stations that feature food from around the world. This is the centerpiece of the Rowan community and a great place for students and staff to congregate to enjoy a great meal, socialize, or study. Visit our website, rowandining.net, for more information about what each station offers.

**Hours of Operation**
Mon.-Fri.: 7:00am-9:00pm
Sat. and Sun.: 10:00am-7:30pm

**The Food Court**
Newly renovated in 2011 and located on the ground floor of the Chamberlain Student Center, The Food Court offers a variety of eat in or take out dining options. Enjoy hand crafted sandwiches at Gourmet Bread Co., freshly tossed salads at Green Zebra, world class pizza at Prof’s Pizza, great Spanish cuisine at SONO and a one stop shop at the Xpress. Meal Equivalency is accepted here!

**Hours of Operation:**
Mon.-Fri.: 11:00am-11:00pm

**Xpress & Prof's Pizza:** open until 1am DAILY.

**Prof's Place**
Located on the ground floor of the Chamberlain Student Center, Prof’s Place is our late night dining location. It offers the Rowan community a great place to enjoy music, games, big screen TVs and of course, delicious food. Students, faculty and staff can enjoy all of their favorite breakfast, lunch, and dinner selections. Meal Equivalency is accepted here!

**Grill Nation**

**Hours of Operation:**
Mon. - Fri.: 11:00am-1:00am
Sat. and Sun.: 12:00pm-1:00am

**Starbucks**
Located in the Pit of The Chamberlain Student Center, Starbucks provides a needed boost for our busy Rowan Community. Select one of our many flavored and seasonal coffee and tea varieties as well as our fresh baked pastries.

**Hours of Operation:**
Mon.-Thurs.: 7:30am-8:00pm
Fri.: 7:30am-4:00p

**The Market Basket**
Located on the ground floor of The Chamberlain Student Center, The Market Basket offers household and grocery items with the convenience of never leaving campus! Also, enjoy our Simply-to-Go sandwiches, salads, and snacks.

**Hours of Operation:**
Mon.- Fri.: 7:00am-11:00pm
Sat. and Sun.: 10:00am-10:00pm

**The Owl's Nest**
Located on the first floor of the Chamberlain Student Center, students and faculty are welcome to join us in Rowan’s exclusive full service restaurant. Our Chefs prepare a classic ala cart seasonal bistro menu with daily menu additions. Also, enjoy great buffet selections three times a week.

**Hours of Operation:**
Mon.-Fri.: 11:00am-2:00pm
Owl’s Express - Robinson Café
Located in Robinson Hall, Robinson Café is ideal for students in-between classes. Students, faculty and staff can enjoy fresh, hot coffee, plus a variety of freshly made sandwiches, salads, desserts and more. Meal Equivalency is now accepted during breakfast and lunch period!

**Hours of Operation:**
Mon.-Thurs.: 7:30am-3:00pm

Owl's Express – James Café
Located in Herman James Hall (Education Building), We offer Starbucks® coffee, fresh baked pastries, grab-and-go salads, sandwiches, and soup, We have everything you need to make it through the day. Meal Equivalency is now accepted during breakfast and lunch period!

**Hours of Operation:**
Mon.-Thurs.: 7:30am-8:00pm
Fri.: 7:30am-3:00pm

ICE Unit – Rowan Hall
Our refurbished, reused, recycled shipping container modified and outfitted as a kiosk! Located in outside of Rowan Hall (Engineering Building), We offer Starbucks® coffee, fresh baked pastries, grab-and-go salads, sandwiches, and soup, We have everything you need to make it through the day. Meal Equivalency is now accepted during breakfast and lunch period!

**Hours of Operation:**
Mon.-Thurs.: 7:30am-8:00pm
Fri.: 7:30am-4:00pm

ICE Unit – Bunce Hall
Our refurbished, reused, recycled shipping container modified and outfitted as a kiosk! Located in outside of Bunce Hall, We offer Starbucks® coffee, fresh baked pastries, grab-and-go salads, sandwiches, and soup, We have everything you need to make it through the day. Meal Equivalency is now accepted during breakfast and lunch period!

**Hours of Operation:**
Mon.-Fri.: 7:30am-3:30pm

Muscle Maker Grill
Located in The Rec Center, Muscle Maker Grill offers freshly blended smoothies, appetizing sandwiches, and crisp salads, as well as a variety of healthy snack items. Meal Equivalency is accepted here!

**Hours of Operation:**
Mon.-Thurs.: 7:30am-8:00pm
Fri.: 7:30am-4:00pm

Rowan Food Truck’s
Located around campus, these mobile hot spots with always be chasing the action, Serving into the late night!

**Hours of Operation:**
Mon.-Thurs.: 5:00pm-1:00am
Fri.: 5:00pm-9:00pm
Sat & Sun: 8am-2pm

In addition to our Resident and Retail Dining locations, Gourmet Dining also provides full service catering. Rowan University Catering is committed to making your event a success. Our team of Catering professionals is available to assist you with planning every aspect of your event. Our Culinary Team has designed menus incorporating regional ingredients, University favorites and specialty items. Our goal is to provide you with the freshest selections of food items, beautifully displayed, served professionally by our highly trained staff as we strive to exceed the expectations of every single guest. In addition, the Catering office also provides Surprise Someone packages. Whatever the occasion, let Rowan Dining Services help you express it! We offer a variety of packages to fit any occasion. The Catering office is located on the ground floor of The Chamberlain Student Center. For orders, special request or inquiries, call 856-256-4610 or 856-256-4630.
Disability Resources provides accommodations and assistance to students with various documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and (ADAAA) of 2009. Students who meet University admissions requirements (i.e., otherwise qualified to attend the University) are required to submit appropriate documentation so that the University can determine whether they qualify for reasonable accommodations. Disability Resources staff coordinate and ensure accessible classes, use of assistive technology, audio-taped books (when available), examination administration in cooperation with the instructor, as well as other services as deemed necessary.

Attention CGCE Students:
A student with a disability considering enrolling in an online or hybrid course should first visit the RowanOnline.com web site to assist in their decision.

DR. HARLEY E. FLACK STUDENT MENTORING PROGRAM
Savitz Hall
856-256-5495
www.rowan.edu/studentmentoring
harleyflackmentoring@rowan.edu

The Dr. Harley E. Flack Student Mentoring Program (comprised of three separate components: the male student mentoring program, the Ujima female student mentoring program, and the high school mentoring program) is an academic success and retention program that aims to improve the academic and professional success, retention rates, and graduation rates of active program participants. The program's focus is to enhance students' overall university experience; support students in developing core academic, personal, professional and cultural skills; and foster in students some core civic and leadership proficiencies that will serve them personally and professionally.

Male Student Mentoring: Established in 1992 under the auspices of the Executive Vice President/Provost, Dr. Harley E. Flack, the male component of the Dr. Harley E. Flack Student Mentoring Program is a student mentoring support initiative whose goal is to enhance young men's overall university experience. Peer mentors known as Focused Peers and faculty/staff Professional Mentors work to empower male students with guidance, opportunities for reflection, and leadership possibilities to help them reach their educational and professional goals while at Rowan.

Ujima - Female Student Mentoring: Since its inception in the spring of 1995, Ujima -- a Swahili term translated as “collective responsibility” -- has fulfilled the need of Rowan women to connect with professional role models who would support them in fulfilling their personal and career goals. Peer mentors known as Sisterlinks and faculty/staff Professional Mentors support and facilitate the academic success, empowerment, career preparation and leadership ability of female students through mentorship.

High School Mentoring: This most recent component of the Harley E. Flack mentoring program serves as a leadership opportunity for first-year Rowan students who serve as Mentoring Ambassadors to provide on-site mentorship in neighboring high schools. Rowan students develop group facilitation and other leadership skills while supporting high school students in thinking about the importance of higher education as well as the attitudes and skills necessary for successfully completing high school and moving on to college.

DUPLICATING/PRINT CENTER/OWL PRINTS
Memorial Hall
856-256-4623
www.rowan.edu/printcenter

All students, faculty and employees of the Rowan University community have access and are eligible to purchase directly from our online Print Center or come visit us in person. The online web ordering is available 24/7. Our services include: Color printing, variable data printing (VDP), black and white copying, binding, folding, and scanning. We offer professional photo lab processing using Kodak film and large format photo poster printing, as well as banners and banner stands. Print finishing capabilities include mounting, laminating, and framing to complete your projects. We also provide direct to garment (DTG) printing and embroidery services to create one of a kind custom garment personalization. We provide a full line of brand name garments and accessories available for orders of one or more. We stock and custom print a full line of standard size envelopes for both business and personal needs; envelope...
designs can include color photos and return address information as well as addressing. Quality CD and DVD printing and duplication are also available. For payment we accept Rowan Card, Visa Card, MasterCard, Discover Card, and Banner ID Number. Cash is not accepted. Visit our website to register for an account and place your order. Chances are, if you need it printed or customized, we can do it faster and for less money and less hassle, so why not call us first? For more information please call 256-4623 or visit our website.

EARLY CHILDHOOD DEMONSTRATION CENTER
Herman D. James Hall
856-256-4018
www.rowan.edu/ecdc

The Early Childhood Demonstration Center (ECDC) offers preschool age children of students, faculty, staff, and alumni opportunities to learn through play under the guidance of highly qualified early childhood teachers. The Center collaborates with the College of Education Early Childhood Teacher Preparation Program to provide teacher candidates opportunities to fulfill their course requirements. Children ages two and a half to six years of age are eligible for enrollment. Each child must be toilet trained upon entrance and must be reasonably self-sufficient. The Center offers extended care hours daily to accommodate the needs of students and working families. Tuition and fees are available upon request. Registration for the ECDC program is held daily at the center between the hours of 8:00 a.m. to 4:00 p.m.

Hours of operation: Monday-Friday 7:30 am – 5:30 pm

EDUCATIONAL OPPORTUNITY FUND/ MAXIMIZING ACADEMIC POTENTIAL
Glassboro Campus
Savitz Hall
856-256-4080
www.rowan.edu/studentlife/eofmap/

Camden Campus
College Hall
856-756-5400
www.rowan.edu/camden/eof

Funded through a State of New Jersey grant, the EOF program provides alternative admission and support to students with exceptional financial need who are capable and motivated but lack adequate preparation for college study. Accepted students who successfully complete a 6 week summer program, the Pre-College Institute (PCI), are admitted into Rowan University in the fall. Upon successful completion of the summer program, EOF students continue to receive individual advisement, leadership, personal, financial and career counseling, tutorial services and small group workshops for the duration of their academic career at Rowan University.

The Maximizing Academic Potential program is geared toward first generation college students who would be ineligible for admission under normal admission standards. Accepted students must also successfully complete the PCI in order to gain admission into Rowan University. Upon enrolling in the fall, MAP students receive the same individual supports listed above. While the MAP program is similar to EOF in its scope, a marked difference is that Rowan does not set income limitations for program participation.

EQUITY AND DIVERSITY
Linden Hall
856-256-4500 ext 3063
www.rowan.edu/equity

Rowan University remains committed to a policy of nondiscrimination for all its students and employees and for applicants for admission and employment. Our goal is to eliminate any patterns of prohibited unequal treatment from a community that prizes diversity. It is the University’s policy not to discriminate on the basis of race, gender, age, affectional or sexual orientation, any disability, color, religion, national origin, or any other protected class. University policies and procedures have been established to promote diversity, avoid discrimination and ensure equity in all programs including social and recreational programs. Services are administered without regard to an individual’s protected-class status. The New Jersey State Policy Prohibiting Discrimination in the Workplace and the Rowan University Workplace Violence Policy can be found on the Equity and Diversity website at rowan.edu/equity. Students are covered by these policies 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.
FACILITIES & OPERATIONS
The goals of The Division of Facilities & Operations at Rowan are to:
1. Enhance the learning experience in all areas (i.e. beyond the classroom)
2. Provide an appealing environment that enhances recruitment and retention (i.e. supports marketing the institution)
3. Serve customer service for everyone who comes onto the campus
4. Model and promote sustainable development
5. Serve as stewards of the University's physical assets
6. Advocate enhancement of the natural and built environment
7. Communicate the University's and Facilities' goals to the community
8. Be ambassadors for the University to all who visit campus
9. Maintain a safe, efficient environment
10. Cultivate future donors
11. Lead the university in the field of Facilities Planning and Management

Departments:
Campus Management
Campus Management includes the maintenance and repair of the campus and projects completed by the operations and maintenance staff. Service requests should be submitted through the RowanWorks system. Additional information about RowanWorks can be found at www.rowan.edu/rowanworks.

Building Services
Building Services includes custodial and moving services. Service requests should be submitted through the RowanWorks system. Additional information about RowanWorks can be found at www.rowan.edu/rowanworks.

Campus Planning and Sustainability
Campus Planning and Sustainability has the two fold responsibility of campus development as well as reducing the environmental impact of Rowan’s facilities and operations. Campus Services is included in this area and has responsibility for research, benchmarking, assessments, and risk management.
Campus Planning encompasses landscaping and facilities. The landscaping portion involves designing the natural elements of the campus and how they interact with the built environment. The facilities portion includes development of future capital project plans and various master planning.
Sustainability focuses on programs that provide for the needs of the campus without undermining natural resources and environmental quality for the future.
Campus Services includes planning, communication, and research in support of facilities; benchmarking and identification of successful practices; institutional assessment; risk management; and other duties assigned by the Vice President of Facilities and Operations.

Central Plant
The function of the Central Utilities Plant area of Facilities is to maintain the integrity of the University Campus utility infrastructure providing the following services:
- chilled water / cooling
- steam / heating
- condensate
- cogeneration
- electrical production
- energy management systems

Design and Construction
Facilities Design and Construction (FDC) manages the capital and large deferred maintenance projects on campus. FDC is responsible for anticipating and responding to the changing needs of the entire Campus community for buildings, equipment, and infrastructure. FDC oversees projects from minor alterations and renovations, through major renovations, to large stand alone out of the ground building projects.

Some specific tasks performed by FDC are:
- assisting Campus end users in defining project scopes
- providing design services
- estimating
- providing complete project management services
Project Management services include but are not necessarily limited to:
- project scheduling
- project budget control
- quality control
- oversight of bidding and permitting
- document administration
- direct supervision of in house field personnel and outside contractors and vendors

During the course of some projects FDC may be called upon to order materials and equipment as well as hire direct labor. FDC also provides funding where possible. FDC is also involved in the management of all Campus utility and infrastructure improvement and replacement projects as well as oversight for most large environmental abatement projects.

**Environmental Health and Safety**
Environmental Health and Safety Services (EH&S) is the office that deals with environmental issues such as indoor air quality, hazardous waste emergencies and disposal of hazardous or other special wastes; occupational health and safety issues such as exposures to hazards or other safety concerns, and fire safety equipment maintenance.

**Event Operations**
Event Operations consists of the Office of Conference & Event Services and the Office of Scheduling & Space Management. The primary purposes of this business area include:
- Generate revenue through the coordination of events for external clients
- Administer the University’s scheduling and calendar system (25Live) and other space management systems
- Analyze University space utilization and consult on changes to scheduling practices and policies that result in a more effective and efficient use of University spaces and resources.

**Facilities Business Services**
The day-to-day business operations of the division are coordinated through this office. Functions include budget management, payroll, mailroom and central receiving operations.

**Procurement**
The Primary Goals of the Office of Contracting and Procurement are:
- Maximize the purchasing power for the full benefit of the taxpayers
- Ensure that full value is received for dollars spent
- Foster competition in the procurement process
- Prevent corruption, favoritism, and ensure the integrity of the purchasing system
- Attempt to secure the best possible product or service for the best possible price
- Create a comfortable working dynamic for faculty, staff and vendors

These stated objectives are completed through a system of public purchasing which is governed by legislation, regulation, and internal policies. For Rowan and other state colleges, it is directed by the New Jersey State Colleges Contracts Law and University policy.

**FINANCIAL AID**
Savitz Hall
856-256-4250
www.rowan.edu/provost/financialaid

The Office of Financial Aid assists students seeking financial assistance in order to study at Rowan University. 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. 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.

*Please note: Admission is a separate process from aid and does not consider financial need. You need not wait for admission to begin the federal aid application process and you are encouraged to begin as early as possible.*

**Eligibility Requirement for Federal Aid:**
For a graduate or doctoral student, 4.5 credit hours per term is the minimum enrollment required to qualify for federal financial aid and for an undergraduate or Post-bac student, it is 6 credit hours. (This is considered part-time status.) You need not wait to be admitted in order to apply for financial aid.
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 Policy and Procedures section of this publication under the heading Satisfactory Academic Progress.

Return of Unearned Title IV Aid
Students must remain enrolled and attending through the 60% point of the semester before they can retain all the financial aid they have been granted. Students that withdraw or stop attending (drop-out) before completing 60% of the semester can receive only a pro-rated portion of their financial aid for that semester. All students should understand that the financial aid they receive is for class attendance. Students are encouraged to attend all of their classes in order to receive the most benefit from their courses. More information and examples are provided on our website.

Financial Aid and Scholarship Programs
Program-specific information may be found at our website: [www.rowan.edu/financialaid/index.html](http://www.rowan.edu/financialaid/index.html)

Attention CGCE Students:
The CGCE website at [www.rowan.edu/cgce](http://www.rowan.edu/cgce) also has additional information concerning graduate/CGCE scholarships and graduate assistantships.

GREEK AFFAIRS
Chamberlain Student Center
856-256-4296
[www.rowan.edu/clubs/greeklife/](http://www.rowan.edu/clubs/greeklife/)
Fraternities and sororities are Greek-letter organizations that join together to offer fellowship, leadership opportunities, participation in campus activities, and service to both the University and surrounding communities. The Office of Greek Affairs serves as the primary liaison to the recognized Inter/National fraternities and sororities at Rowan University.

HEALTHY CAMPUS INITIATIVES
The Wellness Center at Winans Hall
856-256-5715
[www.rowan.edu/hci](http://www.rowan.edu/hci)
The Healthy Campus Initiatives (HCI) office educates students about making healthy decisions and choices regarding their personal wellness that will enhance their college experience. All members of the Rowan community are encouraged to attend workshops, programming, peer resource programs, and campus events aimed at increasing knowledge and developing attitudes and beliefs that promote health and wellness in several areas. These areas include making healthy choices around alcohol and other drug use, safer choices and decisions around sex, coping with depression/anxiety and body image, as well as issues surrounding consent and sexual violence prevention.

INFORMATION RESOURCES & TECHNOLOGY
Memorial Hall
856-256-4401
irt@rowan.edu
For any service, contact:
Support Desk
856-256-4400
support@rowan.edu
The Division of Information Resources and Technology provides university-wide leadership for all Information Resources governance processes, information technology infrastructure, business applications, data governance, and information management services. The Division of IRT is committed to providing students, faculty, and staff with information and technology resources and services that support and enhance academic and administrative programs. These programs promote student-centeredness, excellence in instructional practice, quality management, and efficiency and integrity of operations. This division is comprised of the Office of the VP/CIO, Academic Technology; Clinical Systems and Project Management; Enterprise Information Services; Information Security Office; Institutional Effectiveness, Research, and Planning; and Network and System Services.

Office of the Vice President and Chief Information Officer
The Office of the Vice President and Chief Information Officer oversees the day-to-day operations and provides overall leadership for the entire technology division at Rowan University.

Academic Technology
Academic Technology (AT) supports all client-side academic technologies across all academic venues at Rowan. AT is responsible for supporting TEC (Technology Enhanced) classrooms; computers in Rowan computing venues; student printing; Blackboard
learning management system; multimedia such as simulations, audio, video, and streaming technologies; and hybrid and flipped
instruction.

**Clinical Systems and Project Management**
Clinical Systems and Project Management provides system support of the practice management and electronic medical record in
support of the Faculty Practice Plan at Rowan School of Osteopathic Medicine (RowanSOM). Clinical Solutions services include
consultation, design, implementation, maintenance, support and new initiatives.

**Enterprise Information Systems**
Enterprise Information Services (EIS) is responsible for the technical support necessary to implement and maintain the University’s
Enterprise Resource Planning (ERP) system and for developing or implementing and maintaining adjunct and ancillary systems
required outside of the ERP system to meet additional institutional information needs necessary to carry out the mission of Rowan.

**Information Security Office**
The Information Security Office provides security governance and oversight of Rowan's Information Resources and Technology,
develops and implement new information security policies, procedures and standards as needed while overseeing the protection of
Rowan's student, faculty, employee and patient data. ISO also ensures compliance with Rowan's policies, state and federal regulation
and reporting requirements

**Institutional Effectiveness, Research, and Planning**
The Office of Institutional Effectiveness, Research & Planning (IERP) is Rowan University's official source for all data and statistics
used for assessment, state and federal reporting, and more. IERP also oversees the implementation and management of Rowan’s
Enterprise Data Warehouse (EDW) and Operational Data Store (ODS).

**Network and System Services**
Network and System Services (NSS) is responsible for all computer networking on-campus including file and print servers, web
servers, Internet connection, email systems and all computer/printer repair, installation and support. System Administration at NSS
installs, maintains upgrades and manages the information technology infrastructure on the University’s campus and between the main
and satellite campuses.
The NSS Repair and Installation is 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.

**Technology Resources for Students**

**Support Desk**
The IRT Support Desk is responsible for assisting employees and students with computer and telecommunication issues. The main
objective of the Support Desk is to troubleshoot computer software and hardware, email, printing, access to network servers, network
passwords, and all aspects telecommunications. Additionally, the Support Desk supports specific software and hardware deployed by
NSS and individual personal desktop and mobile devices. Technical support is also available to assist users with connecting to the
Rowan Cloud and other network servers from on or off campus.

**NSS Workshop**
The NSS Workshop is responsible for computer installation and repairs. The workshop employs student technicians to complete
student work orders entered via Support Desk. Current students can bring technology issues to the workshop where repairs are
completed onsite, or they can request a student technician to come to their room to help them with network related problems free of
charge.

**INTERNATIONAL CENTER**
Robinson Hall
856-256-4292
www.rowan.edu/internationalcenter

The International Center serves as home for the Study Abroad program and International Student Services. The Study Abroad
program offers Rowan undergraduates hundreds of opportunities in Europe, Latin America, Asia, South Pacific and Africa. All credits
earned apply to Rowan degree programs and financial aid applies as well. The Center also recruits, admits, and supports International
Students and scholars at Rowan University and provides a variety of support services. It monitors student and institutional compliance
with immigration regulations and it acts as a liaison between departments, researchers, and the government. For information on Study
Abroad or International Student admissions, please visit our website.
LEADERSHIP ROWAN
856-256-4041
www.rowan.edu/leadership

The Leadership Rowan program offers several opportunities for students to develop their leadership skills and track their leadership involvements during their time as a Rowan student. Students can attend workshops as part of a leadership series, receive professional development through conferences, events or guest speakers, and also earn awards for their leadership contributions.

Earn certifications in Leadership Training, Leadership Application & Organizational Effectiveness, and Leadership Sustainability by attending workshop series or just by swiping your RowanCard ID at select campus events that fulfill leadership achievements. See the iLead: Leadership Achievement Tracker on our website for more information.

Attention CGCE Students:
This service is not intended for CGCE students.

LEGAL SERVICES
Chamberlain Student Center
856-256-4540
www.rowan.edu/mars/clubs/sga/lawyer.php

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 856-256-4540.

MAILROOM
Chamberlain Student Center
856-256-4613
www.rowan.edu/adminfinance/mailroom/

This full-service facility, located on the lower level of the Chamberlain Student Center, accepts outgoing mail, weighs packages, sells stamps, provides fax services, and receives incoming mail for resident students. The mailroom assigns on-campus residents living in the residence halls with mailbox combinations at the beginning of the school year. Off-campus students living outside the area may request mailboxes.

**Hours of operation:** Monday - Friday 8am - 4:30pm

MULTICULTURAL AFFAIRS
Chamberlain Student Center
856-256-4448
www.rowan.edu/studentlife/oma

The Office of Multicultural Affairs 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.

**Diversity Recognition Events**
Rowan annually highlights issues surrounding equity for the Lesbian/Gay/Bisexual/Transgender (LGBT) community and provides ethnic awareness events highlighting Latino History Month, Native American Indian History, African-American History Month, Women’s History Month, and Asian-Pacific Heritage Month. The heritage month events are celebrated throughout the year as the Office of Multicultural Affairs works to Celebrate Diversity: Anytime & Everywhere.
The Office of Field Experiences is located on the second floor in Herman D. James Hall in the College of Education Advising Center and is open from 8:30am to 4:30pm, Monday through Friday. The major focus of the Office of Field Experiences is the placement of students requiring field experience in a school or clinical setting. Teacher candidates who are eligible for clinical practice (student teaching) must apply to this office one year in advance of the field placement. Eligible candidates will learn pertinent due dates and requirements from their education advisor. Rowan teacher candidates may not contact schools or seek to create their own placements. At this time, we are only placing teacher candidates in the seven southern counties: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem.

For FAQs about clinical practice, please visit our website listed above.

ORIENTATION AND STUDENT LEADERSHIP PROGRAMS
Savitz Hall
856-256-4041
www.rowan.edu/studentlife/oslp

The Office of Orientation and Student Leadership Programs (OSLP) assists students in their successful transition to Rowan University and directs various support programs to increase students’ success and retention to graduation. OSLP manages all undergraduate orientation programs, the Leadership Rowan initiative, and the PROS (Peer Referral and Orientation Staff).

Attention CGCE Students:
This service is not intended for CGCE students. CGCE Extension students are given orientation information and guidance in their admission packets and are encouraged to contact their CGCE Enrollment Advisor at 856-256-5435 should they need assistance.

PARENTS & FAMILY CONNECTION
Savitz Hall
856-256-4596
www.rowan.edu/studentlife/parentsfamily

The mission of the Office of Student Enrichment and Family Connections is to provide student-centered experiences for parents, family members, and students to successfully transition to, through, and out of Rowan University. The primary foci of the office are to enhance the student experience and the partnership with family members by addressing varied and evolving needs in serving as the hub for student-centered collaborations, programs, and services.

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

This office manages the University’s parking and traffic resources. The Parking Office and the Welcome Gates provide campus maps and information on campus parking rules and regulations. Vehicles must display the appropriate parking permits to park in areas designated for employees, parking garages, residents, or commuter students. Permits can be ordered by going to http://rowan.thepermitstore.com. Temporary or visitor permits are required at all times while parking on campus. They are available at various locations: The Welcome Gates (located at Lot H and P) and the Communication Center Office, located in Bole Annex (which is open 24 hours a day, 7 days a week), will issue a temporary or visitor permit for one day only. All temporary or visitor permit extension requests will need to go to the Parking Office for approval. The Department of Public Safety will issue citations, tow, or boot illegally parked vehicles. (See Policies and Procedures section for complete list of parking rules and regulations.)
The Peer Referral and Orientation Staff, also known as the “PROS”, are selected and trained student leaders who offer peer-support services designed to assist students in adjusting to University life and attaining their goals. Under the supervision of the Director for Orientation and Student Leadership Programs, PROS provide assistance to new students during orientation and beyond as they begin to navigate their first year at Rowan University. PROS do this by assisting students as they find their own solutions to problems. PROS act as a referral resource, directing fellow students to on-campus facilities and appropriate professionals.

Attention CGCE Students:
This service is not intended for CGCE students. CGCE Extension students are given orientation information and guidance in their admission packets and are encouraged to contact their CGCE Enrollment Advisor at 856-256-5435 should they need assistance.

PUBLIC & PRIVATE TRANSPORTATION SERVICES
Chamberlain Student Center – SGA Office
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 Chamberlain 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 arrangements to use these vehicles through the SGA office on the first floor of the Chamberlain Student Center by calling 856-256-4540.

PUBLIC SAFETY & EMERGENCY MANAGEMENT
Bole Annex
Emergencies: 911
Non-Emergencies: 856-256-4922
www.rowan.edu/safety

The department is comprised of five main service sections; Office of Emergency Management, Police, Security, Communications/Emergency Medical Services and Parking. The Department of Public Safety and Emergency Management operates 365 days a year and is available 24 hours a day. Administrative offices are located in Bole Annex and are open from 8:30 am to 4:30 pm Monday through Friday.

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

The department operates a shuttle service program that provides transportation to designated stops on campus for members of the University who would otherwise have to walk alone at night or are concerned about their personal safety. The program operates between the hours of 7:00 pm and 3:00 am seven days a week during the Fall and Spring semesters.

The department provides a walking escort program for any member of the Rowan community that feels unsafe walking from one location on campus to another from dusk to dawn. To request an escort please call 856-256-4922

There are 92 blue light call stations scattered across the campus. These phones will connect you to the Public Safety Communications Center in Bole Annex.
RECREATION, FITNESS, INTRAMURAL ACTIVITIES & SPORT CLUBS

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

All full-time students, faculty, and staff are encouraged to participate in the informal recreation, fitness, sport clubs, and intramural sport programs at the Student Recreation Center. Part-time students are welcome to join for an additional fee based on the number of credits they are taking. Through the informal recreation program, basketball, racquetball, volleyball, table tennis, and various swimming pool activities are available daily on a drop-in basis. In addition, there are over 50 organized intramural and sport club programs for those who are interested in more structured and/or competitive sport activities. A variety of group fitness classes include Cycling, Yoga, Pilates, Zumba and Insanity are offered for a small fee. A full line of fitness services is also available including personal training and fitness assessments. The Rec Center employs approximately 100 students each year for front desk, fitness area, group fitness, personal training, intramural officiating, sport club supervising, marketing, facility operations, swim instructing and lifeguarding. Periodically, the Rec Center offers additional special events and classes. For dates of events, registration deadlines, rules and regulations, and other information, contact the Student Recreation Center.

REGISTRAR’S OFFICE
Savitz Hall
856-256-4350
www.rowan.edu/registrar

This office maintains the official University academic records of all students while in attendance and, on a permanent basis, following graduation or withdrawal. Transcripts originate from this office. 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 meet with their advisor and apply to graduate online the previous semester through Student Self Service Banner. For deadlines and other important graduation information, please visit www.rowan.edu/provost/registrar/graduation.html.

Attention CGCE Students: Registrar Services for all Rowan students
The Office of the Registrar is where all students undergraduate and graduate, matriculated and non-matriculated) go to submit official name and address changes, (www.rowan.edu/provost/registrar/address.html), obtain official academic transcripts (www.rowan.edu/provost/registrar/transcripts.html), and official verifications of enrollment (www.rowan.edu/provost/registrar/enrollverify.html).

ROTC PROGRAM
Newman Building
856-881-4516
www.armyrotc.com

Rowan University participates in the U.S. Army Reserve Officers Training Corps (ROTC) Program. The primary purpose of Army ROTC is 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. Our intent is to help the student improve their leadership and management skills whether they decide to pursue a career as an officer in the Army or in the private sector.

Students can join the program without any obligation to 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 from college. Scholarships pay full tuition and fees at Rowan University. An additional scholarship benefit is a $1,200 yearly book allowance. Army scholarship winners also receive a tax-free stipend of $300 - $500 per month, depending on 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 book allowance and the stipend if they contract their junior year.

Students with prior service or who are currently in the National Guard or Army Reserves may enter the program as Simultaneous Membership (SMP) cadets when they begin their sophomore year. SMP Cadets receive an SMP Kicker of $350 a month from the Reserve Component plus an additional $350 - $500 per month from ROTC as well as any benefits received from the Guard or Reserve. SMP Cadets can earn their commission in two to three years. Certain stipulations apply.
If interested, students may contact LTC Jill Nitz, nitz@rowan.edu or apply at the campus ROTC Office on the corner of Mullica Hill Road and Bowe Blvd, (856) 881-4516.

**ROWAN RADIO, 89.7 WGLS -FM**
Bozorth Hall
856-863-WGLS
http://wglsl.rowan.edu

WGLS-FM is Gloucester County’s only FM radio station. WGLS-FM operates at 89.7Mhz on the FM band, 24 hours per day, seven days per week. WGLS-FM 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-FM on the station’s website at wglsl.rowan.edu.

WGLS-FM 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 and Creative Arts, located in Bozorth Hall, houses WGLS-FM, which is licensed to the Rowan University Board of Trustees.

**ROWANCARD**
Chamberlain Student Center
856-256-4607
www.rowan.edu/rowancard

Rowan University requires that all students have a RowanCard. This picture identification enables the student to use all campus facilities and services, as well as identifying him/her as part of the University community. The RowanCard serves as more than the official University identification card for students. With just one card, you have access to many services and privileges, including: RowanCard ‘Boro Bucks account, Meal Plan/Dining Dollar account, University Bookstore services, Rec Center privileges, Mail Room privileges, Campbell Library privileges, After-hours building access (where available), vending machines, campus copiers, off-campus merchants, and laundry services.

To obtain an identification card, students must appear in person at the Chamberlain Student Center Information Desk and complete appropriate paperwork. A new card costs $10. A replacement card costs $25. To report a card lost or stolen, call 256-GONE.

*Hours of operation:*
Monday – Thursday: 9:00 am - 7 pm
Friday: 9:00 am - 5pm

**Attention CGCE Students:**
See CGCE website www.rowan.edu/cgce for CGCE-specific information regarding this service.

**ROWAN UNIVERSITY LIBRARIES**
856-256-4800
www.lib.rowan.edu

Rowan University Libraries provides the Rowan community with access to an extensive range of resources and services, which are accessible through four physical libraries and through the Library website. Keith & Shirley Campbell Library – the largest of Rowan’s four libraries – is home to a selective Government Documents depository, the Rowan University Archives, Special Collections, the Digital Learning Center, and the RCA Heritage Program Museum. Librarians are available to assist students with research projects and papers in any subject area, and students can use Ask-a-Librarian, an online reference service, to submit a question at any time.

In addition to reference and research services, Rowan students also enjoy access to private study rooms, desktop computers and laptops, media production software, and more. Campbell Library holds nearly 400,000 books and multimedia materials, and spends more than $2 million annually on thousands of subscriptions to online journals and e-resources. Journals and other e-resources are available to Rowan users 24/7 through the Library website at www.lib.rowan.edu.

Other Library locations include: the Music Library at Wilson Hall (Glassboro), the CMSRU Library (Camden) and the Health Sciences Library (Stratford).

**Attention CGCE Students:**
Electronic/off-site access of library services
When you click on an electronic resource from any of our library webpages, the Rowan Campus Portal login box will come up, and you will be required to log in using your Rowan network account before proceeding. This is usually the account name used for your Rowan e-mail. It is *not* your Banner id, which is only used for the Banner system. If for some reason the electronic resource still does
not come up, please contact the Information Resources help desk in Memorial Hall (256-4400) or e-mail support@rowan.edu. The problem may be related to the security setup on the computer you are using to access the resource.

SERVICE LEARNING, VOLUNTEERISM & COMMUNITY ENGAGEMENT
Chamberlain Student Center
856-256-4595
www.rowan.edu/volunteer

The Office of Service Learning, Volunteerism & Community Engagement provides programming, resources, and support to promote a Rowan community of active citizens. We work collaboratively with university faculty and community partners to design a range of curricular and co-curricular service-learning opportunities. Students who engage with service learning, volunteerism and community engagement at Rowan will reflect on meaningful volunteer experiences as they develop a lifelong commitment to their communities.

STUDENT ACTIVITIES
Chamberlain Student Center
856-256-4696
www.rowan.edu/studentactivities

The Office of Student Activities (OSA) plans and implements co-curricular programs for all students that are designed to stimulate personal development, create opportunities for student engagement, and contribute to building campus community.

STUDENT CENTER
Chamberlain Student Center
Administration Office, 856-256-4602
Information Desk, 856-256-4606
www.rowan.edu/studentcenter

The Chamberlain Student Center is the “community center” of the University. It serves students, faculty, alumni, and guests. The Chamberlain Student Center provides a central place for our students and others to spend time learning, socializing, relaxing and participating in a variety of meetings and programs.

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

On the main floor, the Information Desk supplies general information about the University including dates, times, and places of University events. In addition, the staff provides travel directions to and from the campus and directions to Chamberlain 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 also houses the student identification card processing center. Hours of operation: Monday - Thursday 9am-7pm and Friday 9am–5pm

The Chamberlain Student Center encompasses such administrative offices as the Dining Services Offices, the Student Center Administrative Office, and the Student Life Administrative Office Suite, which includes the Office of Community Standards, Greek Affairs, Commuter Services, Service Learning and Volunteerism & Community Engagement, Student Activities, and the Office of Multicultural Affairs. In addition, the Center includes the Student Government Association, Student University Programmers, and all student publication offices. Building hours during the school year are:
Monday – Friday: 7am-1am; Saturday: 8am - 1am, and Sunday: 9am - 1am
The Student Government Association's (SGA) membership includes all undergraduate 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 evening during the academic year and meetings are open to the public.

Vision
Creating a state of actively engaged students that willfully participates not only within their university, but also the surrounding community.

Mission Statement
To make certain that all undergraduate students’ needs are being met by acting as a student voice for the campus community, serving as an outlet for student concerns, promoting student participation in campus life, and investigating solutions to various issues that affect the campus as a whole.

Values
Support unity, teamwork, diversification, acknowledgement of excellence, mutual respect and a dedication to the positive development of each and every individual.

Act with vision not only to meet the needs of Rowan’s current students, but to also meet the needs of future Rowan Students.

The SGA will take pride in Rowan’s past, present, and future.

Composition
The SGA contains an executive branch and legislative branch. The executive branch maintains communication with students, administration, and faculty through newsletters, reports, and various meetings and events throughout the academic year. The legislative branch expresses the attitudes of the student body on matters of policy, opinion, and legislation proposed or enacted by the University or other matters affecting the student body.

The executive branch, also known as the executive committee, consists of elected offices of President, the Vice President, the Chief Financial Officer, the Recording Secretary, Director of Public Relations and Special Events, Student Trustee, Alternate Student Trustee, and the Assistant Vice Presidents/Committee Chairs of Academic Affairs, Facilities and Operations, Governmental Relations, Student Affairs, and University Advancement.

The legislative branch, or Senate, consists of Academic Senators that represent each of the academic colleges at Rowan University; one representative from each SGA chartered club or organization; and Class Senators.

Involvement
SGA strongly encourages any students who would like to become involved in the governing process to seek office. Senate meetings and committee meetings are open to the public and are posted publically. First year students or freshmen who want to become involved should join the Freshman Leadership Involvement Program (FLIP) to be eligible for a position.

Elections
The SGA Elections Commission holds elections at the end of each Spring semester, with the exception of positions held by first year students, which are held at the beginning of the Spring semester. Students running for office must have a qualifying GPA as certified by the Registrar and be in good standing with the university.

All matriculated, undergraduate students have the right to vote, and SGA encourages them to do so to represent the student body. SGA will post election dates in advance and students will be notified via Rowan Daily Announcements, at SGA Senate meetings, and announcements.
STUDENT HEALTH CENTER
The Wellness Center at Winans Hall
856-256-4333
Fax: 856-256-4427
www.rowan.edu/health

The Student Health Center promotes the health and wellness of Rowan students through access to health care services and information at The Wellness Center and through education and outreach activities throughout the University community. Our staff includes physicians, nurse practitioners, registered nurses, and clerical staff dedicated to serving the health needs of our students. The Student Health Center website includes detailed information on pre-matriculation requirements (immunization records and health forms) and Student Health Center services along with links to health information and resources.

Attention CGCE Students:
Per the State of New Jersey, if you are a degree-seeking student who is in any course that is not 100% online, then you will need to comply with the State Health and Immunization Requirements. (Students who are in 100% online programs and/or are non-degree-seeking students in certificate of graduate study, certification, or endorsement programs are exempt from these requirements.) Contact the Student Health Center for more details.

STUDENT RECREATION CENTER
856-256-4900
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, 92,000 square-foot building houses two 25-yard pools, a three-lane indoor running track, four racquetball courts and a three-court multisport gym. It also houses a cycling room, a group fitness room, fitness and free-weight room, a conference room, complete locker/shower room facilities and a cafe.

The administrative staff provides diverse and varied programs, including informal recreation, intramural sports, sport clubs, aquatics programs and fitness activities for the campus community to enjoy.

Hours of operation:
Monday – Thursday: 6am – 12am midnight
Friday: 6am - 10pm
Saturday: 8am - 8pm
Sunday: 9am - 11pm

THE THOMAS N. BANTIVOGLIO HONORS PROGRAM
Whitney Center
856-256-4775
www.rowan.edu/provost/honors_program

The Thomas N. Bantivoglio Honors Program is open to students in all academic majors. Students graduate with designation as Honors Scholars in addition to their program degree. Students must complete at least (8) Honors courses, maintain a high academic average, and participate each semester in extracurricular activities. As students work toward a degree in their disciplinary major, the Honors Program provides a complementary and crucial role in their preparation to become active participants in the communities in which they live and work. Participation in the Bantivoglio Honors Program affords students a unique educational experience at Rowan.

Attention CGCE Students:
This program is available only to matriculated, undergraduate students who meet appropriate requirements, specific to each minor/program. Hybrid/online students please note: Since the Bantivoglio Honors Program does not currently offer or accept any online/hybrid coursework, face-to-face traditional coursework would be required to complete the Bantivoglio Honors Program.
UNIVERSITY ADVISING CENTER
Savitz Hall
856-256-4459
www.rowan.edu/advising

The University Advising Center is a collaborative, learning-centered environment committed to engaging students in the development and implementation of meaningful educational goals, informed academic planning, and major selection consistent with their personal values, interests, and abilities.

The University Advising Center serves select undergraduate students in the College of Communication and Creative Arts, the College of Science and Math and the College of Humanities & Social Sciences, which includes the Exploratory Studies (undeclared) population. Additionally, the UAC assists students throughout the University who are seeking to transition from one college or major to another and those adding a second major, minor or concentration.

University Advising functions as a clearinghouse for all advising related information to the campus community. In addition to advising services, this office supports the Rowan Select and Achieving the Dream programs, Rowan Success Network, and Transfer Student Outreach Services.

VETERAN AFFAIRS
Savitz Hall
856-256-4233
www.rowan.edu/studentlife/asc/veterans/

Veteran Affairs provides resources to students eligible for Department of Veterans Affairs Educational Benefits. The Veteran Affairs Coordinator serves as the campus administrator of all veteran benefits programs, including the Montgomery G.I. Bill, the Veterans Educational Assistance Program, Dependents’ Education Assistance for eligible dependents of disabled or deceased veterans, Chapter 1606, Air and Army National Guard, and the Vocational Rehabilitation Program for disabled veterans. Veterans or their dependents that are eligible for educational benefits must contact the office at the beginning of each semester to complete enrollment forms.

VICE PRESIDENT FOR STUDENT LIFE & DEAN OF STUDENTS OFFICE
Savitz Hall
856-256-4283
www.rowan.edu/studentlife

The Division of Student Life provides and supports a collaborative learning environment that promotes the education of the whole person within a global society. Student Life is dedicated to actively engaging students by encouraging healthy life choices, multicultural competency, personal and professional growth, campus and community involvement, civic responsibility, and leadership development. As an integral partner in the education process, Student Life is committed to student learning and continual improvement through ongoing assessment and review of its programs and services.

*Students who are absent from classes for three (3) or more days due to health problems or other extenuating circumstances, should submit a Student Absence form, www.rowan.edu/studentlife/main_office/publications/ to the Vice President for Student Life & Dean of Students Office. This office will notify the student’s professors.
STUDENT LIFE POLICIES

ACCOMMODATION POLICY
The University will provide reasonable accommodations for anyone to obtain equal access to educational or occupational programs and activities.
Applicants will need to provide comprehensive and current documentation of a qualifying disability and submit a request for services form. Forms are available by contacting the Academic Success Center.
Within one month of the beginning of the semester and submission of all essential information, the 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 the Director for the Academic Success Center and Disability Resources
4. Verification of documentation.
5. For in-classroom accommodations, pick up instructors’ letters.

Attention CGCE Students:
Any students in CGCE Extension/online/hybrid courses requesting accommodation must consult the additional information below:

Online/Hybrid Course Accommodation Procedures
The request and determination of online or hybrid course accommodations varies from those needed for in-class study. Therefore students are required to follow these Online/Hybrid Course Accommodation procedures when enrolling in an online course:
1. Student contacts Disability Resources office to request an accommodation letter to be emailed to them prior to the start of their course. If necessary, the accommodation letter will be modified to meet the needs of the student for the online/hybrid course.
2. Student contacts professor with as much notice as possible to inform him/her of the online/hybrid course registration and disability accommodation.
3. Online/Hybrid accommodation letters are scanned and emailed to the student.
4. Student emails accommodation letter to the professor.
Online course accommodations are approved on a case-by-case basis according to the student’s disability and documentation

Online Timed Test Accommodations
For students who have an accommodation of extended time on tests there may be the need for an exception with online timed tests. This usually involves modifying the rules for the exam to give the student extra minutes based on the accommodation letter.

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 Vice President for Student Life & Dean of Students 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 Disability Resource Office.
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 Vice President for Student Life & Dean of Students what was done in response to the request for accommodations and the reasons why an agreement could not be reached.
4. The Vice President for Student Life & Dean of Students 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 Vice President for Student Life & Dean of Students. The Vice President for Student Life & Dean of Student’s report and recommendation will be sent to the University President Staff within ten days of the closing of the records.
5. Within ten days following the receipt of the Vice President for Student Life & Dean of Student’s report, the University President Staff will accept, reject, or modify the report and recommendation and issue a determination.
6. If the grievant is not satisfied with the University President 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 are not readily available or when the academic calendar warrants.
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, electronic mail addresses, 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 Vice President for Student Life & Dean of Students each year by the first week in October.

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 (www.rowan.edu/emergency or www.kwy1060.com) or by calling the University at one of these numbers:
1. Dial 856-256-INFO (256-4636). At the prompt, press “1” for the latest information.
2. Call your voicemail at 856-256-4300.
3. Call the Office of Public Safety & Emergency Management 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- Glassboro school closing number is 829 and the Rowan- Camden school closing number is 625.

Announcements will also be aired by Fox Philadelphia television during the critical early morning hours. Tune to Fox Morning News from 6am - 7am and Good Day Philadelphia from 7am to 9am. 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. In the event of inclement weather that requires the cancellation of courses at the university’s Camden campus, the code number is 625. If the school, which houses an off campus center is closed, evening classes at that school will also be cancelled.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, students have the right to inspect and review their own educational records. Records include permanent academic records in the Registrar's Office, student housing records in the Office of Residential Learning and University Housing, placement records and credentials (except those on file prior to January 1, 1975), and disciplinary records in the Office of Community Standards and Commuter Services. However, students must personally sign a release permitting the University the right to release copies of such records to outside individuals or agencies. Unless students sign such a release, records can be released only in accordance with the exceptions stipulated in the law. For details concerning this policy and the FERPA Release Form contact the Vice President for Student Life & Dean of Students in Savitz Hall.
**FREE SPEECH & PEACEFUL ASSEMBLY POLICY**

**A. GENERAL INFORMATION**

Rowan University (“University”) is committed to providing an educational climate that is conducive to the personal and professional development of each individual. The University recognizes the right of all individuals to engage in peaceful and orderly assembly and/or demonstrations which do not disrupt the functions of the University or interfere with the rights of others. The University will protect the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the United States Constitution and the Constitution of the State of New Jersey. The University maintains its right to implement reasonable time, place and manner restrictions concerning acts of expression.

The Supreme Court of the United States has adopted a forum analysis framework to assess whether, and to what extent, a government entity such as Rowan University must permit expressive activity on its property. The Court has established three categories of forums: (1) quintessential public forums; (2) designated public forums; and (3) non-public forums. This forum analysis is highly fact dependent and the examples which follow are intended to serve as illustrative and not definitive.

- Quintessential public forums, including public streets, sidewalks, parks, and similar common areas. These areas are generally available for expressive activity, planned or spontaneous, for an individual or small groups (generally where a crowd of 10 or less will be present, and/or where an event is not promoted in advance, and/or when an event is not sponsored by a student organization) at any time without the need for reservation, or prior approval.

- Designated public forums are created by the University when it deliberately opens property to the public. These forums may be so designated for only limited uses or for only a limited class of speakers.

- Non public forums are areas that are not traditional public forums or designated public forums. These forums will be restricted to use for their intended purpose. Examples include, but are not limited to, classrooms, residence hall rooms, faculty and staff offices, academic buildings, administration buildings, medical treatment facilities, libraries, and research and computer laboratories and facilities; and locations where University events, ceremonies, commencement activities and other similar events and activities are held.

**B. ADVANCE RESERVATION REQUIREMENTS**

In an effort to ensure safety and to promote an environment conducive to study, advance reservation for expressive activity is required for assembly and/or demonstrations that are promoted in advance, and/or sponsored by student organizations, and/or expected to draw a crowd of more than 10 people. Advance reservation is required for assembly and/or demonstrations near academic buildings anytime classes, research or student activities are taking place. Advance reservation is also required for assembly and/or demonstrations at a University ceremony, event and/or activity held on University property or at any place in use for an authorized University purpose.

Any individual or group, either required by this Section to make an advance reservation, or desiring to make an advance reservation, shall complete and submit to the Office of the Assistant Vice President for Campus Recreation & Student Activities (117A Chamberlain Student Center) the Reservation Request Form attached hereto at least 72 hours in advance of the assembly and/or demonstration.

The decision to confirm or deny a reservation request will be based on proper and timely completion and submission of the Reservation Request Form, compliance with the applicable sound and sign requirements and availability of space. If the assembly and/or demonstration is proposed to be held in either a quintessential or designated public forum, then under no circumstances will the decision to grant or deny a Reservation Request be based on the content or viewpoint of the expressive activity unless there exists a compelling interest of the University to do so. If a Reservation Request is denied, the rationale for that decision shall be provided in writing. The denial of a reservation request can be appealed to the President of the University or his/her designee.

In addition, because locations within buildings are frequently booked well in advance, those wishing to engage in assembly and/or demonstration activities in a particular room or building should reserve that space through the established procedures for the particular facility. Contact the Office of the Assistant Vice President for Campus Recreation & Student Activities for assistance in determining the appropriate individual or office to contact to reserve the building space.

Participants in the assembly and/or demonstration are expected to assist in cleaning up any litter that might result from leafleting or other activity.

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 assembly and/or demonstration, the Office of the Assistant Vice President for Campus Recreation & Student Activities shall designate a location where sound amplification equipment may reasonably be used.
The University recognizes that spontaneous assembly and/or demonstrations may occur. In such situations, the University expects the persons involved to act responsibly and peacefully and reserves the right for an appropriate University official, such as the Assistant Vice President for Campus Recreation & Student Activities or any Public Safety Officer or security personnel, to ask persons to relocate the assembly and/or demonstration if it proves disruptive at that particular location.

C. DISRUPTIVE ACTIVITY

As the above principles illustrate, and subject to compliance with this Policy, the University recognizes the right of all individuals on University property or at any place in use for an authorized University purpose to engage in peaceful and orderly assembly and/or demonstration, which does not disrupt functions of the University or interfere with the rights of others.

The University will not allow disruptive or disorderly conduct on its premises to interrupt its proper operation or to interfere with the rights of others. Persons engaging in disruptive action or speech and/or disorderly conduct shall be subject to disciplinary action, including, but not limited to, removal from the premises and/or charges of violations of the law, and in the case of students, expulsion and/or separation. Disruptive actions, speeches or demonstrations on University property or at any place in use for an authorized University purpose are strictly prohibited.

Listed below are examples of activities that will be considered disruptive and will result in discipline and/or removal, arrest and/or prosecution:

1. Interference with scheduled University ceremonies, events and/or activities held on University property or at any place in use for an authorized University purpose is prohibited. During a University ceremony, event and/or activity, assembling and/or demonstrating noisely, such as by wearing clothing, gesturing, standing or distributing literature, is acceptable, provided it does not impede access to the University ceremony, event and/or activity, disrupt the University ceremony, event and/or activity or interfere with the attendees’ ability to see or hear the University ceremony, event and/or activity.

2. Any use of signs, prolonged standing, or other activity likely to block the view of any of the attendees is prohibited, unless it is confined to the last row of the crowd, if the University ceremony, event and/or activity is held outdoors, or to the back of the room, if the University ceremony, event and/or activity is held indoors.

3. Chanting or making other sustained or repeated noise or displaying or utilizing objects such as kites, balloons, banners or similar objects in a manner which interferes with the communication of any speaker at a University ceremony, event and/or activity, or the attendees’ ability to see or hear the speaker, ceremony, event and/or activity, is prohibited.

4. Activities with a noise level that disrupts or poses a tenable threat of disrupting the proper operation of the University are prohibited.

5. Obstruction, disruption or interference with classes, research, administrative functions or other University activities is prohibited.

6. Actions that endanger the safety of any individual, the University community, or the academic process are prohibited.

7. Failure to comply with directives of authorized University Officials in the performance of their duties, including failure to identify oneself when properly requested to do so, is prohibited.

8. Unauthorized entry, use, or occupancy of University facilities, or refusal to vacate a University facility or property when directed to do so by an authorized official is prohibited.

9. The use of sound amplification equipment within a building without prior authorization is prohibited.

10. Damage to or destruction of University property or of property on University premises belonging to others is prohibited.

11. Unauthorized setting of fires on University property, or unauthorized use of or interference with fire equipment, is prohibited.

12. Actions which threaten or incite immediate property damage, assault, or injury to self or other persons are prohibited.

13. Verbally provoking immediate physical assault, personal injury or property damage through the use of harassment, intimidation, bullying, threats, or fighting words is prohibited.

14. Violation of published University regulations, policies or rules, or violation of any New Jersey state law or federal law is prohibited.

15. Obstruction of vehicular and/or pedestrian traffic and/or obstruction of access to, and exit from, any university ceremony, office, classroom, laboratory or building is prohibited.

16. Infringement on the rights of others is prohibited.

Please note: The “Reservation Request Form” is available on the last page of the policy at www.rowan.edu/provost/policies/documents/FreeSpeechandPeacefulAssemblyPolicy.pdf
GOOD SAMARITAN POLICY
Rowan University recognizes there are times when students or members of a University organization find themselves in a position where medical assistance is needed to ensure the proper care of a person who is significantly intoxicated, under the influence of drugs, or has been the victim of an assault; the University has established a Good Samaritan Policy.

This policy has been established to ensure that proper medical assistance and intervention is sought in these instances and not delayed for fear of punitive action by the University under the Student Code of Conduct. All students are expected to act first out of concern for themselves and others by contacting appropriate University personnel, i.e. a Resident Assistant (RA), Resident Director (RD), Residential Learning Coordinator, or Public Safety Officers to obtain emergency assistance.

Under the Good Samaritan Policy:
Students and/or organizations that seek assistance from Public Safety or medical authorities to address a situation involving an individual who is significantly intoxicated, under the influence of drugs, or has been the victim of an assault will not be charged with a violation of the University’s alcohol and/or drug policy.

The policy applies to both the individual who sought the assistance and the student who needed assistance if they are under the legal drinking age. (It does not apply to charges involving the sale or distribution of illegal substances.)

This policy does not preclude the University or other appropriate authorities from taking disciplinary action for other Student Code of Conduct offenses which may be associated with the situation, i.e., vandalism, theft, physical or sexual assault, etc., or the Office of Public Safety & Emergency Management from filing appropriate criminal charges.

Students and/or organizations involved in a situation that falls under the Good Samaritan Policy will be required to complete certain educational and counseling initiatives which are intervention and prevention based. Failure to complete these activities will result in action under the Student Code of Conduct.

Students and/or organizations demonstrating a consistent and repeated pattern of such behavior, after appropriate intervention and education have been provided, will not be protected under this policy.

Resources such as the Office of Public Safety & Emergency Management, Residential Learning and University Housing, Student Health Services, and the Vice President for Student Life & Dean of Students are available for students to seek assistance for themselves, and equally important, their fellow students.

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, current, and potential 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 of University policies or the Student Code of Conduct by members of the Rowan University community which are committed through misuse of e-mail, voicemail, 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: www.rowan.edu/toolbox/policies/network/

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

**Students:**
Vice President for Student Life & Dean of Students Office at 856-256-4283

**Employees:**
Associate V.P. Employee & Labor Relations Office at 856-256-4139
HAZING POLICY
Rowan University strictly prohibits hazing by 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, or 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 recognized or unrecognized 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 that information in writing to University officials.

HEALTH INSURANCE FOR FULL-TIME STUDENTS
Student Health Services
The Wellness Center at Winans Hall
856-256-4333
www.rowan.edu/health
www.firststudent.com

All matriculated students are required to have health insurance as a condition of full time enrollment at Rowan University for the 2014-2015 academic year. However, the New Jersey State law has recently eliminated the State’s statutory requirement that all full-time students at public and private institutions of higher education in New Jersey have health insurance coverage. The law still requires all universities to offer health insurance coverage to full-time students.

In order to comply with this requirement and to provide students with high quality but low cost insurance, Rowan University, in association with many state universities, continues to offer a health insurance plan through United Healthcare. This insurance plan is a
“hard-waiver” plan, which means that all students who do not already have insurance coverage are required to purchase the insurance. If students do not present evidence of health insurance before the September 1st, the cost for insurance through United Healthcare will be automatically added to the term bill for all full-time students.

For this academic year, all available options were carefully assessed and it was concluded that a “hard-waiver” plan was the best choice for our students. All available options will continue to be reviewed, including the status of the Affordable Care Act and its impact on available health insurance.

To enroll in the Rowan University health insurance plan, visit www.firststudent.com and follow the instructions. To waive the Rowan University health insurance plan, visit the Health Insurance tab on the Bursar’s Office website and follow the instructions. The insurance waiver must be completed yearly.

*Students without insurance can still be seen at Rowan’s Health Center

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, NJ.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 Vice President for Student Affairs & 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 Vice President for Student Affairs & 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, Residential Learning & University Housing, Public Safety and Emergency Management, student body, Student Health Center, Office of Service Learning, Volunteerism & Community Engagement, 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 residence 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 by the Family Educational Rights and Privacy Act of 1974.

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

Legal Liability
All confidential medical information is protected by statutes, and any unauthorized disclosure may create legal liability. The duty of physicians and other healthcare providers to protect confidentiality of information is superseded by the necessity to protect others only in very specific, life-threatening circumstances.

“Need to Know”
The number of people on the campus who are aware of students or employees who have HIV infections should be kept to an absolute minimum to protect the confidentiality and privacy of the person and to avoid the generation of unnecessary fear and anxiety among other students and staff.

Medical Care
Regular medical follow-ups for those who have a positive HIV-antibody test are encouraged. Precautions to protect the health of immunologically compromised individuals are considered during periods of prevalence of contagious diseases. For students, the personal physician must provide a medical exemption form. This medical exemption form alerts the Health Center of the need to inform any unimmunized student/employee with HIV disease of vaccine preventable diseases on campus.

Safety Precautions
The University will comply with standards of Occupational Safety and Health guidelines and the Center for Disease Control in the handling of blood and body fluids of all persons as a precaution against the spread of blood-borne pathogens. Safety guidelines will be followed for the handling of blood and body fluids of all persons in educationally related settings, including off-campus locations used for placements or internships.
Teaching-context laboratories, such as those required in biology courses, will adopt and implement procedures for cleaning and disinfecting.

IDENTIFICATION: PRESENTING ID UPON REQUEST
When requested, students must present their student identification card (RowanCard) to any University official. University officials include campus public safety officers, staff members and University administrators. Failure to do so will result in referral to the Office of Community Standards and Commuter Services for disciplinary action. The Chamberlain Student Center Information Desk issues, replaces and validates RowanCards.

IMMUNIZATION REQUIREMENTS
Student Health Services
The Wellness Center at Winans Hall
856-256-4333
Fax: 856-256-4427
www.rowan.edu/health

The State of New Jersey has three immunization requirements that pertain to students at Rowan University:
1. Proof of Immunization against Measles, Mumps, and Rubella (2 MMR vaccines) for all students. Titers showing immunity may be submitted in lieu of immunizations.
2. Proof of Immunization against Hepatitis B (3 Hepatitis B vaccines) for students taking 12 or more credit hours. Titers showing immunity may be submitted in lieu of immunizations.
3. Proof of Vaccination against Meningococcal Meningitis (Menactra™ or Menveo™ vaccine) 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 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. All college students should receive a meningococcal meningitis booster at age 16 or older.

Students must submit proper documentation of their immunizations signed and dated by their Health Care Provider, along with complete health forms to Student Health Services. Failure to comply with these required Immunizations by the published deadlines will result in late fees and an “Immunization Hold” placed on the student’s record. This hold will prevent the student from receiving grades or registering for additional courses until the requirements are completed.

Attention CGCE Students:
CGCE students must follow the State of New Jersey health and immunization requirements as outlined below:
• Per the State of New Jersey, if you are a degree-seeking student who is in any course that is not 100% online, then you will need to comply with the State Health and Immunization Requirements. (Students who are in 100% online programs and/or are non-degree-seeking students in certificate of graduate study, certification, or endorsement programs are exempt from these requirements.)
• These requirements are in effect every term you are registered (regardless of full-time or part-time study).
• It is expected that students will be in compliance before classes begin; however, if you are not in compliance by eight weeks into the semester, you risk losing your registration in future classes and delaying the completion of your academic program. (You will also be financially responsible for any coursework for which you are already registered that term even if future registration is barred or dropped.)
  • Keep in mind that any time your registration status changes from part-time to full-time you may also have to meet additional requirements. If you know you will be a full-time student during any semester, contact the Health Center right away to be sure you are compliant with any additional requirements.
  • Please review the information and forms (including deadlines) available at www.rowan.edu/open/studentaffairs2/healthcenter/newstudentpacket.html. Questions about these requirements should be directed to healthcenter@rowan.edu.
JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS STATISTICS ACT

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

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

MANDATORY HOUSING STATEMENT
Undergraduate student under age 21 with fewer than 58 credits are required to live in University housing, unless they will be commuting from a parent or guardian’s home within 40 miles of the Rowan campus. Students who plan to commute must file for commuter status by submitting a notarized Statement of Student Residence form.

Students who violate the on-campus residence requirements 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 onto the campus will be suspended from the University.

Students who wish to commute from the residence of their parents or legal guardians must live within a 40-mile radius of the institution and furnish a notarized statement of student residence confirming this.

Attention CGCE Students:
The mandatory housing policy does not apply to CGCE Extension students.

NEW MEMBERSHIP IN GREEK SOCIAL ORGANIZATIONS
Joining a Greek social organization without fully complying with all University requirements regarding eligibility is strictly prohibited. Both the individual student and the organization will be subject to disciplinary action for new membership violations. The following requirements pertain to students joining either recognized or unrecognized Greek social organizations.

Full-time matriculated students are eligible for new membership when they have:
- Attained a minimum cumulative GPA of 2.5 and have earned at least 12 credits towards graduation.
- Completed all Basic Skills classes (if applicable).
- Filled out and submitted the “New Member Registration Form” to the Office of Greek Affairs.
- Filled out and submitted the “Information on Indemnification and Hazing for all Greek New Members Form” to the Office of Greek Affairs.
- Completion of the “New Member Workshop” presented by the Office of Greek Affairs.

Please Note: First semester transfer students will be required to submit an official transcript from their previous institution to verify cumulative GPA eligibility. Students matriculating through the Educational Opportunity Fund/Maximizing Academic Potential program must complete 24 college level credits and seek the approval of their counselor prior to joining a Greek-letter organization.

NON-DISCRIMINATION POLICY
Rowan affords equal opportunity to all and does not discriminate on the basis of sex, race, age, religion, national origin, disability, sexual orientation, or any other protected class 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 Office of Equity and Diversity in Linden Hall.

PARENT TO STUDENT CONTACT
Parents who cannot contact their student in emergency situations should contact the Office of the Vice President for Student Life & Dean of Students, at 856-256-4283, or the Office of Public Safety & Emergency Management at 856-256-4911.
PARKING RULES AND 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 in an unmetered lot or garage on campus must have a properly displayed and valid parking permit or parking pass.

Temporary or visitor permits are available from the Welcome Gates or the Parking Office in Bole Annex. Persons needing a temporary permit after business hours may obtain one from the Public Safety Communications Office in Bole Annex.

Annual parking permits are obtained using an online process at rowan.thepermitstore.com

Note: A parking permit or pass does not guarantee you a parking space.

All vehicles must be parked properly within a designated lined space.

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

Permit and Lot designations include “Employee,” “Commuter Student,” “Resident Student,” “Townhouse Parking Garage,” and “Recreation Center”. For parking permit purposes, adjunct faculty, graduate assistants, and residence hall directors are considered “employees.”

A. Employee lots are reserved for employees with employee permits. They include Lots A-1, B-1, E, G, H, M, P, U, T, S, W and Z-1. Employees may park in student lots if the adjacent employee lot is full.
B. Commuter lots are reserved for commuter students with commuter permits. They include Lots A, C, D, M-1, R, X, & Y. There is no parking allowed in Commuter lots from 2:00 am to 6:00 am.
C. Resident lots are reserved for resident students with resident permits. They include lots at the Triad, Edgewood Park, and Chestnut, B, and J. The Townhouse Parking Garage is available to Townhouse residents only that have purchased a Townhouse Parking Garage Permit. The Rowan Boulevard Parking Garage is available for residents only of Rowan Boulevard and Whitney Center who have purchased the Rowan Boulevard Parking Garage Permit.
D. Recreation Center members not otherwise affiliated with the University are required to purchase a permit. Please see the Recreation Center Staff to order your permit. These permit holders are permitted to park in Lot M from 6:00 a.m. to 7:00 a.m., and Lots B or C at other times.
E. Evening Commuter students with a valid permit may use Employee Parking Spaces in Lots H, P and Z-1 between 4:30 p.m. to 12:00 midnight, Monday through Friday.

Excessive or Unresolved Parking Tickets: Any vehicle receiving three or more citations within an academic year is subject to being towed or immobilized. Additionally, students may be referred to the Office of Community Standards and Commuter Services 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.

Note: 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.

Transferability Rules: The Parking Office issues one parking permit per parking patron. The permit is transferable to any vehicle owned or controlled by the permit holder. You may have up to three vehicles registered at one time. All vehicles displaying the permit must be registered with the parking system. Permits may not be transferred, lent or sold by a permit holder under any other circumstances.

Displaying the Parking Permit: The permit must be displayed in the bottom left corner of the driver’s side rear window. If no passenger window, place in the back window in the bottom left corner. The permit must be permanently adhered to the window.

Lost or Stolen Parking Permits: Please review replacement fees in the Fees and Violation Section.

Special Needs: Persons with special parking needs should notify the Parking 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 New Jersey Motor Vehicle Commission (or equivalent agency from other states). Temporary handicapped permits may be obtained through your local police department with appropriate medical certification. Persons parking in a designed handicapped parking space on University grounds must also have a valid Rowan University parking permit or temporary pass.
**Overnight Parking** is for Resident Students and is limited to the following lots: Triad, Edgewood Park, Chestnut, and Lots B, J, the Rowan Boulevard Parking Garage, and the Townhouse Parking Garage. Non-resident students may park overnight in the townhouse parking garage if they purchase a townhouse parking garage permit (on a space-available basis).

**Motorcycles** are considered the same as an automobile. If you are registering a motorcycle, please contact the parking services staff to determine the proper permit display method for this type of vehicle.

**Temporary Parking Permits:** Parking patrons who have forgotten their permit may obtain a temporary permit from the Welcome Gates, the Parking Office in Bole Annex or the Public Safety Communications Center in Bole Annex 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.

**Reserved Parking:** Reserved parking is available for a fee to senior managerial staff at the level of Dean/Associate Vice President/Associate Provost, or above.

**Processing of Violations**
All students, faculty and staff, contract workers, visitors, and guests are responsible for all fines due to illegal parking. Tickets can be appealed by following the procedures noted below. Fines may be paid online at rowan.thepermitstore.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 number when mailing payment.

All unresolved fines must be paid within 20 days of receiving the ticket.

Failure to resolve unpaid parking tickets may include the following actions:
- Denial of University service
- Your vehicle being placed on a tow list
- Your parking privileges will be revoked
- Future parking permits will be denied until all outstanding violations are resolved
- Your information may be turned over to a collection or state agency for collection efforts

Note: Payment arrangements may be made in lieu of suspension or revocation of parking services.

**Fees and Violations:**

*Permit Fees:*

<table>
<thead>
<tr>
<th>Category</th>
<th>AY 14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commuter student</td>
<td>$75 / semester</td>
</tr>
<tr>
<td></td>
<td>$125 / year</td>
</tr>
<tr>
<td>Resident / Overnight student</td>
<td>$115 / semester</td>
</tr>
<tr>
<td></td>
<td>$205 / year</td>
</tr>
<tr>
<td>Townhouse/Rowan Boulevard Parking Garage</td>
<td>$175 / semester</td>
</tr>
<tr>
<td></td>
<td>$325 / year</td>
</tr>
<tr>
<td>Vendor/contract Employees /Service</td>
<td>$45 / year</td>
</tr>
<tr>
<td>Senior-Level Managers (Deans, AVPs, and above)</td>
<td>$250 / year</td>
</tr>
<tr>
<td>Recreation Center Member</td>
<td>$20 / year</td>
</tr>
<tr>
<td>A permit replacement Fee</td>
<td>$25</td>
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</tbody>
</table>
Other Fees:

<table>
<thead>
<tr>
<th>Category</th>
<th>AY 14-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Sufficient Funds Check Processing</td>
<td>$ 40 Per Transaction</td>
</tr>
<tr>
<td>Will be billed to Student’s Account</td>
<td></td>
</tr>
<tr>
<td>Chargeback (Dispute on Credit Card)</td>
<td>$ 40 Per Transaction</td>
</tr>
<tr>
<td>Credit Card Blocks</td>
<td></td>
</tr>
<tr>
<td>Account Overdraw</td>
<td></td>
</tr>
<tr>
<td>Will be billed to Student’s Account</td>
<td></td>
</tr>
<tr>
<td>Refund Fee Before:</td>
<td></td>
</tr>
<tr>
<td>October 1 Fall Semester ONLY</td>
<td>$10 Per Transaction</td>
</tr>
<tr>
<td>February 19 Spring Semester ONLY</td>
<td></td>
</tr>
<tr>
<td>Subtracted from price of Permit</td>
<td></td>
</tr>
</tbody>
</table>

Violations:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Violation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking in Handicapped space without a proper handicap permit</td>
<td>$ 250.00</td>
</tr>
<tr>
<td>Parking in a handicapped space with a handicap permit but not a valid Rowan Permit</td>
<td>$75</td>
</tr>
<tr>
<td>Displaying a stolen or counterfeit parking permit</td>
<td>$ 275.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Violation</th>
<th>Violation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Violations, including:</td>
<td>$ 50 (with valid Rowan University parking permit displayed)</td>
</tr>
<tr>
<td>Failure to obey parking instructions as given by a Public Safety / Parking Officer</td>
<td>$ 75 (without valid Rowan University parking permit properly displayed)</td>
</tr>
<tr>
<td>Parking in other than a designated space</td>
<td></td>
</tr>
<tr>
<td>Parking in other than a designated lot</td>
<td></td>
</tr>
<tr>
<td>Failure to obey regulatory signs</td>
<td></td>
</tr>
<tr>
<td>Failure to properly display a valid Rowan permit</td>
<td></td>
</tr>
<tr>
<td>Parking on sidewalks or landscaped areas</td>
<td></td>
</tr>
<tr>
<td>Blocking, moving, or parking within Rowan University barricades</td>
<td></td>
</tr>
</tbody>
</table>

Appeals:

Appeal Process for Rowan University Citations (Administrative Citations)
If you feel a citation was issued in error, you may appeal the administrative citation in writing at rowan.thepermitstore.com within ten (10) days. The Parking Office does not accept appeals later than ten (10) days. Any appeal not done at rowan.thepermitstore.com will not be accepted. There are no “in-person” appeals.

The supervisor in the parking office will review written appeals and then forward the appeal to the Parking Appeals Committee for further review. The Parking Appeals Committee consists of a student, faculty and staff member. The Parking Appeals Committee will notify you via email of their decision. If you disagree with the decision of an appeal, you have five (5) days to request that your appeal be reviewed again by the Parking Appeals Committee by emailing parking@rowan.edu. The Parking Appeals Committee is the final authority for resolving appealed tickets.

Appeal Process for Municipal Citations
Municipal citations (summons) must be addressed at the municipal court listed on the summons.
Disclaimer
Rowan University and any of its officers, directors, employees, or student workers does NOT 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 a resolution of the Board of Trustees of Rowan University # 2013.06.20 adopted on June 12, 2013 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).

PROTECTION OF MINORS ON CAMPUS
The purpose of these two policies and procedures is to protect minor children, as mandated by New Jersey law (mandatory child abuse reporting). Specifically, these policies and procedures address the means by which the University and its employees should protect minor children from various forms of risks to self and others, and neglect and abuse.

1) Children-at-Risk (Children Under Age 18): Significant Risks to Health and Safety to Self or Others
Policy
All faculty, staff, administrators, student health employees and members of Public Safety who may come into contact with children through any college sponsored program, activity, camp, conference, retreat, academic presentation or any other college programs, and become aware of a child enrolled in these programs that are engaging in self-injurious behavior, expressing suicidal ideation, plan or intent or homicidal ideation, plan or intent, or any other behavior that puts their own or other individual’s health and safety at risk are required to report these incidents and/or situations immediately to their direct supervisor.

Procedure
1. If there is imminent and/or immediate danger, the staff person should contact the Police immediately at 911. Rowan University Department of Public Safety & Emergency Management will be contacted for emergency response and/or transport to the nearest emergency room.
2. The immediate supervisor will then contact the Vice President for Student Life & Dean of Students and he/she will consult with the Senior Director for Student Wellness as a resource to develop an appropriate plan of action.
3. At a minimum, the student’s legal guardian(s) will be notified by the Vice President for Student Life & Dean of Students, or his/her designee and the identified concern over health and safety will be communicated to the legal guardian.
4. Appropriateness of the student continuing in the program, given the apparent health issues, will be evaluated by the program director and Vice President for Student Life & Dean of Students.

In cases involving suspected child abuse, reporting procedures will be initiated following the guidelines outlined in the Children-at-Risk (Children Under Age 18): Physical Abuse, Sexual Abuse and Neglect Reporting Policy. Written documentation will be completed by all parties involved in resolution of the situation at every step of intervention. This documentation will be forwarded to the Vice President for Student Life & Dean of Students in a timely manner.

2) Children-at-Risk (Children Under the Age of 18): Physical Abuse, Sexual Abuse and Neglect Reporting Policy
Policy
All faculty, staff, administrators, student health employees, members of Public Safety, University employees and any individual, over the age of 18, who becomes aware of any child through any college sponsored program, activity, camp, conference, retreat, academic presentation or any other college programs are mandated to report incidents of child abuse if having reasonable cause to believe that a child (under age 18 years old) has been subjected to abuse or acts of abuse. This information should immediately be reported to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as 1-877 NJ ABUSE. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

Procedures
Your primary responsibility under this policy is to make a report utilizing the following procedure:
1. Notify your supervisor immediately of the situation. An initial verbal report to your supervisor is acceptable, with written documentation of your report to your immediate supervisor to follow within 24 hours. For Athletics staff, a copy of this report must also be made to the Director of Athletics within the same time period.

2. The employee or supervisor must report the matter to the Assistant Vice President of Public Safety and Emergency Management (856) 256-4922 and the Vice President for Student Life & Dean of Students at (856) 256-4283 within 24 hours.

3. The employee in conjunction with their immediate supervisor, or supervisor designee (e.g., Rowan University Department of Public Safety and Emergency Management), must contact the Division of Youth and Family Services (DYFS) at 1-877-NJ ABUSE (652-2873) to make a report.

4. The direct supervisor must notify the Assistant Vice President of Public Safety & Emergency Management and the Vice President for Student Life & Dean of Students that the report has been made.

5. Within 48 hours of reporting to DYFS, a report completed by the reporting employee, reviewed by their supervisor and submitted to the Assistant Vice President of Public Safety and Emergency Management and Vice President for Student Life & Dean of Students, should be submitted. In cases where Rowan University Department of Public Safety and Emergency Management cannot or is not involved, the Vice President for Student Life & Dean of Students shall be the designated person for purposes of the reporting and recordkeeping obligations hereunder.

6. Any person who makes a good faith report of child abuse may not be subjected to retaliation in employment. Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

7. When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (Formerly the Division of Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

The State of New Jersey Defines Child Abuse and Neglect as the following:

Abuse
Abuse is the physical, sexual or emotional harm or risk of harm to a child under the age of 18 caused by a parent or other person who acts as a caregiver for the child.

Neglect
Neglect occurs when a parent or caregiver fails to provide proper supervision for a child or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so.

Important Phone Numbers

DYFS: 1-877 NJ ABUSE
Department of Public Safety and Emergency Management: 856-256-4922
Vice President for Student Life & Dean of Students Office: 856-256-4040
Senior Director for Student Wellness: 856-256-4466

PROTECTIVE HEALTH OR SAFETY INTERIM SUSPENSION/WITHDRAWAL

One of the University’s purposes is to foster an environment that promotes education, research, service, and the growth and safety of all members of its community. From time to time University officials become aware of a student who may be seriously interfering with this purpose because of a mental, emotional, medical, or psychological health condition. In these situations, University officials may consider the appropriateness of (1) utilizing the regular student conduct system to address violations of the Code of Conduct, or (2) interim suspension or withdrawal for health or safety reasons. In addition to, or instead of, either of those procedures, the matter may be handled as a potential health or safety concern according to the standards and procedures described below.

Criteria for Protective Health or Safety Interim Suspension/Withdrawal

A student will be subject to a Protective Health or Safety Interim Suspension/Withdrawal if the student poses a significant risk to the health or safety of others.

A student should not be subject to a Protective Health or Safety Interim Suspension/Withdrawal under these procedures when disciplinary, academic or other responses are appropriate and the student’s circumstances can be best addressed through those responses.

Protective Health or Safety Interim Suspension

A Protective Health or Safety Interim Suspension is a preliminary action taken to protect the safety of others, and is not a penalty. Failure to provide the required information may result in an involuntary withdrawal or a referral to the student conduct system.
If the health or safety of others is an immediate concern, the University may take interim action to protect the well-being of other members of the University community. By a Protective Health or Safety Interim Suspension, the University may remove a student from any or all University premises when the Associate Dean for Academic Enrichment/ EOF/MAP Director (or designee), after consultation with the Situational Threat Assessment Team, after considering the best available objective information determines that, a significant risk to the health and safety of others exists. In making the determination, the team shall make an individualized assessment, taking into consideration the probability the harm will occur, the nature, duration, and severity of the risk, and whether mitigating measures are available to minimize the risk. The student will receive notice of the interim action and be advised of the information relied upon by the University.

A student seeking reinstatement from an interim suspension will be asked to provide information demonstrating that a significant risk no longer exists. Acceptable evidence includes a report from a licensed psychiatrist, psychologist, or medical doctor (pertaining to the situation) of the student’s choosing which states that the student is able to safely return to the educational environment and can engage in the following activities without creating a significant risk to the health and safety of others:

1. Attend class;
2. Perform assigned tasks; and
3. If assigned to a residence area, live under only very general supervision and in the company of one or more students.

Other evidence may also be acceptable on an individual basis. If a student’s return is conditioned upon accommodations, the report form the health care provider should outline the accommodations requested.

The University’s licensed psychiatrist, psychologist, or health care professional will review the report and meet with the student. If necessary, and with the student’s written consent, the University’s psychiatrist, psychologist, or health care professional may consult directly with the evaluating psychiatrist, psychologist, or medical doctor. After the review, the University’s licensed psychiatrist, psychologist, or health care professional will then make a written recommendation regarding the student’s continued attendance and any conditions which should apply to that attendance, including the matter of the student’s place of residence.

The student will be promptly notified of the student’s ability to return and any conditions on such return within three (3) business days of submission of medical documentation or appropriate evidence that a significant risk to health and safety no longer exists.

In some cases, where a significant risk to the health and safety of others will continue indefinitely, a student may not be able to return. In such cases, the student will be notified. If the student is required to withdraw from some or all classes as a result of a continued significant risk to the health and safety of others or for other reasons associated with this policy, a grade of W, administratively assigned, will be reflected on the transcript for those particular courses. The student will also be advised concerning the date when a petition for reinstatement will be considered along with any conditions for reinstatement.

During the Protective Health or Safety Interim Suspension process, a representative of the University may contact the student’s parents or legal guardians, if deemed appropriate, and in accordance with FERPA.

**Restrictions Appeal**

A student may appeal the imposition of restrictions under this policy, including the interim suspension by submitting a written request, with reasons for the appeal, to the Vice President for Student Life & Dean of Students (or designee) within five (5) business days of receiving notice of any restrictions imposed by this policy. The decision of the Vice President is the final decision of the University.

**Protective Health or Safety Withdrawal Appeal**

A student who is withdrawn from the University due to protective health or safety reasons may appeal the decision to the Vice President for Student Life & Dean of Students (or designee). The appeal must be in writing stating the reasons for the appeal and must be received within five (5) business days of the date the student received notification from the Associate Dean for Academic Enrichment/ EOF/MAP Director (or designee).

The Vice President for Student Life & Dean of Students (or designee) will conduct a review within five (5) business days of receipt of the written request unless extended by the President. Prior to the review, the student will be provided with all the following:

1. The opportunity to review any psychological or medical evaluations relied upon by the Associate Dean for Academic Enrichment/ EOF/MAP Director (or designee)
2. A written statement providing an explanation of the reasons for involuntary health or safety withdrawal and the information relied upon
3. The opportunity to be assisted by an appropriate advisor at the proceeding who may be a parent/legal guardian, a health professional of the student’s choice, or legal counsel.

Following the review, the Vice President for Student Life & Dean of Students (or designee) will determine whether to:
a) uphold the withdrawal
b) reinstate the student with appropriate accommodations and/or subject to specified conditions as dictated by the individualized needs of the student.

A written decision providing reasons and any conditions will be issued to the student within five (5) business days of the conclusion of the review unless extended by the President of the University. The decision of the Vice President for Student Life & Dean of Students is the final decision of the University.

Reinstatement
A student who has been withdrawn under this procedure and wishes to be considered for reinstatement must contact the Associate Dean for Academic Enrichment/ EOF/MAP Director (or designee) prior to his/her return and provide documentation evidencing that the student no longer poses a significant risk to the health and safety of others.

The Associate Dean for Academic Enrichment/ EOF/MAP Director (or designee) and appropriate university personnel will review the request for reinstatement and meet with the student.

The Associate Dean for Academic Enrichment/ EOF/MAP Director (or designee) will make a recommendation to the Vice President for Student Life & Dean of Students as to whether the student may be safely reinstated, and if reinstated, whether any accommodations or conditions are necessary to ensure safety. The decision of the Vice President for Student Life & Dean of Students is the final decision of the University.

Failure to Complete the Evaluation Process
A student who leaves the University voluntarily or fails to complete the required evaluation process will not be permitted to return to the University until the outstanding matter is resolved.

Refund
If a student is unable to return as a result of a continuing significant risk to the health and safety of others, the student may request a retroactive medical withdrawal pursuant to applicable policy.

Attention CGCE Students:
The Vice President for Student Life & Dean of Students will inform CGCE, as needed, regarding any protective health or safety interim suspension or withdrawal or reinstatement that concern CGCE undergraduate, post-bac, or graduate-level students.

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 Chamberlain Student Center first floor and must be requested and approved through the University Information Desk at extension 4607. Employment recruiters should contact the Career Management Center for recruitment opportunities. All employment recruiting will occur at the Career Management Center, the Chamberlain Student Center or any designated approved area. 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.

SCHEDULING OF CAMPUS EVENTS & FACILITIES
Rowan University is an institution of higher education provided and maintained by the people of the State of New Jersey in order to carry out its broad mission of teaching, research and public service. The facilities at Rowan are reserved primarily for educational use, including but not limited to, instruction, research, public assembly, student activities, and recreational activities related to educational use. Accordingly, no event, internal or external, may interfere with currently scheduled academic events.

The primary purpose of the facilities at Rowan University is to support the mission of the University. All facilities are the property of Rowan University. No facility is “owned” by an academic or administrative department or business area, and as such cannot be sublet by an academic or administrative department or business area. No University department or business area is permitted to negotiate the use of University facilities and services with external organizations, except in coordination with the Office of Conference & Event Services. All inquiries regarding the use of facilities, equipment, and services received by University departments and business areas should be referred to the Office of Conference & Event Services.
The complete Rowan University Scheduling & Facility Usage Policy can be found at www.rowan.edu/ces/forms. Additional information can be obtained by e-mailing ces@rowan.edu or by calling 856-256-5485.

STUDENT SEXUAL MISCONDUCT AND HARASSMENT POLICY

Student members of the University community have the right to access and benefit from the educational and other programs and services of the University free from any form of sexual violence, harassment or exploitation. Rowan University does not tolerate sexual misconduct or harassment of any kind. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

When an allegation of a violation of this policy is brought to the attention of the University, the University will investigate the violation to the best of its ability even when the victim elects to not report or is unable to report the violation. The University will also take steps to bring the behavior that is in violation to an end, prevent further violations by the perpetrator(s), and, to the best of its ability, remedy any adverse impact of the violation.

Rowan University complies with New Jersey law in recognizing orders of protection, Temporary Restraining Orders (TRO) and Final Restraining Orders (FRO). The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services in conjunction with campus law enforcement, local law enforcement and the appropriate county services which lay in each county. Family court will provide a copy of the order to Campus Police and the Office of the Title IX Coordinator.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct or harassment in order to protect students’ rights and the personal safety of members of the community. The University will take protective measures and reasonable steps to remedy the discriminatory effects on the victim(s) and others. Services that can be provided, if requested and reasonably available, may include but are not limited to: safety plan development (including escorts, special parking arrangements, providing a temporary cellphone), no contact directives, interim suspension from campus or residence privileges, modification of living arrangements, change of on-campus student housing assignment, exam (paper or assignment) rescheduling, taking an incomplete grade in a class, transferring of class sections, alternative course completion options, changing transportation and working situations, assistance with the University disciplinary process, referrals to on-campus resources or reporting to police. These services can be provided regardless of whether or not the victim chooses to report the crime to Rowan Public Safety or local law enforcement.

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose differing sanctions, ranging from official warning to expulsion, depending on the severity of the offense. The University will consider the concerns and rights of the complainant, victim and the person accused of sexual misconduct or harassment.

In some cases, individuals who are not students of Rowan may be involved in an alleged violation of the Title IX policy. Where non-students are involved, Rowan will make every effort to investigate the allegation thoroughly and take appropriate remedial action. Where a non-student is the complainant or respondent, Rowan will encourage the participation of the non-student in its investigation. If the non-student is unwilling or unable to participate in the investigation, Rowan will pursue the investigation using available
How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” (Taken from Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles, 60*, 779-792.) We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. (Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse). Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don’t know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. **Don’t allow yourself to be isolated** with someone you don’t trust or someone you don’t know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don’t leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
12. **Don’t accept drinks from people you don’t know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately** (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
   a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
   b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
   c. **Have a code word with your friends or family** so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
   d. **Lie.** If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### I. Prohibited Conduct

#### Sexual Misconduct Offenses

Any of the following forms of behavior will be considered a violation of this policy:

1. **Non-Consensual Sexual Contact** - any intentional sexual touching, however slight, with any body part or any object, without consent.
   a. Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

2. **Non-Consensual Sexual Intercourse or Penetration (Rape)** – any sexual intercourse or penetration (vaginal, anal or oral), however slight, with any body part or any object, without consent.
   a. Incest is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
   b. Statutory Rape is defined a nonforcible sexual intercourse with a person who is under the statutory age of consent.

3. **Sexual Exploitation** – behavior that takes non-consensual sexual advantage of any person to benefit any other person when the behavior does not otherwise constitute a sexual misconduct violation. Examples of sexual exploitation include, but are not limited to:
   - prostituting another person;
   - non-consensual video or audio-recording of sexual activity, or transmitting or distributing video or audio-recordings without permission;
   - voyeurism or spying on persons where they have a reasonable expectation of privacy;
   - knowingly transmitting a sexually transmitted infection or HIV to another person;
   - stalking with a sexual component. Stalking may take many forms, including persistent calling, texting, or posting on a social networking site as well as physical stalking. When the content of the messages or the nature of the physical stalking is of a sexual nature sexual misconduct has occurred.

#### Sex Offenses

**2C:14-1. Definitions.** The following definitions apply to this chapter:

1. "Actor" means a person accused of an offense proscribed under this act;
2. "Victim" means a person alleging to have been subjected to offenses proscribed by this act;
3. "Sexual penetration" means vaginal intercourse, cunnilingus, fellatio or anal intercourse between persons or insertion of the hand, finger or object into the anus or vagina either by the actor or upon the actor's instruction. The depth of insertion shall not be relevant as to the question of commission of the crime;
4. "Sexual contact" means an intentional touching by the victim or actor, either directly or through clothing, of the victim's or actor's intimate parts for the purpose of degrading or humiliating the victim or sexually arousing or sexually gratifying the actor. Sexual contact of the actor with himself must be in view of the victim whom the actor knows to be present;
5. "Intimate parts" means the following body parts: sexual organs, genital area, anal area, inner thigh, groin, buttock or breast of a person;
6. "Severe personal injury" means severe bodily injury, disfigurement, disease, incapacitating mental anguish or chronic pain;
7. "Physically helpless" means that condition in which a person is unconscious or is physically unable to flee or is physically unable to communicate unwillingness to act;
8. (Deleted by amendment, P.L.2011, c.232)
9. "Mentally incapacitated" means that condition in which a person is rendered temporarily incapable of understanding or controlling his conduct due to the influence of a narcotic, anesthetic, intoxicant, or other substance administered to that person without his prior knowledge or consent, or due to any other act committed upon that person which rendered that person incapable of appraising or controlling his conduct;
10. "Coercion" as used in this chapter shall refer to those acts which are defined as criminal coercion in section 2C:13-5(1), (2), (3), (4), (6) and (7).

4. **Domestic violence** - means a felony or misdemeanor crime of violence committed by:
   - a current or former spouse or intimate partner of the victim,
   - a current or former spouse or intimate partner of the victim,
   - a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Domestic Violence** is defined in New Jersey as:

**2C:25-19. Definitions;** As used in this act:

1. "Domestic violence" means the occurrence of one or more of the following acts inflicted upon a person protected under this act by an adult or an emancipated minor:
   a) Homicide N.J.S.2C:11-1 et seq.
   b) Assault N.J.S.2C:12-1
   c) Terroristic threats N.J.S.2C:12-3
   d) Kidnapping N.J.S.2C:13-1
   f) False imprisonment N.J.S.2C:13-3
   g) Sexual assault N.J.S.2C:14-2
   h) Criminal sexual contact N.J.S.2C:14-3
   i) Lewdness N.J.S.2C:14-4
   j) Criminal mischief N.J.S.2C:17-3
   k) Burglary N.J.S.2C:18-2
   l) Criminal trespass N.J.S.2C:18-3
   m) Harassment N.J.S.2C:33-4
   n) Stalking P.L.1992, c.209 (C.2C:12-10)

When one or more of these acts is inflicted by an un-emancipated minor upon a person protected under this act, the occurrence shall not constitute "domestic violence," but may be the basis for the filing of a petition or complaint pursuant to the provisions of section 11 of P.L.1982, c.77 (C.2A:4A-30).

2. "Law enforcement agency" means a department, division, bureau, commission, board or other authority of the State or of any political subdivision thereof which employs law enforcement officers.

3. "Law enforcement officer" means a person whose public duties include the power to act as an officer for the detection, apprehension, arrest and conviction of offenders against the laws of this State.

4. "Victim of domestic violence" means a person whose public duties include the power to act as an officer for the detection, apprehension, arrest and conviction of offenders against the laws of this State.

5. "Emancipated minor" means a person who is under 18 years of age but who has been married, has entered military service, has a child or is pregnant or has been previously declared by a court or an administrative agency to be emancipated.

5. **Dating violence** - means violence committed by a person:
   - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
   - where the existence of such a relationship shall be determined based on a consideration of the following factors:
     - the length of the relationship;
     - the type of relationship; and
     - the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-
   a) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
   b) Dating violence does not include acts covered under the definition of domestic violence.

**Dating Violence** is defined in New Jersey as:

As described above in 2C:25-19 subsection (4) dating.

6. **Stalking** - means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
   - fear for his or her safety or the safety of others; or
   - suffer substantial emotional distress.
(i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

**Stalking** is defined in New Jersey as:

2C:12-10. Definitions; stalking designated a crime; degrees.

1. As used in this act:
   "Course of conduct" means repeatedly maintaining a visual or physical proximity to a person; directly, indirectly, or through third parties, by any action, method, device, or means, following, monitoring, observing, surveilling, threatening, or communicating to or about, a person, or interfering with a person's property; repeatedly committing harassment against a person; or repeatedly conveying, or causing to be conveyed, verbal or written threats or threats conveyed by any other means of communication or threats implied by conduct or a combination thereof directed at or toward a person.

2. "Repeatedly" means on two or more occasions.

   "Emotional distress" means significant mental suffering or distress.

   "Cause a reasonable person to fear" means to cause fear which a reasonable victim, similarly situated, would have under the circumstances.

   - A person is guilty of stalking, a crime of the fourth degree, if he purposefully or knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his safety or the safety of a third person or suffer other emotional distress.
   - A person is guilty of a crime of the third degree if he commits the crime of stalking in violation of an existing court order prohibiting the behavior.
   - A person who commits a second or subsequent offense of stalking against the same victim is guilty of a crime of the third degree.
   - A person is guilty of a crime of the third degree if he commits the crime of stalking while serving a term of imprisonment or while on parole or probation as the result of a conviction for any indictable offense under the laws of this State, any other state or the United States.

This act shall not apply to conduct which occurs during organized group picketing.

Other Sexual Misconduct- inappropriate sexual behaviors not covered previously in this section. Examples include but are not limited to sexual activity in public places.

Sexual Harassment Offenses

Any gender based verbal or physical conduct that unreasonably interferes with or deprives others of their right to access and benefit from the educational and other programs and services of the University is a violation of this policy. Sexual harassment offenses fall into two general categories.

**Hostile Environment** - harassing conduct that is sufficiently severe, pervasive/persistent and patently/objectively offensive that it substantially interferes with the conditions of education or employment, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint.

The determination of whether an environment is “hostile” will be based on all of the circumstances. These circumstances could include but are not limited to:

- the frequency of the conduct;
- the nature and severity of the conduct;
- whether the conduct was physically threatening;
- whether the conduct was humiliating;
- whether the conduct was directed at a specific individual or more than one person;
- whether the conduct arose in the context of other discriminatory conduct;
- whether the conduct unreasonably interfered with the alleged victim’s educational or work performance; or
- whether the statement is an utterance of an epithet which offends an employee or student, or offends by discourtesy or rudeness;
• whether the speech or conduct is excluded from the protections of free speech or academic freedom.

_Quid-pro-Quo_ - A violation of this type exists when there are:
• unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
• submission to or rejection of such conduct results in adverse educational access or employment action.

II. Consent

In order for individuals to engage in sexual contact of any kind, there must be clear consent between the individuals involved.
• The person giving consent must be capable of doing so freely, with the ability to understand what they are doing and the who, what, when and how of the sexual contact they are consenting to.
• Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
• It is the obligation of the person initiating sexual contact to obtain clear consent for the specific type of sexual contact sought.
• Silence or passivity without words or actions that communicate mutually understandable permission cannot be assumed to convey consent.
• Consent for one form of sexual contact does not imply consent to other forms.
• Past consent does not constitute consent for future sexual activity. Use of violence, threats, coercion, or intimidation invalidates any consent given.
• Persons who are incapacitated due to the use of drugs or alcohol cannot give consent.
• Consent cannot be given by a person who is unconscious or sleeping. If consent has been given while a person is conscious or awake, and then that person becomes unconscious or falls asleep, consent terminates at that point.
• Persons, who are unable to give valid consent under the law, will be considered unable to give consent under this policy.
• The University will apply a reasonable person standard in determining whether or not consent was given and whether a person was incapacitated, unless otherwise required by law.

**Consent** is defined in New Jersey as;

2C:2-10. Consent

1. In general. The consent of the victim to conduct charged to constitute an offense or to the result thereof is a defense if such consent negatives an element of the offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense.
2. Consent to bodily harm. When conduct is charged to constitute an offense because it causes or threatens bodily harm, consent to such conduct or to the infliction of such harm is a defense if:
   (a) The bodily harm consented to or threatened by the conduct consented to is not serious; or
   (b) The conduct and the harm are reasonably foreseeable hazards of joint participation in a concerted activity of a kind not forbidden by law; or
   (c) The consent establishes a justification for the conduct under chapter 3 of the code.
3. Ineffective consent. Unless otherwise provided by the code or by the law defining the offense, assent does not constitute consent if:
   (a) It is given by a person who is legally incompetent to authorize the conduct charged to constitute the offense; or
   (b) It is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature of harmfulness of the conduct charged to constitute an offense; or
   (c) It is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

III. Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:
"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

--Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Other Relevant Laws

Sex discrimination includes sexual harassment and sexual assault and may violate the New Jersey Law Against Discrimination, N.J.S.A 10:5-1 et seq.

While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to many programs at Rowan University. While compliance with the law is everyone’s responsibility at Rowan, listed below are the staff members who have primary responsibility for Title IX compliance. Rowan University has designated the Assistant Vice President of
Equity and Diversity as the Title IX Coordinator for all matters related to sexual discrimination at the University and to coordinate the efforts of the University to comply with the Title IX law.

Title IX Coordinator  
*For Faculty, Staff and Visitors*  
Dr. Johanna Velez-Yelin  
Assistant Vice President of Equity and Diversity/  
Chief Equity Compliance Officer  
Diversity and Equity Office, 124 Linden Hall  
856-256-5440  
velez-yelin@rowan.edu  
Responsibilities: Monitoring and oversight of overall implementation of Title IX compliance at the University, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the University community. The Assistant Vice President should be contacted for all complaints against faculty, staff and visitors, including those complaints filed by students. Develop and participate in activities to raise awareness regarding sex/gender issues and related institutional policies.

Title IX Deputy Coordinators  
*For Students:*  
Dr. Penny McPherson-Barnes  
Associate Dean for Academic Enrichment/Director of EOF/MAP  
EOF/MAP Office, 345 Savitz Hall  
856-256-4086  
barnesp@rowan.edu  
Mr. Joseph Mulligan  
Associate Dean for Civic Involvement  
Student Center 2nd floor  
856-256-4242  
mulligan@rowan.edu  
Mr. Travis Douglas  
Director Residential Learning and University Housing  
Savitz Ground Floor  
856-256-4266  
douglast@rowan.edu  
Responsibilities: Compliance for matters involving students, including training, education, communication, and administration of grievance procedure for all complaints against students.

*For Athletics:*  
Ms. Penny Kempf  
Associate Director Athletics  
Athletics Office, Esby Gym  
856-256-4679  
kempf@rowan.edu  
Responsibilities: Compliance for matters involving complaints about gender equity and sexual misconduct in Rowan athletic programs.

*For Cooper Medical School of Rowan University:*  
Ms. Marion Lombardi  
Chief Student Affairs Officer  
Room 366  
CMSRU Medical Education Building  
Camden, NJ  
856-361-2850  
lombardim@rowan.edu  
Responsibilities: Compliance for matters involving students of Cooper Medical School of Rowan University, including training, education, communication, and administration of grievance procedure for all complaints against students.

*For Rowan University School of Osteopathic Medicine:*
Ms. Paula Watkins  
Director of Enrollment Services  
Admissions Office, Suite 210 Academic Center  
One Medical Center Drive  
Stratford, NJ  
856-566-7050  
Email: fennerpa@rowan.edu  
Responsibilities: Compliance for matters involving students of Rowan University School of Osteopathic Medicine, including training, education, communication, and administration of grievance procedure for all complaints against students.

For Graduate School of Biomedical Sciences:  
Dr. Diane Worrad  
Director  
42 East Laurel Road  
UDP, Suite 2200  
Stratford, NJ  
856-566-6282  
Email: worrad@rowan.edu  
Responsibilities: Compliance for matters involving students of Graduate School of Biomedical Sciences, including training, education, communication, and administration of grievance procedure for all complaints against students.

IV. Reporting Options  
Students and those who have knowledge of sexual misconduct or harassment are strongly encouraged to report this information as soon as possible. Prompt reporting of incidents greatly improves the ability of the University and law enforcement to provide support resources to victims and to address the violations effectively. Although there is no time limit for reporting sexual harassment or misconduct offences, delays in reporting may reduce the ability of the University and law enforcement to investigate and respond to incidents. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. Students can use the Title IX Complaint Form to report an incident.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Kennedy University Hospital, Washington Township, for Glassboro campus, Cooper University Hospital, Camden, for CMSRU and Kennedy University Hospital, Stratford for RowanSOM campus in Stratford. In New Jersey, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police.

Where criminal behavior is involved, the University encourages reporting to law enforcement. However, reporting to law enforcement is not required for students to report an incident to the University. A student may choose to report to the University even before they have made a decision about whether or not to report to law enforcement. A student’s choice not to pursue a criminal complaint with law enforcement will not limit their rights or options under this policy.

Complaints of sexual misconduct or harassment and Title IX Complaint Forms can be sent to any of the following University administrators:

- Dr. Johanna Velez-Yelin- Assistant Vice President of Equity and Diversity and Title IX Coordinator (856-256-5440)
- Dr. Penny McPherson-Barnes- Associate Dean for Academic Enrichment/Director of EOF/MAP-Title IX Deputy Coordinator (856-256-4086)
- Mr. Joseph Mulligan- Associate Dean for Civic Involvement and Title IX Deputy Coordinator (856-256-4242)
- Mr. Travis Douglas- Director of Residential Learning and University Housing and Title IX Deputy Coordinator (856-256-4266)
- Ms. Penny Kempf, Associate Director Athletics and Title IX Deputy Coordinator (856-256-4679)
- Ms. Marion Lombardi - Chief Student Affairs Officer of Cooper Medical School of Rowan University and Title IX Deputy Coordinator (856-361-2850)
- Ms. Paula Watkins, Director of Enrollment Services for Rowan University School of Osteopathic Medicine and Title IX Deputy Coordinator (856-566-7050)
V. Confidentiality
When the University is made aware of a report or allegation of sexual misconduct or harassment, the University will endeavor to maintain the confidentiality of the matter and of all individuals involved to the extent permitted by law. The University will balance the needs of the individuals involved (victim and accused) with its obligation to fully investigate allegations and to protect the safety and wellbeing of the community at large. In all cases, the University and its employees will respect the dignity and rights of all individuals involved.

When consulting campus resources, victims should be aware that certain campus authorities are mandated to report and take action after receiving information regarding sexual misconduct and harassment. These include but are not limited to, Public Safety Police and Security Officers, managers and supervisors, coaches, club and organization advisors, faculty, Deans, and Residential Learning staff (Resident Assistants, Community Safety Assistants, Resident Directors, and Residential Learning Coordinators).

If you wish to speak to employees of the University confidentially, ask them about their ability to maintain confidentiality. Different people on campus have different reporting responsibilities, and different abilities to maintain your confidentiality, depending on their roles at the University.

Confidential Resources
Students who desire that details of an incident be kept confidential can receive confidential services through the Counseling & Psychological Services Center (856-256-4222). There are counselors available with specialized training to support victims of sexual violence. Counselors are available to help you free of charge, and can be seen on an emergency basis. The Student Health Center (856-256-4333) can also provide confidential consultation with victims and may offer treatment to prevent sexually transmitted infections or pregnancy. In circumstances where the Health Center is unable to offer these services, they will provide a referral to an appropriate medical resource. In addition, you may speak on and off campus with members of the clergy, who will also keep reports
made to them confidential.

When speaking with these resources, your right to confidentiality is legally protected. However, there are limits to this protection in specific situations. If you disclose that the incident involved the use of a weapon or other contraband as defined by New Jersey law, or there is an ongoing threat or danger to the safety of another person (particularly children or the elderly), these resources may be required to report the incident to police.

Federal Statistical Reporting Obligations
Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, etc.- with addresses withheld), for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety. Mandated federal reporters include: Student Life managers or supervisors, campus law enforcement, local police, coaches, athletic directors, Resident Assistants and Resident Directors, student activities staff, human resources staff, advisors to student organizations and any other staff members with significant responsibility for student and campus activities.

Federal Timely Warning Obligations
Victims of sexual misconduct should also be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the community to aid in the prevention of similar occurrences. The University will withhold the names and other identifying information of victims as confidential, while still providing enough information for community members to make decisions related to their safety in light of the danger. The individuals required to report for timely warning purposes are exactly the same as detailed at the end of the previous paragraph.

VI. Rights of Victims, Complainants and Accused Students
- The right to request a Campus No Contact Directive against another student who has engaged in or threatens to engage in an act of sexual misconduct or harassment which presents a danger to the welfare of the complainant or others.
- The right to request a No Contact directive against another student involved in a complaint.
- The right to a prompt, fair, and impartial investigation and appropriate resolution of all credible formal complaints.
- The right to have an institutional disciplinary proceeding (hearing).
- The right to have a support person (Advisor) of their choosing accompany and assist them during any institutional disciplinary proceeding or in any related meeting or proceeding. The Advisor may not speak or take part directly in the meeting or proceeding itself, though the student may request a recess to confer with their Advisor.
- The right to consult with an attorney at their own expense outside the Student Disciplinary Process. An attorney may not speak or take part directly during any institutional disciplinary proceeding or in any related meeting or proceeding itself but is permitted to serve as an Advisor.
- The right to have the University compel the presence of student, faculty, staff and non-student witnesses, except for the complainant or victim, who shall not be compelled to be present by the University, and the right to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence.
- The right to petition that any Administrative Hearing Officer/Sexual Misconduct & Harassment Hearing Board member be removed on the basis of bias.
- The right to be present for all information given and evidence presented at a hearing.
- The right to present relevant witnesses at a hearing, including expert witnesses.
- The right to submit a written Impact Statement at the conclusion of the hearing and to have that statement considered by the Administrative Hearing Officer/Sexual Misconduct & Harassment Hearing Board in determining its sanction if it has been determined that the accused violated the Student Sexual Misconduct and Harassment Policy.
- The right to receive simultaneous written notice of the results and sanction(s) of the hearing.
- The right to appeal the finding and sanction of the Administrative Hearing Officer/Sexual Misconduct & Harassment Hearing Board in accordance with the provisions of the Student Sexual Misconduct and Harassment Policy.
- The right to receive simultaneous written notice of any change to the results prior to final imposition and the date of final imposition.
- The right to be informed in advance of any public release of information regarding the formal complaint to the extent possible and as allowed by law.
- The right to be free from retaliation.

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In New Jersey, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:
- To be treated with dignity and compassion by the criminal justice system.
- To be informed about the criminal justice process.
- To be free from intimidation.
- To have inconveniences associated with participation in the criminal justice process minimized to the fullest extent possible.
- To be provided a secure, but not necessarily separate, waiting area during court proceedings.
- To be advised of case progress and final disposition.
- To be compensated for their loss whenever possible.
- To be notified if presence in court is not needed.
- To be informed about available remedies, financial assistance and social services.
- To be compensated for their loss whenever possible.
- To be notified if presence in court is not needed.
- To be provided a secure, but not necessarily separate, waiting area during court proceedings.
- To be advised of case progress and final disposition.
- To be compensated for their loss whenever possible.
- To be notified if presence in court is not needed.
- To be informed about available remedies, financial assistance and social services.

VII. Procedures

Voluntary Resolution Procedures
1. Some complaints of sexual misconduct can be resolved through voluntary problem resolution processes between parties. The Title IX Coordinator or appropriate administrator may arrange for/or facilitate mediation between the involved parties or coordinate other voluntary problem resolution.
2. The University reserves the right to extend time periods identified in this policy. The resolution of a complaint will be completed within 60 days, unless extraordinary circumstances exist.
3. Once a report of sexual misconduct has been made, voluntary resolution procedures will be initiated within seven calendar days. Details of the complaint will be given to the accused during the first investigatory interview.
4. Voluntary Resolution Procedures are optional and may be used when the University determines that it is appropriate. Voluntary procedures are never applied in cases involving violence or nonconsensual sexual intercourse or penetration.
5. An investigation into the report will be conducted by the Title IX Coordinator or appropriate administrator. Investigators receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability. For reports involving allegations against University employees, the Title IX Coordinator and Director of Human Resources may jointly conduct the investigation and resolve the issue according to employee policy.
6. Once the Voluntary Resolution Procedure is complete, written notification to both parties will be given by the Title IX Coordinator or appropriate administrator. If either party is unsatisfied with the outcome of the voluntary resolution procedure, the formal resolution procedure may be pursued.

Formal Resolution Procedures
1. The formal resolution procedure will be followed when the University determines it is necessary.
2. The University reserves the right to extend time periods identified in this policy. The resolution of a complaint will be completed within 60 days, unless extraordinary circumstances exist.
3. Once a report of sexual misconduct has been made, an investigation into the report will be initiated by the Title IX Coordinator or appropriate administrator within seven calendar days. Investigators receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability. For reports involving allegations against University employees, the Title IX Coordinator and Director of Human Resources may jointly conduct the investigation and resolve the issue according to employee policy.
4. The investigation may include any of the following: interviews of the parties involved, including witnesses, review of written statements, and the gathering of other relevant information.
5. For reports in which the accused is a student, the complainant may initiate charges through the Student Disciplinary Process which is found in Section F of the Rowan Student Code of Conduct.
6. Once the accused has been notified of the formal written complaint, the victim, complainant and the accused will be kept informed of all developments and will be advised of the procedures that will guide the resolution of the complaint. Details of the complaint will be given to the accused during the first investigatory interview.
7. Findings will be based on a “Preponderance of the Evidence” standard which means whether “It is more likely than not” that a violation of the Sexual Misconduct and Harassment Policy occurred.
8. When investigative findings do not substantiate a violation, a hearing may be requested by either party within 5 business days (exceptions may be made in extenuating circumstances).
9. The Student Disciplinary Process will be confidential to the extent possible and as allowed by law.
10. For complaints that will be adjudicated by the Student Disciplinary Process, the appropriate adjudicator will be determined as follows:

- **Administrative Hearing Officer** - If the alleged violation is one for which the accused student could not be suspended or expelled from the University, the complaint will be heard by an Administrative Hearing Officer.
- **Sexual Misconduct & Harassment Hearing Board** - If the alleged violation is one for which the accused student could likely be suspended or expelled from the University, the complaint will be heard by the Sexual Misconduct & Harassment Hearing Board.

Hearing Officers and Hearing Board members receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking that protects the safety of victims and promotes accountability.

11. The accused, complainant, and victim will be informed in writing of the date and time of the hearing before the Sexual Misconduct & Harassment Hearing Board or appropriate Administrative Hearing Officer.

12. The accused, complainant and victim will have the opportunity to make a request to the Associate Dean for Civic Involvement for witnesses to participate in the hearing on their behalf. Witnesses will be approved based on the relevance of the information that they are expected to provide.

13. The accused, complainant and victim must notify the Associate Dean of any advisors and witnesses attending the hearing 5 business days prior to the hearing.

14. Any additional scheduling requests must be directed to the Associate Dean to be determined.

15. If a sexual misconduct or harassment case based on the same alleged incident(s) is also being heard by a civil or criminal court, the University retains the right to hear the case before, after, or during the same time as the civil or criminal case, and to implement appropriate action (such as No Contact Directives, removal from campus residence facilities, removing a student from a class or classes or Interim Suspension) to maintain the safety of the parties involved and the campus.

16. The University will attempt to schedule a hearing within 20 business days after the accused has received the formal complaint.

17. Modifications to Sexual Misconduct & Harassment Hearing Board procedures for sexual misconduct and harassment complaints:

- The Associate Dean for Civic Involvement (or designee) will assemble a Sexual Misconduct & Harassment Hearing Board of at least three trained staff members to hear sexual misconduct and harassment cases and will serve as the Chair. Each Sexual Misconduct & Harassment Hearing Board will be composed of representatives of both genders.
- All hearings will be closed to the public.
- Each Board member must indicate to the Associate Dean within 3 days prior to the hearing whether they have knowledge of the participants in the case that may impair – or may be perceived to impair – their ability to hear and determine a case impartially, and to excuse themselves if their participation might compromise the integrity of the hearing process.
- All hearings will be audio recorded. A digital file will be made available to the complainant, victim and/or accused student in the event a request for an appeal is filed.
- Board members will be provided with access to written information and evidence at least 24 hours prior to the hearing.
- The accused student, complainant and victim may each be accompanied by an Advisor. The Advisors are present to support the accused student, complainant and victim, and to provide advice on procedural matters. The Advisors do not have speaking privileges during the hearing. A hearing will not be cancelled or postponed in the event an Advisor does not attend. If the Advisor is not able to attend, the accused student complainant or victim should arrange for a substitute.
- If the accused student, complainant or victim fails to appear at the hearing, the matter will be resolved in their absence.
- Witnesses may be present at the hearing only at the time they are called to participate. A hearing will not be cancelled or postponed if a scheduled witness does not attend.
- Written statements of witnesses not in attendance due to extraordinary circumstances may be considered by the Sexual Misconduct & Harassment Hearing Board, if approved by the Chair.
- In making its determination the Sexual Misconduct & Harassment Hearing Board will consider only the evidence admitted at the hearing and the admission of evidence will be within the discretion of the Chair.
- At the start of the hearing, the Chair will ask if the accused student has received the formal complaint, and if the nature of the formal complaint is understood.
- The designated administrator will present the formal complaint along with the information obtained through the investigative process to the Sexual Misconduct & Harassment Hearing Board, if applicable. Only the information and evidence related to the alleged violations set forth in the formal complaint will be considered.
- The remainder of the hearing will customarily proceed in the following order:
  1) Opening statement from complainant.
  2) Opening statement from accused student.
  3) Complainant and accused student questioning of witnesses (each witness will be questioned separately).
4) Board questioning of witnesses (each witness will be questioned separately then excused).
5) Board questioning of complainant and accused student.
6) Accused student’s responding statement.
7) Complainant’s responding statement.
8) Final questions from Board
9) Accused student’s closing statement.
10) Complainant’s closing statement.

- The Sexual Misconduct & Harassment Hearing Board will deliberate in private and make an appropriate determination based on the information presented during the hearing.
- The Sexual Misconduct & Harassment Hearing Board by a majority decision will determine whether or not the accused student violated the Sexual Misconduct and Harassment Policy as alleged in the formal complaint by finding either: “In violation” or “Not in violation” of the Sexual Misconduct and Harassment Policy. The Sexual Misconduct & Harassment Hearing Board’s determination will be based on a “Preponderance of the Evidence” standard which means the Board will determine whether “it is more likely than not” that a violation of the Sexual Misconduct and Harassment Policy occurred.
- If a determination of “In violation”, is rendered the Sexual Misconduct & Harassment Hearing Board will determine an appropriate sanction(s) consistent with those specified in the Rowan University Student Code of Conduct, Section G5. “Standard Sanctions for Sexual Misconduct and Harassment Violations”
- The Sexual Misconduct & Harassment Hearing Board will have up to ten days to render a decision.
- The Associate Dean will notify the accused student, complainant and victim simultaneously in writing of the decision.
- The accused student, complainant and victim may file a written appeal of the decision in accordance with established procedures (See Section VIII of the Student Sexual Misconduct and Harassment Policy).
- The Associate Dean will notify the accused student, complainant and victim simultaneously in writing of any change to the results prior to final imposition and the date of final imposition.

VIII. Appeals
1. Upon receiving notification of the outcome of a case, the accused student, complainant, or the victim may file an appeal under the following circumstances:
   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 inappropriate in light of the violation
   d. The facts of the case were insufficient to establish that a violation occurred.
   If information is brought to the Vice President/Dean of Students that merits an appeal under any of the reasons stated above, the Vice President or designee can also file an appeal request.
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 Associate Dean for Civic Involvement and should explain in detail the basis of the request, including any supporting documentation.
3. Upon receipt of the written appeal, the Associate Dean for Civic Involvement will defer the imposition of the sanction(s) pending the decision on the appeal. Note: Interim Suspension as well as any other prior restrictions will remain in effect during the appeal process.
4. Cases adjudicated by the Sexual Misconduct & Harassment Hearing Board will be forwarded to the Sexual Misconduct & Harassment Appeals Board. All other cases will be forwarded to the Vice President for Student Life/Dean of Students or designee.
5. An appeal will be responded to within 15 days and a final decision will be issued in writing either accepting or denying the appeal and giving the reasons for this decision.
6. The Sexual Misconduct & Harassment Appeals Board:
   a. The Associate Dean for Civic Involvement convenes the Sexual Misconduct & Harassment Appeals Board. The Board is comprised of three members of the University’s Administration (appointed by the Office of the President). Designees may be used in any of the positions. Each member must be in attendance for a quorum.
   b. Appeal Officers and Appeals Board members receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking that protects the safety of victims and promotes accountability.
   c. The Sexual Misconduct & Harassment Appeals Board will review the written appeal and all documentation contained in the case file in a closed meeting. The decision to deny or uphold the appeal will be made by a simple majority vote. If an appeal is upheld based on procedural error or new information (reasons a or b above), the case will be remanded to the Sexual Misconduct & Harassment Hearing Board 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
Sexual Misconduct & Harassment Appeals Board will render the appropriate determination and/or sanction.

d. Normally, all Sexual Misconduct & Harassment Appeals Board decisions are final and will be forwarded to the Office of Community Standards and Commuter Services for immediate implementation. For cases involving an expulsion of a student, the accused student, complainant, victim or the Vice President for Student Life/Dean of Students or designee (in Sexual Misconduct & Harassment Hearing Board cases) may request that the Executive Vice President of the University review the decision of the Sexual Misconduct & Harassment Appeals Board.

e. A request for review by the Executive Vice President must be made within two (2) business days of the date on the letter informing the parties of the Sexual Misconduct & Harassment Appeals Board decision. The request must be submitted in writing to the Office of Community Standards and Commuter Services and must include clear and convincing reasons to change the decision of the Sexual Misconduct & Harassment Appeals Board. The Executive Vice President may or may not elect to review a decision. The request for review will be responded to within 15 days by the Executive Vice President.

f. If the Executive Vice President elects to review the determination, the Executive Vice President shall only overturn the decision if the facts presented demonstrate that the Appeals Board’s determination was arbitrary and capricious. This means that the decision will be overturned only if the decision was invalid because it was made on unreasonable grounds or without consideration of the circumstances.

7. When it is not possible for the Sexual Misconduct & Harassment Appeals Board to meet within the established time, an appeal from Sexual Misconduct & Harassment Hearing Board cases may be reviewed by the Vice President for Student Life/Dean of Students for final disposition.

8. The appeals process described above will be the final step in the discipline process and constitutes final agency action.

IX. Consequences

1. An Administrative Hearing Officer/Sexual Misconduct & Harassment Hearing Board will determine the most appropriate sanction in each specific case, taking into consideration the severity of the conduct represented in the complaint as well as any mitigating circumstances. Neither the Administrative Hearing Officer, Sexual Misconduct & Harassment Hearing Board nor any appeals body or officer will deviate from the range of standard sanctions unless compelling justification exists to do so.

**Standard Sanctions for Sexual Misconduct and Harassment Violations**

- **Any violation involving the use, attempted use; or threat of use of a weapon or other dangerous, illegal, or hazardous, object; or, the use or attempted use of a drug or intoxicant to incapacitate a person.**
  - First Violation
  - University Expulsion, Notification of Parent/Guardian
  - Second Violation
  - University Expulsion

- **Any form of non-consensual sexual intercourse or penetration**
  - First Violation
  - University Expulsion, University Suspension, Notification of Parent/Guardian
  - Second Violation
  - University Expulsion

- **Non-consensual Sexual Contact without use of a weapon, drug or intoxicant; Domestic Violence; Dating Violence; Stalking; Sexual Exploitation or Sexual Harassment**
  - First Violation
  - Disciplinary probation, University Suspension, or Expulsion; Suspension of Campus Housing Privileges (if the student is not Suspended from the University and lives in Campus Housing), educational sanctions, Notification of Parent/Guardian
  - Second Violation
  - University Expulsion

2. The University will take protective measures and reasonable steps to remedy the discriminatory effects on the victim(s) and others. Services that can be provided, if requested and reasonably available, may include but are not limited to: safety plan development, no contact directives, interim suspension from campus or residence privileges, modification of living arrangements, change of on-campus student housing assignment, exam (paper or assignment) rescheduling, taking an incomplete grade in a class, transferring of class sections, alternative course completion options, changing transportation and working situations, assistance with the University disciplinary process, referrals to on-campus resources or reporting to police. These services can be provided regardless of whether the victim chooses to report the crime to Rowan Public Safety or local law enforcement.
3. The University will take reasonable steps to prevent the recurrence of sexual misconduct in any form. If recurrence takes place, those responsible for such behavior may be subject to additional disciplinary action.
4. The University prohibits retaliation against any individual who in good faith reports sexual misconduct or harassment or participates in any investigation of such complaints. Retaliation is a serious violation of this policy and, like the harassment itself, will be subject to disciplinary action.

IX. Special Provisions

Alternative Testimony Options
For all participating parties, alternative testimony options will be provided. Options include, placing a privacy screen in the hearing room, providing testimony from another room via video or other options that provide a safe space for participation while not depriving the accused student of their rights in the process. While alternative testimony options are intended to help make the complainant, victim or other participating parties more comfortable, they are not intended to work to the disadvantage of the accused student.

Attempted Violations
In most circumstances, the University will treat attempts to commit any of the violations described in this policy as if those attempts had been completed, and students will be subject to disciplinary action accordingly.

False Reports
The University does not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Immunity from Disciplinary Action
The welfare of students in our community is of paramount importance. It is in the best interests of this community that as many victims as possible choose to report incidents involving sexual misconduct or harassment. The University encourages the reporting of sexual misconduct and harassment violations. The University also encourages students to offer help and assistance to others in need. This is true even when the student who has a complaint or a witness may have a concern that his or her own actions, including drug or alcohol use, may have violated university policies. Under the Good Samaritan Policy, the University will not pursue disciplinary action for drug or alcohol violations, or most other violations of the Code of Student Conduct, against a victim or witness who comes forward in good faith to report sexual misconduct or harassment, crimes of violence, or other serious criminal behavior. While violations cannot always be completely overlooked, the university will provide educational options rather than punishment, in such cases. This limited immunity does not extend to the perpetrator(s) of the sexual misconduct or harassment, crimes of violence, or other serious criminal behavior.

Notification of Outcomes
The outcome of a campus disciplinary hearing is part of the education record of the accused student and is protected from release under FERPA. However the University observes the exceptions as follows:
- Victims of incidents charged under the Student Sexual Misconduct and Harassment Policy have a right to be informed simultaneously of the outcome and sanctions of the hearing, in writing. Victims are also permitted to submit an appeal.
- Students who bring a complaint against faculty or staff under the Sexual Misconduct and Harassment Policy may be informed of the outcome and sanction.
- The University may release publicly the name, nature of the offense and sanction for any student who is found in violation of a University policy that is a sex offense or crime of violence (refer to Student Code of Conduct, Sections A & K)
- Parents or guardians of the accused student may be notified for cases involving sex offenses or crimes of violence (refer to Student Code of Conduct, Sections A & K)

Past Sexual History/Character
The past sexual history or sexual character of a student will not be admissible by the other party in hearings unless such information is determined to be highly relevant by the Chair. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by the Associate Dean. If, in the past, the accused student was found to have violated the Student Sexual Misconduct and Harassment Policy, the information related to that past violation may be considered in the hearing if: (a) The previous violation was substantially similar to the present complaint; and (b) The previous violation indicates a pattern of behavior and substantial conformity with that pattern by the accused student.

University as Complainant
As necessary, the University reserves the right to initiate a complaint, to serve as complainant, and to initiate institutional disciplinary proceedings without a formal complaint by the victim of sexual misconduct or harassment.
X. New Jersey Sexual Assault Victim's Bill of Rights
A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

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

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

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

Human Dignity Rights: to be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy; to have any allegations of sexual assault treated seriously; the right to be treated with dignity; to be free from any suggestion that victims are responsible for the commission of crimes against them; to be free from any pressure from campus personnel to: report crimes if the victim does not wish to do so, report crimes as lesser offenses than the victim perceives the crime to be, refrain from reporting crimes, refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources On and Off Campus: to be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities; to have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling; to be informed of and assisted in exercising: any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy, any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights: to be afforded the same access to legal assistance as the accused; to be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused; to be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights: to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported; to receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities; to receive full, prompt and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

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

SITUATION THREAT ASSESSMENT POLICY AND PROTOCOL
Rowan University is committed to promoting a safe and secure learning environment. It is intended that all useful management strategies be employed to identify and prevent incidents of campus violence, reduce the effects of violence on victims, and provide consequences to those who threaten or perpetrate violence. The University will use available resources within the Division of Student Life in responding to alleged threats or acts of violence by students.

Definitions
Threat: A threat is defined as any behavior that suggests intent to harm oneself or others. Threats may be spoken, written, e-mailed, or expressed in some other way, such as through gestures. Threats can be made towards oneself, directly to the intended victim, communicated through third parties, or expressed in private writings. Possession of any item used as a weapon such as a firearm or knife on campus would be presumed to indicate a threat, unless determined otherwise by subsequent investigation.

Situation Threat Assessment Team (STAT)
Rowan University’s Situation Threat Assessment Team (STAT) assists in individually evaluating and documenting situations where students are displaying disruptive or threatening behaviors that may impede their own or others’ ability to function successfully or
safely in an educational setting. The process is designed to identify persons whose behaviors may endanger their own or others' health and safety.

The Situation Threat Assessment Team consists of University personnel with expertise in law enforcement/threat assessment/tactical applications, mental health, medical knowledge, and student affairs. A collaborative process to assess threats will be used, and, depending on the situation, personnel with areas of specialization/responsibility may be called upon to assist the team. Other individuals may also be consulted to share expertise or other pertinent information.

**Purpose**

For the safety of the campus community, any threat, explicit or implied, will be considered a statement of intent. The Situation Threat Assessment Team will recommend actions to the Vice President for Student Life & Dean of Students. This team has been established to:

- Respond to threats of any kind that include harassment, physical altercations, destruction of property, or any behavior that poses a risk to self or others.
- Initiate contact with appropriate authorities to place a student in the custody of a mental health facility capable of supporting specific behaviors.
- Evaluate concerns and assess likelihood of physical harm.
- Coordinate information from faculty, administrators, students, and local authorities.
- Investigate the incident(s) and recommend appropriate actions, which may include suspension, expulsion, involuntary leave of absence, filing of criminal charges, or ongoing monitoring for follow-up and observation of behavior patterns.
- Identify resources for troubled students and make referrals to appropriate campus and off-campus agencies; help secure therapeutic actions that are appropriate, such as treatment or counseling, hospitalization, and external psychological evaluations.
- Notify, within FERPA guidelines, parents, guardians and/or emergency contacts.
- Periodically assess outcomes of actions taken, and develop strategies for risk reduction.
- Make recommendations for resolution of specific incidents as well as recommendations for improvements to general procedures.

**Protocol**

Faculty, staff, and students should immediately report any situation that could result in harm to anyone at the University. Any member of the campus community may become aware of a student or situation that is causing serious anxiety, stress, or fear and, if so, the reporting party should immediately call the Department of Public Safety & Emergency Management at 856-256-4922 or the Vice President for Student Life & Dean of Students at (856) 256-4283.

The Vice President for Student Life & Dean of Students (or designee), will initially review the report and, if appropriate, convene the STAT. The STAT shall be comprised of the Vice President for Student Life & Dean of Students, the Assistant Vice President for Public Safety & Emergency Management (or designee), Senior Director for Student Wellness, the Associate Dean for Civic Involvement, and the Associate Dean for Academic Enrichment and Director of EOF/MAP.

Once a report is received, the following preliminary investigative information will be collected by the Vice President for Student Life & Dean of Students and/or other members of the STAT appropriate/necessary to complete the preliminary investigation as expeditiously as possible:

1. Relevant information from interviews;
2. Student disciplinary history;
3. Other relevant information as deemed appropriate to assure the safety of the University community.

The team will meet on an as needed basis to review reports concerning disruptive, inappropriate, and/or threatening behavior. All information received by or related to the activities of the STAT will be maintained by the Vice President for Student Life & Dean of Students. This information will be treated as confidential in accordance with FERPA and other applicable laws. Information collected by the STAT will be released only as required by law or permitted by law under exigent circumstances.

Once the team has concluded its investigation, the team will issue a recommendation to the Vice President for Student Life & Dean of Students. The Vice President for Student Life & Dean of Students reserves the right to disagree with the recommendations of the team and implement other action consistent with the Student Code of Conduct and/or in the best interest of campus safety, as appropriate. In such a case, a revised recommendation will be prepared by the team.

**Some disruptive students may 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.**
SKATEBOARD POLICY
The University acknowledges that skateboarding is a means of transportation, as well as a sport activity, and encourages everyone to skateboard in a safe manner. The University recommends the use of the Mimosa basketball courts, the Chamberlain 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, Whitney Center, Savitz Hall and Winans 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 operators of motor vehicles. Skateboarding and rollerblading is not permitted in any University building and within thirty yards of Rowan Hall, Whitney Center, Savitz Hall, or Winans Hall.

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

“Smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

“Electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, hookah or pipe.

STALKING POLICY
The purpose of this policy is to provide a learning atmosphere which is free of harassment or interference. The university is committed to providing an environment in which visitors to, and members of the campus community are provided with an atmosphere that enhances academic learning and considers the welfare of the community with the highest regard. Stalking behavior will not be tolerated at Rowan University. Incidents occurring on and/or off campus are subject to the University discipline process when such actions affect the learning environment or operations of the University.

Title 2C of the New Jersey Criminal Code prohibits stalking. N.J.S.A. 2C:12-10 provides as follows:

Stalking
A. As used in this act:
   1. “Course of conduct” means repeatedly maintaining a visual or physical proximity to a person; directly, indirectly, or through third parties, by any action, method, device, or means, following, monitoring, observing, surveilling, threatening, or communicating to or about, a person, or interfering with a person’s property; repeatedly committing harassment against a person; or repeatedly conveying, or causing to be conveyed, verbal or written threats or threats conveyed by any other means of communication or threats implied by conduct or a combination thereof directed at or toward a person.
   2. “Repeatedly” means on two or more occasions.
   3. “Emotional distress” means significant mental suffering or distress.
   4. “Cause a reasonable person to fear” means to cause fear which a reasonable victim, similarly situated, would have under the circumstances.
B. A person is guilty of stalking, a crime of the fourth degree, if he purposefully or knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his safety or the safety of a third person or suffer other emotional distress.
C. A person is guilty of a crime of the third degree if he commits the crime of stalking in violation of an existing court order prohibiting the behavior.
D. A person who commits a second or subsequent offense of stalking against the same victim is guilty of a crime of the third degree.
E. A person is guilty of a crime of the third degree if he commits the crime of stalking while serving a term of imprisonment or while on parole or probation as the result of a conviction for any indictable offense under the laws of this State, any other state or the United States.
F. This act shall not apply to conduct which occurs during organized group picketing.

Reporting Procedures
The University will take protective measures and reasonable steps to remedy the discriminatory effects on the victim(s) and others. Services that can be provided, if requested and reasonably available, may include but are not limited to: safety plan development, no
contact directives, interim suspension from campus or residence privileges, modification of living arrangements, change of on-campus student housing assignment, exam (paper or assignment) rescheduling, taking an incomplete grade in a class, transferring of class sections, alternative course completion options, changing transportation and working situations, assistance with the University disciplinary process, referrals to on-campus resources or reporting to police. If you are a victim of stalking, you can contact the following offices on campus for assistance:

- Residential Learning and University Housing
- Counseling and Psychological Services
- Office of Community Standards and Commuter Services (If victim would like to seek redress through the University disciplinary process)

Services are available regardless of whether the victim chooses to report the crime to Public Safety or local law enforcement.

Sanctions

The University will not tolerate stalking behavior. The sanction for students found responsible for a stalking offense under this policy may range from disciplinary probation to expulsion from the University as well as other sanctions deemed appropriate through the student disciplinary system. Allegations will be investigated by the appropriate office and adjudication will follow established university procedures.

STUDENTS-AT-RISK: SIGNIFICANT RISKS TO THE HEALTH AND SAFETY OF SELF OR OTHERS

Purpose

Rowan University strives to provide a healthy and safe atmosphere on its campus that is supportive to the academic mission of the University. In its commitment to providing a healthy and safe atmosphere, the University has guidelines it abides by in addressing, working with, and responding to students who present with significant risks to the health and safety to themselves and/or others.

Policy

All University faculty, staff, administrators, counseling center employees, student health employees, and members of Public Safety, who come into contact with students enrolled at Rowan University, that present with significant risk to the health and safety of themselves or others will be referred to the appropriate entity for evaluation and/or treatment, management, or containment to ensure the safety of the individual and other students, staff, and faculty on campus.

Procedure

1) Any staff person who becomes aware of a student that has expressed or is engaging in behavior that puts the health and safety of themselves or others at risk (ex. suicidal ideation, plan, intent behavior or homicidal ideation plan or intent, or behavior) should contact their direct supervisor immediately and report the situation.

2) If there is imminent and/or immediate danger, the staff person should contact the Police immediately at 911. Department of Public Safety & Emergency Management will be contacted for emergency response and/or transport of the student to the nearest emergency room or to the Department of Public Safety & Emergency Management or the Glassboro Police Department.

3) In any emergency situations requiring transportation to the emergency room for evaluation for hospitalization, the Assistant Vice President for Public Safety & Emergency Management and Vice President for Student Life & Dean of Students will be informed.

4) In emergency situations, the student’s parent(s) will be notified by the Vice President of Student Life & Dean of Students, or his/her designee, and the identified significant concern over health and safety will be communicated to the parent.

5) If there is not imminent and/or immediate danger, the immediate supervisor will then contact the on-call counselor at the Counseling and Psychological Services Center (CPSC) and they will notify the Senior Director for Student Wellness/Director of Counseling and Psychological Services. The student will be evaluated by CPSC Staff. The Counseling Center Staff will develop an appropriate disposition, including contacting Department of Public Safety and Emergency Management for transport to the nearest emergency room for evaluation for admission into the hospital, if necessary.

6) If the student is engaging in behavior or is threatening to engage in behavior that puts other students at risk, a Protective Health Withdrawal will be considered by the Associate Dean for Academic Enrichment and Director of EOF/MAP and Vice President for Student Life & Dean of Students in efforts to ensure the health and safety of the student and campus. If a Protective Health Withdrawal (PHW) is initiated, the University and student will follow all procedures contained in the Protective Health Withdrawal policy.

7) If the student is engaging in, or is threatening to engage in behaviors that put themselves at risk, the student will be referred to the CPSC for evaluation with appropriate treatment recommendations communicated to the student. Treatment options range from counseling and/or medication management to referral to the nearest emergency room for evaluation for admission.

8) The CPSC will work with the Office of Residential Learning & University Housing and other departments on campus (with appropriate consent of the student) to ensure a safe and healthy living environment on campus for the student and others.
9) Any actual behaviors that are threatening to the health and safety of self or others will be evaluated by the Associate Dean for Civic Involvement as to whether they violate Code of Conduct guidelines.

**Important Phone Numbers**

- Counseling and Psychological Services Center: 856-256-4222
- Department of Public Safety and Emergency Management: 856-256-4922
- Vice President for Student Life & Dean of Students Office: 856-256-4040
- Senior Director for Student Wellness: 856-256-4466

**UNIVERSITY FEE**

The University Fee is charged to all students enrolled in college-credit courses at the University. This fee is assessed per credit hour and is capped for matriculated students.

*** The University Fee is charged strictly per credit hour for the summer session. The per-credit hour rate is displayed on the Bursar's Office web page under the “tuition and fee rates” link. The purpose of this fee is to help defray the costs of an array of varied but integral services and projects that directly affect students. Look for the “facts about fees” link on the Bursar's Office web page for more information.

**Attention CGCE Students:**

CGCE Extension courses (identified by a letter appearing after the section # in the Section Tally http://banner.rowan.edu/reports/reports.pl?task=Section_Tally) do not charge the separate University fee.

**VISITORS ON CAMPUS**

Any visitor is permitted access to the campus as long as that person follows Rowan University’s rules and regulations. Rowan students inviting visitors to campus are responsible for informing their guests of campus rules and regulations. Visitors causing destruction and/or theft of any University property will be prosecuted. Visitors who present a clear and present danger to students, faculty, administrators or staff of the University will not be permitted on campus.

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

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

**WEAPONS, FIREARMS, AND EXPLOSIVES**

The use and/or possession of firearms, weapons or weapon replicas of any kind, firecrackers, and other explosives are 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. 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 Web Development within the division of Strategic Enrollment Management. All maintenance and development of websites/pages, as well as enforcement of Web Policy guidelines, is conducted by Web Development. The Director oversees Rowan University Web Services under the guidance of the Vice President for Strategic Enrollment Management. Web Development monitors the Rowan University website for violations of the web policy and/or 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: [www.rowan.edu/webpolicy](http://www.rowan.edu/webpolicy)
WITHDRAWAL OR LEAVE OF ABSENCE 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 applying for a leave of absence from the Vice President of Student Life & Dean of Students 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. A fee of $65 will be charged to the student for this process.

If, for reasons of illness or other extenuating circumstances, the student cannot return to the campus to complete the Leave of Absence form, the student may download a copy of the Leave of Absence form from www.rowan.edu/studentlife/main_office/publications. The form may be faxed or mailed to the Office of the Vice President for Student Life & Dean of Students, Rowan University, Savitz Hall 203, Glassboro, New Jersey 08028.

Withdrawal from Rowan University
To withdraw completely from Rowan University, a student must obtain a withdrawal form from the Vice President for Student Life & Dean of Students Office in Savitz Hall or download a copy at www.rowan.edu/studentlife/main_office/publications. It is the responsibility of the student to take this form to each office designated to complete the withdrawal procedure. If, for reasons of illness or other extenuating circumstances, the student cannot return to the campus, the student may download a withdrawal form at www.rowan.edu/studentlife/main_office/publications. Students may return the form by fax or mail to the Vice President of Student Life & Dean of Students, Rowan University, Glassboro, New Jersey 08028.

The date of actual withdrawal will be determined by the date the completed form is approved. 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. Students may 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.

Attention CGCE Students:
CGCE students needing to take a leave or withdraw from their program at Rowan must contact the Office of the Assistant Dean of CGCE at cgceacademicservices@rowan.edu.
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 Student 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 Student 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, persons participating in University sponsored academic programs and students who are serving a period of suspension, 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 Vice President for Student Life & 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. (Greek Letter Organizations are also 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 Vice President for Student Life & 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 Vice President for Student Life & 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 Vice President for Student Life & 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 Life & Dean of Students to consider an appeal from the Campus Hearing Board’s determination that a student has violated the Student 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. In addition the term also includes the offenses...
of domestic violence, dating violence, and stalking as defined in the Violence Against Women Act of 1994 (42 U.S.C 13925 (a)).

B. Authority
The Vice President for Student Life & Dean of Students and his/her designees have the responsibility for maintaining and implementing the Student Code of Conduct. In a situation where a student’s health or safety is/was seriously endangered the Vice President for Student Life & Dean of Students or his/her designees will make every attempt to notify the student’s parent/guardian as soon as possible.

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

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

COMPLAINTS AGAINST STUDENT GROUPS
Members of recognized and unrecognized student organizations, groups and teams may be charged as an organization and/or individually with violation(s) of the Student 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 also 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 limited or 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 Assistant Vice President for Public Safety & Emergency Management.

C. Off-Campus Conduct

1. Introduction
Rowan University expects its students to conduct themselves as mature, responsible, and law-abiding members of the University Community, as well as the larger community of which students and the University belong. As such, Rowan students shall abide by all federal, state, and local laws, and ordinances including, but not limited to those relating to noise, traffic, parking, illegal drugs, and consumption of alcohol. As responsible members of the University Community, Rowan students are expected, by their conduct and actions, to foster an atmosphere which nurtures positive community relations between Rowan University and the surrounding community.

2. Policy
Rowan University will discipline students for Student Code of Conduct violations committed off-campus, when the Vice President for Student Life & Dean of Students or designee determines that the conduct has an impact on the educational mission and interests of the University and/or the safety and welfare of the University community.

3. Student Conduct Code Applicable to Off-Campus Activities
Jurisdiction of the University
Discipline may be imposed on students for conduct which occurs on University premises, in or out of the classroom setting, while using University technology, at off-campus instructional sites, during off-campus University affiliated events and for off-campus conduct when the Vice President for Student Life & Dean of Students or designee determines that the conduct has an impact on the educational mission or interests of the University and/or the safety and welfare of the University community.
Inherent Authority
In addition to the enforcement of the Student Code of Conduct as it relates to off-campus activities, the University reserves the right to take any other necessary and appropriate action to protect the safety and well-being of the University and the University community, the University’s interests and community standing, as well as the pursuit of the University’s mission, goals, and objectives.

Violation of Law and Off-Campus Conduct
Students are separately accountable to both civil authorities and to the University for acts which constitute violations of federal, state, or local law, and the Student Code of Conduct, including Off-Campus Conduct. Due to the need to efficiently, effectively, and promptly protect the academic environment, proceedings for violations of the Student Code of Conduct, including Off-Campus Conduct, normally will proceed without delay and without regard to the potential or pendency of criminal proceedings or civil litigation. Proceedings under the Student Code of Conduct are not subject to challenge or revision on the grounds that criminal charges involving the same incident have been dismissed or reduced.

4. Prohibited Conduct
Conduct off-campus that is subject to disciplinary action includes, but is not limited to: violations of University rules, laws, or ordinances concerning illegal drugs, alcohol consumption or distribution, public urination, public nudity, damaging property, noise, traffic, parking, loitering, littering, and other disorderly conduct. Students are subject to discipline for off-campus misconduct even if the behavior was not the subject of criminal prosecution or legal citation.

Some Relevant Municipal Codes:
At a minimum, students should be aware of the following portions of Borough of Glassboro Municipal Code which govern individual, group, and residential property within Glassboro:

Creation of loud and unreasonable noise. (354-22)
A. “The making, creation or permitting of any unreasonably loud, disturbing and unnecessary noise in the Borough of Glassboro is hereby prohibited.”
B. “The making, creating or permitting of any loud and unnecessary noise of such character, intensity and duration as to be detrimental to the life, health and welfare of any individual or which, either steadily or intermittently, annoys, disturbs, injures or endangers the comfort, repose, peace or safety of any individual is hereby prohibited.”

Licensing and Regulation of Alcoholic Beverages – Article I.
150-1 Purposes of provisions
“This article is for the purpose of regulating the sale and transportation of alcoholic beverages in the Borough of Glassboro, in the County of Gloucester, in accordance with the provisions of the act of the Legislature entitled “An Act Concerning Alcoholic Beverages,” being Chapter 436 of the Laws of 1933, its supplements and amendments, Editor’s Note: See N.J.S.A. 33:1 et seq. and in accordance with the rules and regulations issued or to be promulgated by the State Commissioner of Alcoholic Beverage Control applicable thereto.”

150-4 Licenses required
“It shall be unlawful to sell or distribute alcoholic beverages in the Borough of Glassboro, in the County of Gloucester, without a license previously applied for and granted pursuant to the provisions of said Act.”

[Sale/supplying of Alcohol]
150-19 Violations and penalties for certain other infractions. “Any person who shall possess, sell, distribute or transport any alcoholic beverage in violation of this article, or who shall import, own, possess, keep or store in said Borough of Glassboro alcoholic beverages with intent to sell, distribute or transport alcoholic beverages in violation of the provisions of this article, or who shall own, possess, keep or store in said Borough of Glassboro any implement or paraphernalia for the sale, distribution, transportation or warehousing of alcoholic beverages with intent to use the same in the sale, distribution, warehousing or transportation of alcoholic beverages in violation of this article or to aid or abet another in the sale, distribution, warehousing or transportation of alcoholic beverages in violation of this article, shall be subject, upon conviction, to a fine or not less than $200 and not more than $1,000 or imprisonment for not more than 90 days or community service for not more than 90 days, or both such fine and imprisonment, in the discretion of the court.”

Possession or Consumption by Underage Persons on Private Property.
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.”

Consumption of alcoholic beverages in public and quasi-public places. (354-5)
A. “It shall be unlawful for any person to consume any alcoholic beverage or to possess any alcoholic beverage in an open container with intent to consume the same on any sidewalk, street, avenue, highway, public parking lot or other public place, or in any motor vehicle not on private property, within the Borough of Glassboro at any time.”

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

Violations and penalties; disposition of fees. (354-27)

“Each and every person violating any of the provisions of this chapter shall, upon conviction thereof, forfeit and pay a fine of not less than $100 and not more than $1,000 or by imprisonment for not more than 90 days or by serving a period of 90 days of community service, or both, in the discretion of the court.”

D. Violation of Law and University Discipline

Students may be accountable to both the University and to civil authorities for acts which violate the Student 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.

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 Integrity Policy which are outlined in the “Academic Policies” 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 also “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 also “Free Speech and Peaceful Assembly policy”).

6. Obtaining property under false pretenses, knowingly possessing or receiving stolen property, destroying, damaging, or threatening to destroy or damage property of the state, a 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 Misconduct and 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, what 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 also “Student Sexual Misconduct and Harassment 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 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 alteration.

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.

14. Using the University’s name, logo, finances, materials, and supplies (including letter templates or 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, noncompliance with a disciplinary sanction, falsification of information, and disruption of a hearing.

19. Using information and communication technologies including, e-mail, voicemail, telephones, cell phones, text or electronic 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.

Attention CGCE Students:
Rowan students in online or hybrid courses must also meet the “conduct” expectations as listed at www.rowanonline.com. Students participating in off-site CGCE Extension programs will also be expected to follow the guidelines provided by that facility. Questions should be directed to the Office of the Assistant Dean of CGCE at cgceacademicservices@rowan.edu.

F. 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 Student Code of Conduct has been violated. A complaint must be made in writing to the Office of Community Standards and Commuter Services, (Chamberlain Student Center, Suite 210) 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.) The complaint should include as much detail concerning the alleged violation as possible and include the specific reference to the part of the Student Code of Conduct 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 Community Standards and Commuter Services. 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 I 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 Student Code of Conduct:
- When one or more officers/authorized representatives/captains acting in the scope of their capacities committed the violation.
- When one or more members committed the violation after the action that constitutes the violation was approved by a vote of the organization/group/team or was part of a committee assignment of the organization/group/team.
- When the violation was committed at an activity funded by the organization/group/team.
- When the violation occurred as a result of an event sponsored by the organization/group/team.
- When one or more members of an organization/group/team or its officers/authorized representatives/captains permitted, encouraged, aided, or assisted in committing a violation.
• When a reasonable person would construe the violation as being associated with the organization/group/team.

2. Adjudication of Complaints
The Associate Dean for Civic Involvement or designee 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 heard by 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 F6 and F7 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 Community Standards and Commuter Services to expedite adjudication of student disciplinary cases under the following conditions:
  a. An interim suspension has been issued (see section I), or
  b. The case must be adjudicated when the Campus Hearing Board cannot convene (for example, final exam week, vacation periods, or summer school, etc.)

**Please Note:** Given the sensitive nature and the unique legal issues related to cases involving sexual misconduct and sexual harassment complaints, campus disciplinary procedures have been modified to address complaints of sexual misconduct and sexual harassment. Refer to the Student Sexual Misconduct and Harassment policy for specific information.

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”) via the Rowan email system. The Hearing notice will state what portion of the Student Code of Conduct was allegedly violated and describe the behavior believed to constitute a violation. The student will be notified of the hearing date in the Hearing Notice. The student will receive notice of a hearing 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. The student will be notified of the option to request an “open” public hearing. Please Note: A request would only be granted if there is unanimous consent from all participants in the disciplinary case. The number of members of the public permitted to attend the hearing will be based on the reasonable seating space in the meeting room. No changes to the hearing date, time or location will be made in order to accommodate attendance by the public. All participants have 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 Community Standards and Commuter Services in writing, by telephone, or electronic mail at least one business day 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. A hearing will not be cancelled or postponed in the event an Advisor does not attend. If the Advisor is not able to attend, the accused student or complainant should arrange for a substitute. Both the accused student/organization and the complainant have 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. Witnesses may be present at the hearing only at the time they are called to participate. A hearing will not be cancelled or postponed if a scheduled witness does not attend. Written statements of witnesses not in attendance due to extraordinary circumstances may be considered by Hearing Officer or the Campus Hearing Board. Character witnesses are considered irrelevant and will not be permitted to participate. A list of witnesses must be submitted to the Office of Community Standards and Commuter Services at least one business day prior to 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. Administrative 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 Community Standards and Commuter Services at least one business day prior to the scheduled date and time of the hearing. Upon reviewing the details of the challenge, the Associate Dean for Civic Involvement 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 participate. 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 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 Life Division and most likely the Associate Dean for Civic Involvement. The Campus Hearing Board is composed of nine regular members and a pool of alternates.
   - Three members who are matriculated undergraduate or graduate students and in good standing with the University. Student members are selected through an application and selection process conducted by the Office of Community Standards and Commuter Services. Information on membership requirements and the application is available on the Office of Community Standards and Commuter Services website.
   - Three members of the University Senate who are appointed by the University Senate President.
   - Three members of the professional staff who are appointed by the Vice President for Student Life & Dean of Students or designee.
   - The Campus Hearing Board may be convened by a quorum of any five members. 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 an audio 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 Vice President for Student Life & Dean of Students or designee, and accused student or complainant for use in filing an appeal. This recording remains the property of the University and constitutes an official record of the hearing. No other recording of the hearing is permitted.
   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 at the discretion of the Chair.
   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 in violation.”
   g. If the student is found “in violation” the Board will determine the appropriate sanction to be imposed. The past disciplinary record of the accused student will not be supplied to the Board by the Chair prior to this point. Other information from either
party to the hearing, including a written victim impact statement if appropriate, or from the Chair which is relevant to the choice of sanction(s), may also be introduced at this point, including information concerning sanctions imposed against other students for similar offenses. No information directly related to the case in question may be introduced for the first time unless the accused student has been informed and allowed to review and comment on the information.

h. Following the hearing, the Chair will provide the accused student with written notification of the decision reached and information regarding the University’s appeal process.

i. For cases involving a victim of “sex offenses” (including non-forcible ones) or “crimes of violence,” the Chair will also provide the victim with written notification of the decision reached and information regarding the University’s appeal process.

j. The Chair may also provide the Vice President for Student Life & 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 Vice President for Student Life & 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 legal rules of evidence, the wording of questions, hearsay and opinions 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, take place in the Office of Community Standards and Commuter Services. Any alternate arrangements for the case file review may be made at the discretion of the Office of Community Standards and Commuter Services.

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. A participant in the case do have an option to request an “open” public hearing. Please Note: A request would only be granted if there is unanimous consent from all participants in the disciplinary case. The number of members of the public permitted to attend the hearing will be based on the reasonable seating space in the meeting room. No changes to the hearing date, time or location will be made in order to accommodate attendance by the public.

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 Community Standards and Commuter Services 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 “in violation.”

j. Victims of “sex offenses” or “crimes of violence” will receive written notification of the decision reached. The notification will also include a list of any sanctions imposed and appeal information.

G. Sanctions
Hearing Officers, Campus Hearing Board, or Special Interim Hearing Board may impose a single or multiple sanctions for violations of the Student Code of Conduct. Factors to be considered in deciding sanctions will include: present demeanor and past disciplinary record of the student, penalties resulting from a corresponding court case, 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/fees if expulsion, suspension or withdrawal from courses and/or University housing is affected because of violations of the Student Code of Conduct. Sanctions which may be imposed upon any student found to have violated the Student Code of Conduct include the following:

1. **Official Warning**: A written statement indicating a violation of the Student Code of Conduct has occurred and warning that a subsequent violation will likely be treated more severely.

2. **Educational Task**: Completion of task(s) which benefit the individual, campus, or community.

3. **Monetary Fine**: The student is required to pay a fine that has been placed onto their student account.

4. **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.

5. **Disciplinary Probation**: A defined period of time (minimum of one semester) indicating that a student is no longer in good social standing with the university. Any subsequent violation, while in this status, will likely result in suspension or expulsion from the university.
6. **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.**

7. **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 tuition/fees.**

8. **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 tuition/fees.**

9. **Other sanctions:** Other sanctions may be imposed in addition to, or instead of, those described in #1 through #8 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 Student Code of Conduct violations which involve alcohol/drug (ab)use, may be required to attend educational programs intended to inform them about alcohol/drug use and abuse.

- The Office of Community Standards and Commuter Services may notify parents/guardians of students less than 21 years of age when a student is found responsible for a violation of the Alcohol and Other Drugs Policy.
- Rowan Public Safety may notify parents/legal guardians when citations have been issued by law enforcement officials, without waiting for a hearing or any other due process since citations given by the law enforcement unit of a university are not covered by FERPA.
- 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 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.
- Any sanction may be put on hold or “stayed” (i.e. not put into effect) for a predetermined period of time by the Vice President for Student Life & Dean of Students or his/her designee. The original sanction(s) may be re-imposed immediately upon a further finding 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 disciplinary sanction by the given deadline will be charged with noncompliance under the Student Code of Conduct, will have an administrative “Hold” placed on their account, and may have his/her re-registration for a subsequent semester postponed or terminated until all terms of the sanction have been completed.
- Under the Family Educational Rights and Privacy Act (FERPA), violators of provisions of the Student 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.

**Violation Levels**

Violations of the Student Code of Conduct are generally grouped into three levels based upon their magnitude or seriousness. Multiple violations or the severity of a single violation may increase the given sanction. Some acts of misconduct may fall within two or more standards of the Student Code of Conduct. In such cases, the University has the right to impose all of the sanctions available for all of the violations.

- **Level One** violations are generally a breach of the Student Code of Conduct which adversely affect a smaller community.
- **Level Two** violations generally are breaches of the Student Code of Conduct which are more serious and adversely affect the Rowan community at-large (including repeated Level One violations).
- **Level Three** violations generally are breaches of the Student Code of Conduct which include threatening statements and/or behavior and unwanted contact that may compromise the health and safety of the Rowan University community at-large or individuals, specifically (including repeated Level Two violations).

**Application of Standard Sanctions**

Standard sanctions have been adopted by Rowan University to respond to disciplinary violations. Of particular concern are substance abuse-related violations, off-campus conduct violations, as well as weapon and violence violations of the Student Code of Conduct. Rowan University is deeply concerned about the extent to which some students engage in underage consumption of alcohol, unlawful
use of drugs, and/or consumption of alcohol or other drugs to a degree that renders them in need of emergency medical intervention or other extraordinary assistance. In addition, Rowan University seeks to deter students from engaging in conduct that poses risks to the safety and well-being of the individual student and/or the University and Glassboro community as a whole. Standard sanctions are intended to alert students and other members of the University community to the seriousness of alcohol-related and drug-related behaviors, violence, and safety violations; provide meaningful consequences for violations of the Student Code of Conduct; and, ensure that students are provided opportunities to access education, counseling, and support. Standard sanctions apply only to those offenses described below. Standard sanctions listed below apply to misconduct that occurs both on-campus and off-campus, at the discretion of the Vice President for Student Life & Dean of Students or designee. Incidents falling within the Student Code of Conduct but not described below will be handled on a case-by-case basis in light of all the circumstances.

Please Note: Students found responsible for multiple violations will receive the cumulative sanctions associated with each violation. (Example - A student who is found responsible in a single incident for the first violations of creating loud noise, supplying alcohol to underage persons and selling alcohol should expect to receive a sanction which includes a fine of $800, Completion of Alcohol and Other Drugs Education Program, Mandatory participation in the Community Responsibility Program, Disciplinary Probation and Notification of Parent/Guardian). Sanctions of University Suspension and Expulsion will be noted on the student’s transcript.

Level One
Level One violations are generally a breach of the Student Code of Conduct which adversely affect a smaller community.

Standard Sanctions for Residence Hall & Other Published Rules Related Violations
(Examples include, but are not limited to: Noise Policy, Guest Policy, Pet Policy, Quiet Hours Policy & Posting Policy)
First Violation
Official Warning
Second Violation
Adjudicated as “Level Two” violation (Refer to Standard Sanctions for Repeated Level One violations for additional information.)

Level Two
Level Two violations generally are breaches of the Student Code of Conduct which are more serious and adversely affect the Rowan community at-large (include repeated Level One violations).

Standard Sanctions for Repeated Level One violations, Disorderly Persons, Noncompliance, Theft and Safety-Related Violations
(Examples include, but are not limited to: disorderly conduct, disruptive activity, failure to comply with directions of University officials, fire safety, forging documents, theft and vandalism.
First Violation
Disciplinary probation, financial restitution, monetary fine, attendance at educational programs
Second Violation
Adjudicated as “Level Three” violation (Refer to Level Three violation section for additional information)

Standard Sanctions for Alcohol Abuse-Related Violations
Use or possession of alcohol under prohibited circumstances
First Violation
$150 fine, Completion of Alcohol and Other Drugs Education Program, Disciplinary Probation, Notification of Parent/Guardian (Dependent student)
Second Violation
$300 fine, Completion of Substance Screening, Disciplinary Probation (remainder of academic career), Notification of Parent/Guardian (Dependent student)
Third Violation
$400 fine, Completion of Substance Screening, Disciplinary Probation (remainder of academic career), Suspension of Campus Housing Privileges and/or University Suspension, Notification of Parent/Guardian (Dependent student)

Supplying alcohol to underage person(s)
First Violation
$400 fine, Completion of Alcohol and Other Drugs Education Program, Disciplinary Probation, Notification of Parent/Guardian (Dependent student)
Second Violation
$500 fine, Completion of Substance Screening, Disciplinary Probation (remainder of academic career), Suspension of Campus Housing Privileges and/or University Suspension, Notification of Parent/Guardian (Dependent student),
Third Violation
University Suspension or Expulsion, Notification of Parent/Guardian (Dependent student)
Sale of alcohol
First Violation
$300 fine, Completion of Alcohol and Other Drugs Education Program, Disciplinary Probation, Notification of Parent/Guardian (Dependent student)
Second Violation
$400 fine, Completion of Substance Screening, Disciplinary Probation (remainder of academic career), Suspension of Campus Housing Privileges and/or University Suspension, Notification of Parent/Guardian (Dependent student)
Third Violation
University Suspension or Expulsion, Notification of Parent/Guardian (Dependent student)

Standard Sanctions for Violations of Laws/University Rules off-campus

Creating loud and unreasonable noise
First Violation
$100 fine, Mandatory participation in the Community Responsibility Program, Disciplinary Probation, Notification of Parent/Guardian (Dependent student)
Second Violation
$200 fine, Extended Disciplinary Probation up to University Suspension (minimum of 1 semester), Notification of Parent/Guardian (Dependent student)
Third Violation
$300 fine, University Suspension (minimum of 2 semesters), Notification of Parent/Guardian (Dependent student)

Public Disorderly Conduct
First Violation
$100 fine, Mandatory participation in the Community Responsibility Program and/or Disciplinary Probation, Notification of Parent/Guardian (Dependent student)
Second Violation
$200 fine, Extended Disciplinary Probation up to University Suspension (minimum of 1 semester), Notification of Parent/Guardian (Dependent student)
Third Violation
$300 fine, University Suspension (minimum of 2 semesters), Notification of Parent/Guardian (Dependent student)

Level Three
Level Three violations generally are breaches of the Student Code of Conduct which include threatening statements and/or behavior and unwanted contact that may compromise the health and safety of the Rowan University community at-large or individuals, specifically.

Standard Sanctions for repeated Level Two Violations
First Violation
Suspension of Campus Housing Privileges, University Suspension or Expulsion
Second Violation
University Expulsion

Standard Sanctions for Illegal Drug Abuse-Related Violations
Use or possession of illegal drugs or drug paraphernalia
First Violation
$400 fine, Completion of Substance Screening, Disciplinary Probation, Suspension of Campus Housing Privileges, Notification of Parent/Guardian (Dependent student)
Second Violation
$500 fine, Completion of Substance Screening, Disciplinary Probation (remainder of academic career), Notification of Parent/Guardian (Dependent student), University Suspension
Third Violation
University Suspension or Expulsion, Notification of Parent/Guardian (Dependent student)

Manufacture, sale, purchase, or distribution of illegal drugs or controlled substances
First Violation
Expulsion, Notification of Parent/Guardian (Dependent student)

Standard Sanctions for Substance Abuse Resulting in Harm-Related Violations
Substance abuse-related behavior posing a substantial risk to the health and well-being of self and/or others, including driving while intoxicated.

First Violation
$400 fine, Completion of Substance Screening, Disciplinary Probation (remainder of academic career), Suspension of Campus Housing Privileges and/or University Suspension, Notification of Parent/Guardian (Dependent student)

Second Violation
University Suspension or Expulsion, Notification of Parent/Guardian (Dependent student)

Third Violation
University Expulsion, Notification of Parent/Guardian (Dependent student)

**Standard Sanctions for Weapons-Related Violations**

Possession of a prohibited weapon or other dangerous object, including, but not limited to firearms, BB guns, air rifles, paintball guns, explosive devices, fireworks, or any other dangerous, unlawful, or hazardous object or material

First Violation
Disciplinary Probation, University Suspension, or Expulsion, Suspension of Campus Housing Privileges (if the student is not Suspended from the University and lives in Campus Housing) and other educational sanctions, Notification of Parent/Guardian (Dependent student)

Second Violation
University Expulsion

Any improper use, attempted use, or threat of use of a weapon or other dangerous, illegal, or hazardous object; any improper use as a weapon of any otherwise permitted object or material

First Violation
University Suspension or Expulsion, Notification of Parent/Guardian (Dependent student)

Second Violation
University Expulsion

**Standard Sanctions for Bullying and Other Violence-Related Violations**

Physical harm, bullying or threat of physical harm without a weapon resulting in little or no physical injury to involved persons

First Violation
Disciplinary probation, University Suspension, or Expulsion; Suspension of Campus Housing Privileges (if the student is not Suspended from the University and lives in Campus Housing), Referral to the Counseling Center for Anger Management and other educational sanctions, Notification of Parent/Guardian

Second Violation
University Expulsion

Physical harm without a weapon resulting in significant physical injury to another person

First Violation
University Suspension or Expulsion, Notification of Parent/Guardian

Second Violation
University Expulsion

**Standard Sanctions for Sexual Misconduct and Harassment Violations**

Any violation involving the use, attempted use; or threat of use of a weapon or other dangerous, illegal, or hazardous, object; or, the use or attempted use of a drug or intoxicant to incapacitate a person.

First Violation
University Expulsion, Notification of Parent/Guardian

Second Violation
University Expulsion

Any form of non-consensual sexual intercourse or penetration

First Violation
University Expulsion, University Suspension, Notification of Parent/Guardian

Second Violation
University Expulsion

Non-consensual Sexual Contact without use of a weapon, drug or intoxicant; Domestic Violence; Dating Violence; Stalking; Sexual Exploitation or Sexual Harassment

First Violation
Disciplinary probation, University Suspension, or Expulsion; Suspension of Campus Housing Privileges (if the student is not Suspended from the University and lives in Campus Housing), educational sanctions, Notification of Parent/Guardian
Second Violation
University Expulsion

Additional factors to be considered in determining sanctions will be the following, which students should expect to result in sanctions in excess of those described above:

- where a student is found responsible for multiple violations of the Student Code of Conduct in a single incident that also involves violations not described in the Standard Sanctions above;
- where a student is already on a sanction status equal to or greater than the standard sanction for a subsequent offense; and/or
- where a specific incident presents exacerbating circumstances, an ongoing risk to persons or property, or other serious concerns.

In these situations, the appropriate sanctions will be determined on a case-by-case basis in light of all the circumstances. The Hearing Officer, the Campus Hearing Board or the appropriate Appeal Officer/Board will consider the presence of substantial mitigating or other appropriate circumstances when determining a sanction.

H. 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 Vice President for Student Life & Dean of Students or designee (in Campus Hearing Board cases) may file an appeal under the following circumstances:
   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 inappropriate in light of 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 Office of Community Standards and Commuter Services and should explain in detail the basis of the request, including any supporting documentation.

3. Upon receipt of the written appeal, the Associate Dean for Civic Involvement may defer the imposition of the sanction(s) pending the decision on the appeal. Note: Interim Suspension as well as any other prior 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 Vice President for Student Life & 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.

6. The Associate Dean for Civic Involvement or designee is responsible for compiling the appeal documentation for review, scheduling the appeal review meeting as well as sending all correspondence to the parties involved. The Associate Dean for Civic Involvement or designee will have no other role during the appeal review meeting.

7. The Campus Appeals Board:
   a. 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 or designee 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 Campus Hearing Board for re-opening of the hearing. If an appeal is upheld based on inappropriate sanction or insufficient facts (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 Community Standards and Commuter Services 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 Vice President for Student Life & Dean of Students or designee may request that the Executive Vice President of the University review the decision of the Appeals Board.
   d. A request for review by the Executive Vice President of the University 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 Community Standards and Commuter Services and must include clear and convincing reasons to change the decision of the Campus Appeals Board. The Executive Vice President of the University may or may not elect to review a decision. The request for review will be responded to in a timely manner.
I. Procedures for Interim Suspension from Campus, Residence Areas and University related activities

1. A student may be suspended from the campus as a whole, from residence areas or from University related activities 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 others in the University or to the stability and/or continuance of normal University functions.

2. The Vice President for Student Life & Dean of Students or designee is 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 meet with a designated administrator within five (5) business days from the effective date of 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 or at University activities likely poses a substantial threat 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 designated administrator and employs the procedures outlined earlier. An Interim Suspension, in and of itself, does not become part of a student’s disciplinary record.

J. 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.

K. 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) and the Violence Against Women Act of 1994 (42 U.S.C 13925 (a)) does permit the disclosure of campus discipline system findings to victims of “sex offenses” (including non-forcible ones) or “crimes of violence.” In addition, FERPA 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 publicly disclosed, including the name of the accused held responsible and the nature of the offense. Parents or guardians may be notified for cases involving crimes of violence and forcible and non-forcible sex offenses and in certain cases involving violations of campus drug or alcohol regulations, when the student is a dependent (as defined in Section 152 of the Internal Revenue Code of 1986) or when the Vice President for Student Life & Dean of Students or designee deems the matter to have been a health or safety emergency. Complaintants in other kinds of cases will be notified about case adjudication and sanctions imposed if, in the Vice President for Student Life & Dean of Students’ or designee’s opinion, such disclosure is necessary to protect the safety of the complainant or of other members of the University community. If FERPA or other pertinent regulations change, the complainant and the accused student will be notified before a hearing is held. The Office of the Registrar’s Notice to Students Regarding Provisions of the Family Educational Rights and Privacy Act of 1974 can be accessed at www.rowan.edu/provost/registrar/ferpa.html

L. Record Keeping

The Office of Community Standards and Commuter Services 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 Student 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.
M. Interpretation and Revision
Any question of interpretation regarding the Student Code of Conduct will be referred to the Vice President for Student Life & Dean of Students or designee for final determination. The Code may be periodically reviewed and amended as necessary under the direction of the Vice President for Student Life & Dean of Students or designee.
ALCOHOL AND OTHER DRUGS POLICY GUIDE

Rowan University is committed to the pursuit of a quality education by providing an environment which promotes respect, safety, and optimal health and well-being to all members of the campus community. This includes students, faculty, staff, administration, alumni, and Rowan University guests. Alcohol and illicit drug use can pose many safety and health risks. Such use may result in impaired judgment and coordination, physical and psychological dependence, damage to vital organs, inability to learn and retain information, psychosis and severe anxiety, unwanted or unprotected sex, injury, and death. In light of this, the Rowan University Alcohol and Other Drugs Policy prohibits all use of illegal drugs and only permits the consumption of alcoholic beverages in a manner that is responsible and adheres to restrictions imposed by law and University standards of conduct. Rowan University does not accept misuse of illicit drugs or alcoholic beverages as an excuse for violations of any University policies. Emphasis is placed on responsible and legal use of alcohol. Responsible drinking is the use of alcohol in ways that do not have negative effects on either the individual or the community and do not violate the law. The preparation, sale, service, and consumption of alcoholic beverages must comply with the limitations established by University policies, local ordinances, state laws, and federal laws.

Behavior at off-campus events, which are not sponsored or funded by Rowan University or a University recognized organization, will be subject to the University discipline system if the conduct violates local, state, or federal law or when the University determines that the conduct has a direct impact on the educational mission and interests of the University and/or the safety and welfare of the University community.

This statement serves as notice that violations may result in disciplinary sanctions as specified below under sections I.E. - “Consequences for Non-Compliance” and I.F. - “Parental Notification for Student Violations of the Alcohol and Other Drugs 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 2C, the following University regulations must be observed whenever alcoholic beverages are served, sold, or consumed in approved facilities on campus, in University-owned or operated residential facilities, or at university sponsored events.

The Office of the Vice President for Student Life & 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 Affairs, Community Standards and Commuter Services, Athletics, Student Life, Residential Learning and University Housing, Public Safety, Dining Services, Faculty, Staff, Human Resources, and Counseling and Psychological Services. The Vice President for Student Life & Dean of Students may convene an ad hoc board to review policy details of process and educational approach.

A. Illegal Drugs

1. The intent of, actual distribution of, sale of or manufacturing of drugs, narcotics, barbiturates, hallucinogens, marijuana, steroids, amphetamines, or any other controlled substance is prohibited.

2. The possession or use of controlled dangerous substances, marijuana, steroids, or narcotics, including, but not limited to: opium (morphine, codeine, heroin), prescription drugs in possession of someone other than the prescribed individual, misuse of prescribed drugs, and every other substance not chemically distinguishable from them (i.e. imitation products, such as bath salts and/or K2) as well as any drug paraphernalia, on campus or in any University-related premises is prohibited.

B. Alcohol at Campus Events

1. Rowan University students, faculty, staff, guests, and facilities users, who are 21 years and older, may only possess, purchase, and consume alcoholic beverages at locations which are licensed to sell alcohol or where consuming it is legal and authorized.

2. The University and/or management of the facility in use have the right to request identification and proof of age from all persons seeking admission to an event on campus at which alcohol will be served.

3. Intoxication is prohibited, regardless of age. Behavioral symptoms frequently associated with intoxication will be considered in determining intoxication. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one’s breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior which may endanger oneself or others.

4. Carrying open containers of alcohol is strictly forbidden in public areas of the University, i.e. academic buildings, the Chamberlain 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, at athletic events and at any “tailgating”.

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 noncompliance, please refer to Sections I.E. – “Consequences for Non-Compliance” and I.F. – “Parental Notification for Student Violations of the Alcohol and Other Drugs Policy”

C. Alcohol in University Housing (Living Units)

1. Alcohol is not permitted within undergraduate living units serving first-year students (Chestnut, Evergreen, Magnolia, Mimosa, Mullica, or Willow halls- excluding graduate and professional staff living units). These areas 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. All other living areas (Laurel, Oak, Edgewood Park, Rowan Blvd., Triad, Townhouses, Whitney Center or any temporary University housing such as a hotel) 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. It is the responsibility of each resident to know if alcohol is permitted within their living unit.

3. Alcohol is permitted only in living units in which all assigned residents are of legal drinking age. These are considered “wet” living units. It is the responsibility of each resident to know if alcohol is permitted within their living unit.

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 may 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 may 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. Students of legal drinking age may transport an alcoholic beverage as long as it is in its original closed container.

10. Consumption of any form of alcohol in an open container, including but not limited to cups, cans, plastic containers, or bottles, is prohibited outside a student’s living unit and/or any outside campus area.

11. Games or activities that encourage excessive drinking of alcohol (e.g. beer pong, flip cup, beer funnels, etc.) or the serving of alcohol that leads to the endangerment of an individual’s well-being or property damage will not be tolerated.

12. Consumption of alcohol to the point of intoxication, regardless of age, is prohibited. Behavioral symptoms frequently associated with intoxication will be considered in determining intoxication. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one’s breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior which may endanger oneself or others. A person in this condition may be asked to leave the campus. If the person is a student, the student’s family or emergency contact may be called to assist. Other guests may have a taxi called (at the intoxicated person’s expense) to take them to their permanent residence.

13. Alcoholic beverage containers and paraphernalia, including but not limited to empty cans and bottles, are not permitted as room decorations in any living unit.

For a listing of consequences for noncompliance, please refer to Sections I.E. – “Consequences for Non-Compliance” and I.F. – “Parental Notification for Student Violations of the Alcohol and Other Drugs Policy”

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

Persons under the age of twenty-one MAY NOT:

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

Persons twenty-one and older MAY NOT:
- Consume alcohol outside of a living unit (lobby, hallways, stairwells, grounds, etc.).
- Possess/Consume alcohol in a “dry” living unit. Note: It is the responsibility of each student to know whether a living unit is “wet” or “dry.”
- Permit underage persons to possess or be in the presence of alcohol in their living unit.
- Provide alcohol to others under the age of twenty-one.
- Charge in any way for alcohol consumption by others.
- Possess kegs, beer balls, or paraphernalia that promotes excessive consumption of alcohol.
- Possess alcohol displays made up of empty alcoholic beverage containers.

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

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

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

1. Sponsors, coaches, and/or organization advisers are expected to ensure that their respective student organizations/groups take reasonable precautions in their activities in order that policies and laws governing alcohol/illegal drugs are not violated and that the welfare of their members is not endangered. The Vice President for Student Life & Dean of Students in conjunction with the sponsors, advisers, or coaches may designate an event as non-alcoholic and/or determine the conditions under which the consumption of alcohol may be permitted by students of legal drinking age. Therefore, a sponsor, adviser, or coach may prohibit the service, possession, or consumption of alcohol by any person, regardless of age, at University-affiliated or University-funded activities (e.g., retreats, conferences, intercollegiate athletic events, etc.). Sponsors, advisers, or coaches will inform the student organizations of their decision(s) regarding the nature of the event prior to the scheduled date of the activity.

2. The University expects that the existing state, local, or premises regulations which prohibit illegal drugs or regulate the service, sale, possession, or consumption of alcohol will be supported and enforced at University-sponsored events.

3. Under New Jersey Statute, it is unlawful for any operator or passenger in a motor vehicle to possess an open container of an alcoholic beverage, regardless of age. In addition, the University prohibits the service, sale, or consumption of alcoholic beverages while in transit in any motor vehicle, to or from any University-affiliated event. This applies to all students, faculty, staff, alumni, and their guests, regardless of legal drinking age.

4. Alcoholic beverages will not be permitted at intercollegiate athletic events.

For a listing of consequences for noncompliance, please refer to Sections I.E. “Consequences for Non-Compliance” and I1.F. - ”Parental Notification for Student Violations of the Alcohol and Other Drugs 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 Student 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, as well as the possibility of revocation of the privilege to consume alcohol on campus and/or to attend University affiliated events at which alcohol will be served or consumed. Referrals to educational programs sponsored by the Counseling & Psychological Services Center may be required.

2. Organizational sanctions for violations of the Alcohol and Other Drugs Policy by campus groups may include written reprimand, restriction or loss of privileges, and loss of official recognition. In addition, the campus group may be mandated to participate in educational programs. Individual members of the group may also be individually sanctioned for their involvement in the violations pursuant to this section.

3. Violations of the University Alcohol and Other Drugs Policy by a University employee will be referred to the individual’s supervisor for the appropriate administrative action consistent with the state regulations and applicable agreements between the state and employee bargaining units. An employee may be disciplined for violation of this policy consistent with local, State, and Federal law up to and including termination of employment and referral for prosecution.

4. Violations of the University Alcohol and Other Drugs Policy by persons who are not members of the University community may result in their being banned from the Rowan University campus or from specific facilities and/or subject to arrest for trespass. Contractors are subject to all University rules and regulations.

5. Any violation which occurs while an event is in progress may subject the violator to immediate removal from the area.

6. When violations or other circumstances occur at events which, in the judgment of University officials, constitute a threat to life or property or which create a substantial risk thereof, the event may be terminated. It is expected that such authority will be exercised only in extraordinary and/or emergency circumstances.

7. This policy does not supplant or supersede statutory or administrative law at the federal, state, county, or municipal level. Strict compliance with such laws will be the responsibility of all organizations and individuals. Violators of the law may be subject to penalties imposed by a court or other empowered board, agency, or commission, in addition to any action taken by Rowan University.

F. Parental Notification for Student Violations of the Alcohol and Other Drugs 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 Community Standards and Commuter Services may notify parents/guardians of students under 21 years of age when a student is found responsible for a violation of the Alcohol and Other Drugs Policy. Please note: Citations given by the law enforcement unit of a university are not covered by FERPA. Therefore, Rowan Public Safety may notify parents/legal guardians when citations have been issued by law enforcement officials, without waiting for a hearing or any other due process.

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

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

1. Possession or Consumption of Alcoholic Beverages in Public Places by persons under legal age (N.J.S.A. 2C:33-15) Any person under the legal age to purchase alcoholic beverages who knowingly possesses without legal authority or who knowingly consumes any alcoholic beverage in any school, public conveyance, public place, place of public assembly, or motor vehicle is guilty of a disorderly persons offense and shall be fined not less than $500.

2. Purchase of Alcohol by/for the Under-aged (N.J.S.A. 2C:33:1-81) An 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) A person who knowingly possesses a document or other writing which falsely purports to be a driver’s license or other document issued by a governmental agency and which could be used as a means of verifying a person’s identity or age or any other personal identifying information is guilty of a crime in the fourth degree.

6. Social Host Liability (N.J.S.A. 2A:15-5.6) A social host who willingly and knowingly provides alcoholic beverages to a person who the host should reasonably foresee will soon be driving, may be held liable for injuries suffered by a third party as a result of a motor vehicle accident caused by that person.

7. Driving While Intoxicated
   a. Operating Motor Vehicles While under the Influence of Intoxicants (N.J.S.A. 39:4-50) A person is said to be legally drunk in New Jersey if his/her blood alcohol concentration is at or above .08%.
   PENALTIES: All persons convicted of DWI must pay an insurance surcharge. In addition:
      • For the first offense, there are additional fines and charges of at least $470 (bringing the total minimum charges for a first offense to $3,470); loss of license for 7-12 months; and a requirement to spend 12-48 hours in an Intoxicated Driver Resource Center. A first-time offender also faces a possible 30-day jail term.
      • For a second offense, there are additional fines and charges of at least $720; loss of license for 2 years; a requirement to perform 30 days of community service and to spend 48 hours in an Intoxicated Driver Resource Center or jail. Also, there is a possible 90-day jail term.
      • For a third offense, additional fines and charges of at least $1,220; loss of license for 10 years; and a 180-day jail term. The insurance surcharge for a third-time offender is $1,500 per year for three years. These fines and charges do not include court and legal fees.
   b. Driving While License Is Suspended Due to DWI (N.J.S.A. 39.3-40). If a person is found driving while his/her license is suspended due to a conviction for Driving While Intoxicated, that person upon conviction again shall be fined $500, shall have his license to operate a motor vehicle suspended for an additional period of not less than one year nor more than two years, and may be imprisoned in the county jail for not more than 90 days.
   c. Refusal to Take the Breathalyzer Test (N.J.S.A. 39:4-50.4a). Refusal to take the breathalyzer test where there is probable cause for arrest for DWI will result in a 6-month loss of license, a fine of $250-$500, and an obligation to satisfy the requirements of an alcohol education or rehabilitation program. A person can also be convicted of DWI without the results of a breathalyzer test. In that case, he/she will suffer all the additional fines and penalties specified for the DWI conviction.

B. Borough of Glassboro

354-5. Consumption of alcoholic beverages in public and quasi-public places. [Added 8-26-1975 by Ord. No. 75-20]
   1. It shall be unlawful for any person to consume any alcoholic beverage or to possess any alcoholic beverage in an open container with intent to consume the same on any sidewalk, street, avenue, highway, public parking lot or other public place, or in any motor vehicle not on private property, within the Borough of Glassboro at any time.
   2. It shall be unlawful for any person to consume any alcoholic beverage or to possess any alcoholic beverage in an open container with intent to consume the same on any parking lot, yard or other open area which is open to the public or to which the public is invited at any time.
   3. It shall be unlawful for the owner or any other person in control of any such parking lot, yard or other open area which is open to the public or to which the public is invited as described in Subsection B above to knowingly permit or suffer the consumption or possession in an open container with intent to consume of any alcoholic beverage on said premises by any person at any time.

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

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

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

Article II, Certain Restrictions for 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.


1. 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.

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

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

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

Article III, Possession or Consumption by Underage Persons on Private Property [Adopted 9-12-2000 by Ord. No. 00-29]

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

150-30. Violations and penalties. Any person violating the provisions of this article shall, in accordance with the provisions of
III. Summary of Applicable State and Federal Laws Regarding Drug Offenses and Penalties

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

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

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

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

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

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

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

N.J.S.A. 2C:35-10, Possession, Use, Being Under the Influence, or Failure to Make Lawful Disposition, provides that such conduct carries penalties of imprisonment and fines. Possession of anabolic steroids is a third degree crime. N.J.S.A. 2C:35-11, Imitation Controlled Dangerous Substance (CDS), provides that dispensing or distributing a substance falsely purported to be a CDS is a third degree crime, and can carry a fine up to $200,000. Drug paraphernalia is defined “…all equipment, products, and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance… including… roach clips… bongs… pipes…”

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

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

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

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

N.J.S.A. 2C:36-6, Possession or Distribution of Hypodermic Syringe, provides that such conduct constitutes a disorderly persons offense.
Federal Drug Offenses
The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional and unauthorized manufacture, distribution or dispensing of any controlled substance, or the possession of any controlled substance with the intent to manufacture, distribute, or dispense. Federal law also prohibits the knowing, intentional and unauthorized creation, distribution, dispensing, or possession with the intent to distribute or dispense a “counterfeit substance.” Simple possession without necessarily intent to distribute is also forbidden by Federal law and carries a penalty of imprisonment. Attempts and/or conspiracies to distribute or possess with intent to distribute a controlled substance are crimes under Federal law. Specific drug crimes that may carry greater penalties include the following:
- The distribution of narcotics to persons under 21;
- The distribution or manufacturing of narcotics near schools and colleges;
- The employment of juveniles under the age of 18 in drug trafficking operations;
- The distribution of controlled substances to pregnant women. The penalties for violating Federal narcotics statutes vary. The penalties may be more severe based upon two principal factors:
  - The type of drug involved; and
  - The quantity of the drug involved. With the exception of simple possession charges which result in up to one year imprisonment, maximum penalties for narcotic violations range from 20 years to life in prison. Certain violations carry mandatory minimum prison sentences of either five years or ten years. Harsher penalties will be imposed if a firearm is used in the commission of a drug offense. If a drug offense results in death or serious bodily injury to an individual who uses the drug involved, the penalties are harsher. Anabolic steroids are controlled substances and distribution or possession with intent to distribute carries a sentence of up to five years and a $250,000 fine.

IV. Education and Prevention
Rowan University acknowledges the importance of communicating information concerning alcohol and other drugs, and the effects and consequences of illegal use, misuse, and abuse.
1. The Wellness Center at Winans provides specialized programs for students, faculty and staff, on issues related to alcohol, tobacco, and other drug use, misuse, and abuse. Aftercare and programs for recovering students are also provided on campus. The Wellness Center at Winans offers books, pamphlets, videos, and other pertinent information regarding alcohol, tobacco, and other drug issues for use by the campus community. The office also serves as a confidential referral location for drug and alcohol assessment and evaluation.
2. 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. The Wellness Center at Winans offers help and information to directors and supervisors of departments in identifying an employee in need of assistance.

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

VI. Review of Policy and Alcohol and Drugs 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 Life and the Office of Human Resources.

VII. Drug-Free Workplace Act
The Governor of the State of New Jersey issued on March 14, 1989, Executive Order 204, in compliance with federal law. This order, the Drug-Free Workplace Act, is a condition of continued employment by all public employees, including Rowan University employees. This policy prohibits the unlawful possession, use, distribution, dispensation, sale, or manufacture of controlled substances on University premises. Violation of this policy may result in the imposition of employment discipline up to and including termination as defined for specific employee categories by existing college policies, statutes, rules, regulations, employment contracts, and labor agreements. In addition to campus rules, faculty and staff must obey applicable Federal, State, and local laws concerning drugs and alcohol and are subject to criminal and civil penalties. The University cooperates with municipal and other law enforcement authorities in enforcing these laws.

VIII. Executive Order No. 204
WHEREAS, the problem of drug abuse is adversely affecting the lives and safety of our citizens; and
WHEREAS, the abuse of drugs in the workplace, among other things, reduces job efficiency, increases absenteeism and sick leave, and, most importantly, jeopardizes the lives and safety of fellow employees and citizens; and
WHEREAS, the State of New Jersey has a vital interest in promoting a safe and drug-free workplace and in ensuring our citizens that public safety employees do not threaten life and limb due to the abuse of drugs; and
WHEREAS, the Federal Drug-Free Workplace Act of 1988, Public Law 100-690, Title V, Subtitle D, conditions receipt of Federal grant funds upon the grantee’s agreement to provide a drug free workplace; and
WHEREAS, the Federal Drug-Free Workplace Act requires a grantee to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, to specify actions that may be taken against employees who violate the prohibition, to establish a drug free awareness program for employees, to require employees and employers to give notice of any conviction for a drug offense committed in the workplace; and
WHEREAS, the citizens of the State greatly benefit from the State government’s participation in federally funded programs;

NOW, THEREFORE, I, THOMAS H. KEAN, Governor of the State of New Jersey, by virtue of the authority vested in me by the Constitution and by the Statutes of this State, do hereby ORDER and DIRECT:

1. The following “Policy for a Drug-Free Workplace in New Jersey State Government” shall apply to all principal executive departments in New Jersey State Government, the Office of the Governor, and all agencies that are in, but not of, principal executive departments. This policy establishes minimum standards for the imposition of discipline and for participation in drug abuse treatment programs in the limited context of convictions for drug offenses committed in the workplace. Nothing in this Policy precludes the application of other more comprehensive or more stringent provisions governing drug offenses committed by State employees. In fact, the Cabinet Task Force on Drug Testing in the Workplace, which was created in Executive Order No. 191, will formulate a more comprehensive State policy regarding drug abuse and the workplace in the near future.

2. The State of New Jersey is committed to maintaining a drug-free workplace for all State employees in order to protect the health and safety of State employees and the public.

3. The unlawful manufacture, distribution, dispensation, possession, or use of a drug in the workplace is prohibited.

4. In addition to any other applicable civil or criminal penalty, any employee convicted of illegal manufacture, distribution, dispensation, possession, or use of a drug in the workplace shall be subject to the following consequences:
   a. The State Forfeiture of Public Office Statute (N.J.S.A. 2C:51-2) requires forfeiture of public office or employment upon conviction of a crime of the third degree or higher. All convictions of crimes of the third degree or higher listed in the Comprehensive Drug Enforcement Act of 1987, and all convictions for equivalent Federal and out-of-state drug offenses, require forfeiture of public office or employment.
   b. The Forfeiture of Public Office Statute also requires forfeiture of public office or employment upon conviction for an offense involving dishonesty or upon conviction for an offense involving or touching upon the convicted person’s public employment irrespective of the degree of the offense. Consequently, convictions for any drug offense occurring in the workplace (including fourth degree, disorderly persons, and petty disorderly persons offenses) which are determined to involve or touch upon the office or employment of an individual may result in the statutory forfeiture of public office or employment.
   c. In the case of a drug conviction for an offense occurring in the workplace that does not result in statutory forfeiture of public office or employment, disciplinary action shall be taken. The extent of disciplinary action shall be determined by the appointing authority. In addition, in the case of any disciplinary action other than removal, an employee shall be required to satisfactorily participate in a program for the treatment of drug abuse approved by both the appointing authority and any Federal or State agency responsible for the approval or licensure of such programs.
   d. Each department head, agency head, or their designee who receives notice of a drug offense conviction shall, within 30 days of receipt of notice, take the administrative action necessary for removal where statutory forfeiture is required, and where statutory forfeiture is not required, take the administrative action necessary to impose discipline and require satisfactory participation in an approved program for drug abuse where appropriate.

5. An employee who is convicted of a drug offense committed in the workplace must, within five days, report the conviction to his or her supervisor.

6. Each supervisor who receives a report of a conviction for a drug offense in the workplace must immediately report the conviction, according to departmental or agency procedures, to the department head, agency head, or their designee.

7. Within 10 days of the supervisor’s receipt of notice of a conviction for a drug offense, the department head, agency head, or their designee shall ensure that notification of such conviction is provided to any Federal agency providing funds for a program in which the convicted employee is employed.

8. Each department head, agency head, or their designee must develop and implement procedures to ensure that reports, which are received by supervisors concerning convictions for drug offenses in the workplace are reported promptly to the department head, agency head, or their designee.

9. Each department head, agency head, or their designee must maintain records that contain the following information on each conviction for a drug offense committed in the workplace by an employee:
   a. Date of conviction
   b. Disciplinary action taken
   c. Whether the employee is one whose duties involve the performance of a Federal grant

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   a. Date of conviction
   b. Disciplinary action taken
   c. Whether the employee is one whose duties involve the performance of a Federal grant
d. Date Federal grantor was notified of the conviction, if applicable.

10. Each department head, agency head, or their designee will distribute an Employee Notice, and this Executive Order to each current employee. Each department head, agency head, or their designee shall distribute these documents to any employee who joins the work force after the initial distribution. A program entitled, “Drug-Free Awareness” is being developed, and upon completion will be provided to all employees.

11. Definitions for purpose of this policy:
   a. **Conviction** - means a finding of guilt, or a plea of guilty, before a court of competent jurisdiction, and, where applicable, a plea of nolo contendere. A conviction is deemed to occur at the time the plea is accepted or verdict returned. It does not include entry into and successful completion of a pre-trial intervention program, pursuant to N.J.S.A. 2C:43-12, et seq., or a conditional discharge, pursuant to N.J.S.A. 2C:36A-1.
   b. **Drug** - means a controlled dangerous substance, analog, or immediate precursor as listed in Schedules I through V in the New Jersey Controlled Dangerous Substances Act, N.J.S.A. 24:21-1, et seq., and as modified in any regulation issued by the Commissioner of the Department of Health. It also includes controlled substances in Schedules I through V of Section 202 of the Federal Controlled Substance Act of 21 U.S.C. 812. The term shall not include tobacco or tobacco products or distilled spirits, wine, or malt beverages as they are defined or used in N.J.S.A. 33:1-1, et seq.
   c. **Employee** - means all employees of the Office of the Governor or a department or agency within the scope of this Policy, whether full- or part-time and whether in the career, senior executive, or unclassified service.
   d. **Workplace** - for the purposes of this Policy only, means the physical area of operations of a department or agency including buildings, grounds, and parking facilities provided by the State. It includes any field location or site at which an employee is engaged, or authorized to engage, in work activity, and includes any travel between such sites.

This policy is effective March 18, 1989 and shall remain in effect until superseded by statute, regulation, or Executive Order.

Thomas H. Kean
GOVERNOR

IX. Commonly Abused Drugs

**Cannabinoids**

**Marijuana**
- Commercial and street names include blunt, dope, ganja, grass, herb, joints, Mary Jane, pot, reefer, sinsemilla, skunk, and weed.
- Schedule 1 drug
- Usually smoked or swallowed
- Intoxicating effects include euphoria, slowed thinking and reaction time, confusion, and impaired balance and coordination.
- Potential health consequences include cough, frequent respiratory infections, impaired memory and learning, increased heart rate, anxiety, panic attacks, tolerance, and addiction.

**Hashish**
- Commercial and street names include boom, chronic, gangster, hash, hash oil, and hemp.
- Schedule 1 drug
- Usually smoked or swallowed
- Intoxicating effects include euphoria, slowed thinking and reaction time, confusion, and impaired balance and coordination.
- Potential health consequences include cough, frequent respiratory infections, impaired memory and learning, increased heart rate, anxiety, panic attacks, tolerance, and addiction.

**Depressants**

**Barbiturates**
- Commercial and street names include Amytal, Nembutal, Seconal, Phenobarbital, barbs, reds, red birds, phennies, tooties, and yellows
- Schedule 2, 3, 5 drug
- Usually injected or swallowed
- Intoxicating effects include reduced anxiety, feeling of well-being, lowered inhibitions, slowed pulse and breathing, lowered blood pressure, poor concentration, sedation, and drowsiness.
- Potential health consequences include fatigue, confusion, impaired coordination, addiction, respiratory depression and arrest, depression, fever, irritability, poor judgment, slurred speech, dizziness, life-threatening withdrawal, and death.

**Benzodiazepines**
- Commercial and street names include Ativan, Halcion, Xanax, Librium, Valium, candy, downers, sleeping pills, and tranks.
- Schedule 4 drug
- Usually swallowed or injected
- Intoxicating effects include reduced anxiety, feeling of well-being, lowered inhibitions, slowed pulse and breathing, lowered blood pressure, poor concentration, sedation, and drowsiness.
Potential health consequences include dizziness, fatigue, confusion, impaired coordination, addiction, respiratory depression and arrest, and death.

**Flunitrazepam (Associated with Sexual Assaults)**
- Commercial and street names include Rohypnol, forget-me pill, Mexican Valium, R2, Roche, roofies, roofinol, rope, and rophies.
- Schedule 4 drug
- Usually swallowed or snorted
- Intoxicating effects include reduced anxiety, feeling of well-being, lowered inhibitions, slowed pulse and breathing, lowered blood pressure, and poor concentration.
- Potential health consequences include fatigue, confusion, impaired coordination, addiction, respiratory depression and arrest, visual and gastrointestinal disturbances, urinary retention, and memory loss for the time under the drug’s effects and death.

**GHB (Associated with Sexual Assaults)**
- Commercial and street names include gamma-hydroxybutyrate, G, Georgia home boy, grievous bodily harm, and liquid ecstasy.
- Schedule 1 drug
- Usually swallowed
- Intoxicating effects include reduced anxiety, feeling of well-being, lowered inhibitions, slowed pulse and breathing, lowered blood pressure, poor concentration.
- Potential health consequences include fatigue, confusion, addiction, respiratory depression and arrest, drowsiness, nausea/vomiting, headache, loss of consciousness, loss of reflexes, seizures, coma, and death.

**Methaqualone**
- Commercial and street names include Quaalude, Sopor, Parest, ludes, mandrex, quad, and quay
- Schedule 1 drug
- Usually injected or swallowed
- Intoxicating effects include reduced anxiety, feeling of well-being, lowered inhibitions, slowed pulse and breathing, lowered blood pressure, poor concentration, and euphoria.
- Potential health consequences include fatigue, confusion, addiction, respiratory depression and arrest, depression, poor reflexes, slurred speech, coma, and death.

**Dissociative Anesthetics**

**Ketamine**
- Commercial and street names include Ketalar SV, cat Valiums, K, Special K, vitamin K
- Schedule 3 drug
- Usually injected, swallowed or smoked
- Intoxicating effects include increased heart rate and blood pressure and impaired motor function.
- Potential health consequences include memory loss, numbness, nausea/vomiting at high doses, delirium, depression, respiratory depression and arrest.

**PCP and Analogs**
- Commercial and street names include phencyclidine, angel dust, boat, hog, love boat, and peace pill
- Schedule 1, 2 drug
- Usually injected, swallowed or smoked
- Intoxicating effects include increased heart rate and blood pressure and impaired motor function.
- Potential health consequences include memory loss, numbness, nausea/vomiting possible decrease in blood pressure and heart rate, panic, aggression/violence, loss of appetite, and depression.

**Hallucinogens**

**LSD**
- Commercial and street names include lysergic acid diethylamide, acid, blotter, boomers, cubes, microdot, and yellow sunshines.
- Schedule 1 drug
- Usually swallowed, absorbed through mouth tissues
- Intoxicating effects include altered states of perception and feeling.
- Potential health consequences include nausea, persistent mental disorders, persisting perception disorder (flashbacks), increased body temperature and heart rate, loss of appetite, sleeplessness, numbness, weakness, and tremors.

**Mescaline**
- Commercial and street names include buttons, cactus, mesc, and peyote
- Schedule 1 drug
Psilocybin
- Commercial and street names include magic mushroom, purple passion, and shrooms
- Schedule 1 drug
- Usually swallowed
- Intoxicating effects include altered states of perception and feeling.
- Potential health consequences include nausea, persisting perception disorder (flashbacks), nervousness, and paranoia.

Opioids and Morphine Derivatives

Codeine
- Commercial and street names include Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C, Tylenol with Codeine, Captain Cody, Cody, doors & fours, loads, and pancakes and syrup.
- Schedule 2, 3, 4 drug
- Usually injected or swallowed
- Intoxicating effects include pain relief, euphoria, and drowsiness.
- Potential health consequences include nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, and death.

Fentanyl and Fentanyl Analogs
- Commercial and street names include Actiq, Duragesic, Sublimaze, Apache, China girl, China white, dance fever, friend, goodfella, jackpot, murder 8, TNT, Tango, and Cash.
- Schedule 1, 2 drug
- Usually injected, smoked or snorted
- Intoxicating effects include pain relief, euphoria, and drowsiness.
- Potential health consequences include nausea, constipation, confusion, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, and death.

Heroin
- Commercial and street names include diacetylmorphine, brown sugar, dope, H, horse, junk, skag, skunk, smack, and white horse.
- Schedule 1 drug
- Usually injected, smoked, or snorted.
- Intoxicating effects include pain relief, euphoria, drowsiness, and staggering gait.
- Potential health consequences include nausea, sedation, constipation, confusion, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, and death.

Morphine
- Commercial and street names include Roxanol, Duramorph, M, Miss Emma, monkey, and white stuff.
- Schedule 2, 3 drug
- Usually injected, swallowed, or smoked.
- Intoxicating effects include pain relief, euphoria, and drowsiness.
- Potential health consequences include nausea, sedation, constipation, confusion, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, and death.

Opium
- Commercial and street names include laudanum, paregoric, big 0, black stuff, block, gum, and hop.
- Schedule 2, 3 drug
- Usually swallowed or smoked.
- Intoxicating effects include pain relief, euphoria, and drowsiness.
- Potential health consequences include nausea, sedation, constipation, confusion, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, and death.

Oxycodone HCL
- Commercial and street names include Oxycontin, Oxy, O.C., and killer.
- Schedule 2 drug
- Usually swallowed, snorted or injected.
- Intoxicating effects include pain relief, euphoria, and drowsiness.
- Potential health consequences include nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, and death.
Hydrocodone bitartrate, Acetaminophen
- Commercial and street names include Vicodin, vike, Watson-387.
- Schedule 2 drug
- Usually swallowed
- Intoxicating effects include pain relief, euphoria, and drowsiness.
- Potential health consequences include nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, and death.

Stimulants
Amphetamine
- Commercial and street names include Biphedrine, Dexedrine, bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, and uppers.
- Schedule 2 drug
- Usually injected, swallowed, smoked, or snorted.
- Intoxicating effects include increased heart rate, blood pressure, metabolism, feelings of exhilaration, and increased mental alertness.
- Potential health consequences include rapid or irregular heart beat; reduced appetite, weight loss, heart failure, nervousness, insomnia, rapid breathing/tremor, loss of coordination, irritability, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, tolerance, addiction, and psychosis.

Cocaine
- Commercial and street names include Cocaine hydrochloride, blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot.
- Schedule 2 drug
- Usually injected, smoked, or snorted.
- Intoxicating effects include increased heart rate, blood pressure, metabolism, feelings of exhilaration, increased mental alertness, and increased temperature.
- Potential health consequences include rapid or irregular heart beat; reduced appetite, weight loss, heart failure, nervousness, insomnia, chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, and panic attacks.

MDMA (methyleneoxy-methamphetamine)
- Commercial and street names include Adam, clarity, ecstasy, Eve, lover’s speed, peace, STP, X, XTC.
- Schedule 1 drug
- Usually swallowed.
- Intoxicating effects include increased heart rate, blood pressure, metabolism, feelings of exhilaration, increased mental alertness, mild hallucinogenic effects, increased tactile sensitivity, and empathic feelings.
- Potential health consequences include rapid or irregular heart beat; reduced appetite, weight loss, heart failure, nervousness, insomnia, impaired memory and learning, hyperthermia, cardiac toxicity, renal failure, and liver toxicity.

Methamphetamine
- Commercial and street names include Desoxyn, chalk, crank, crystal, fire, glass, go fast, ice, meth, and speed.
- Schedule 2 drug
- Usually injected, swallowed, or snorted.
- Intoxicating effects include increased heart rate, blood pressure, metabolism, feelings of exhilaration, and increased mental alertness.
- Potential health consequences include rapid or irregular heart beat; reduced appetite, weight loss, heart failure, nervousness, insomnia, aggression, violence, psychotic behavior/memory loss, cardiac and neurological damage, impaired memory and learning, tolerance, and addiction.

Methylphenidate (safe and effective for treatment of ADHD)
- Commercial and street names include Ritalin, JIF, MPH, R-ball, Skippy, the smart drug, and vitamin R.
- Not Scheduled
- Usually injected, swallowed, or snorted.
- Intoxicating effects include increased heart rate, blood pressure, metabolism, feelings of exhilaration, and increased mental alertness.
- Potential health consequences include rapid or irregular heartbeat, reduced appetite, weight loss, heart failure, nervousness, and insomnia.

Nicotine
- Commercial and street names include cigarettes, cigars, smokeless tobacco, snuff, spit tobacco, and chew.
- Not Scheduled
- Usually smoked, snorted, taken in snuff, and spit tobacco.
Intoxicating effects include increased heart rate, blood pressure, metabolism, feelings of exhilaration, and increased mental alertness.

Potential health consequences include rapid or irregular heart beat, reduced appetite, weight loss, heart failure, nervousness, insomnia, adverse pregnancy outcomes, chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, and addiction.

**Other Compounds**

**Anabolic steroids**

- Commercial and street names include Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise, stanozolol, and juice.
- Schedule 3 drug
- Usually injected, swallowed, or applied to skin.
- No intoxication effects
- Potential health consequences include hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression; acne and premature stoppage of growth in adolescents, prostate cancer, reduced sperm production, shrunken testicles, and breast enlargement in males; menstrual irregularities, development of beard, and other masculine characteristics in females.

**Inhalants**

- Commercial and street names include Solvents (paint thinners, gasoline, glues), gases (butane, propane, aerosol propellants, nitrous oxide), nitrites (isoamyl, isobutyl, cyclohexyl), laughing gas, poppers, snappers, and whippets.
- Not Scheduled
- Usually inhaled through nose or mouth
- Intoxicating effects include stimulation, loss of inhibition, headache, nausea or vomiting, slurred speech, and loss of motor coordination.
- Potential health consequences include wheezing/unconsciousness, cramps, weight loss, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, and sudden death.

Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use; Schedule II drugs are available only by prescription (un-refillable) and require a form for ordering. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Most Schedule V drugs are available over the counter. Taking drugs by injection can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms.

Source: National Institute on Drug Abuse (NIDA)

**X. Important numbers**

**Drug and Alcohol Treatment**

- **On-campus resources**
  - The Wellness Center at Winans: 856-256-4222
- **Off-campus resources**
  - Addictions Hotline of NJ: 1-800-238-2333
  - Camden County Council on Alcoholism and Drug Abuse, Inc: 856-427-6553
  - Center for Family Services, Inc., Voorhees, NJ: 856-428-5688
  - Danielle Counseling and Wellness Center, Glassboro, NJ: 856-863-0006
  - The Southwest Council, Inc and the Cumberland County Intoxicated Driver Resource Center Vineland, NJ: 856-794-1011
  - Seabrook House, Bridgeton, NJ: 856-453-1022
    - Helpline: 1-800-761-7575
  - Sodat (outpatient) 124 N. Broad St., Woodbury, NJ: 856-845-6363

This is a partial list only and not intended as an endorsement of facilities. Please consult Yellow Pages under Alcoholism or Drug Abuse and Addiction for additional resources.
Welcome to Residential Learning & University Housing!

The Office of Residential Learning & University Housing is located on the first floor in Savitz Hall. Our primary purpose is the development of a strong sense of belonging and community among our resident students, as well as the operation of University residence halls and apartments. The information presented here serves as both an introduction and guide to residential living at Rowan University. Your success as a resident student is based upon your awareness of all campus resources as well as the University’s expectations of you. Please read the contract carefully and be familiar with the terms and conditions of your contract, as well as the policies of the University that are contained within the Student Handbook.

For additional information, you may visit www.rowan.edu/rluh. Please feel free to contact any member of our staff at (856) 256-4266 if you have any questions. You may also e-mail your questions to us at housingquestions@rowan.edu and a staff member will respond directly to you.

Sincerely,

Travis Douglas
Director of Residential Learning and University Housing

Mission Statement of the Office of Residential Learning & University Housing

The mission of the Office of Residential Learning & University Housing is to create an environment that supports the unique academic, personal and spiritual growth needs of each resident student. We will provide housing facilities that are safe, clean, comfortable, and well maintained. We will deliver residential learning programs aligned with the academic mission of Rowan University to extend learning beyond the classroom and enhance student acquisition of new knowledge, skills, and abilities. We will challenge each resident student to make positive choices, examine their values and their role in our diverse society, and to play a constructive role in the development of a safe, supportive, and inclusive community.

Central Staff

A dedicated team of professional staff are available to serve the needs of resident students. The professional staff members are available to students during normal business hours in our office located on the ground floor of Savitz Hall. The professional staff members include:

**Travis Douglas**  
Director of Residential Learning & University Housing  
Douglast@rowan.edu  
856-256-4270

**Annette McCully**  
Assistant Director for Residential Learning  
McCully@rowan.edu  
856-256-4603

**Jim Waddington**  
Director of Housing Systems and Logistics  
Waddington@rowan.edu  
856-256-4633

**Ashley Shaw**  
Assistant Director of Housing Systems and Logistics  
Shaw@rowan.edu  
856-256-4266

**Kellie McKinney**  
Director Administrative Services and Assignments  
McKinney@rowan.edu  
856-256-4275

**Cathy Barbagallo**  
Secretary  
Barbagallo@rowan.edu  
865-256-3342

Live-In Staff

Each hall and apartment complex is managed by a team of live-in Residential Learning Coordinators (RLCs) and Resident Directors (RDs). Resident Assistants (RAs) are assigned areas of responsibility within each building or complex and serve as the immediate liaison between students, and the Office of Residential Learning & University Housing. All members of the staff complete training programs designed to equip them to explain campus policies, support students' personal and interpersonal growth, facilitate group/community development, and effectively refer students to campus resources. It is highly recommended that all students know the staff in their residence hall or apartment complex. They are there to serve the residents and respond to their needs 24 hours a day, 7 days a week.
Modifications to Policy
The University reserves the right to make changes in materials contained herein at any time with reasonable notice. For the purposes of policies described in this document (excluding the terms and conditions of the housing contract), 48 hours will be considered reasonable although more or less time may be dictated by circumstances. Updates and additional information may be sent to your campus mailbox, sent as an email to your Rowan email address, posted on residence area bulletin boards or residence hall or apartment doors, and/or available on our website at http://rowan.edu/rluh.

Rowan University Mandatory Housing Policy
Undergraduates under age 21 with fewer than 58 credits are required to live in University housing, unless they will be commuting from a parent or guardian’s home within 40 miles of the Rowan campus. Students who plan to commute must file for commuter status by submitting a notarized Statement of Student Residence form.

Students who violate the on-campus residence requirements 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 onto the campus will be suspended from the University.

Students who wish to commute from the residence of their parents or legal guardians must live within a 40-mile radius of the institution and furnish a notarized statement of student residence confirming this.

 Discrimination
Rowan University does not discriminate in its housing assignments based on race, color, religion, sex, gender identity, sexual orientation disability, familial status, or national or ethnic origin. Complaints of discrimination or unequal treatment should be referred to the Director of Residential Learning and University Housing or Vice President for Student Life and Dean of Students.

Disability Related Accommodations
Students who need housing accommodations configured to meet their needs related to any medical condition or disability should contact Mr. John Woodruff, Director of the Academic Success Center at 856-256-4234. Students are required to submit appropriate supporting documentation for their request and will be provided reasonable accommodations in accordance with applicable law.

Gender Neutral Housing Accommodations
Residential Learning and University Housing supports the commitment of Rowan University to accommodate students who identify as lesbian, gay, bisexual, or transgender. We believe it is crucial that all of our students know they have an opportunity to request accommodations that meet their needs.

Rowan University houses students and assigns roommates based on a student’s biological sex. Students who prefer an alternative housing accommodation should contact Travis Douglas, Director of Residential Learning & University Housing to discuss their needs. The Director will review the request and consult with appropriate personnel to determine what accommodations can be made that will meet the student’s individual needs. Housing options may be limited due to space availability.

Application Deadline and Waitlisted Students
The application deadline for continuing residents falls in February or March each academic year and will be advertised as part of the room selection lottery process. Assignments are made throughout the summer and students are notified as soon as possible when an assignment is made. Students who are placed on a waitlist will be assigned once space is available according to a priority established based on a combination of date of application and deposit as well as commuting distance to the university.

Returning Student Placements - Room Selection Policies and Procedures
Students requesting to live on campus after their freshman year participate in a lottery-based room selection process. On-campus housing is not guaranteed to juniors or seniors because the demand for housing exceeds the available space. Students not successful during the lottery will be placed on a waiting list and assigned as space becomes available.

Housing Facilities
Rowan University houses approximately 3,900 students in eight residence halls and five apartment complexes. These facilities range in size from a capacity of 53 to 883 beds. All residential buildings are smoke free. Basic furnishings in each room may include a twin size bed or loft bed, desk, desk chair, a wardrobe or built-in closet and a chest of drawers.

There are no linens furnished in the rooms. Residents need to bring sheets, pillow, pillowcases, bedspreads, blankets and towels. There are no overhead lights in several residence hall rooms and apartments, therefore residents will need to bring a non-halogen lamp. Oak, Laurel, Triad, Townhouses, Willow and Edgewood Park Apartments have limited lighting.
Freshman Housing - "First Year Living Experience"
Currently, Chestnut, Evergreen, Magnolia, Mimosa, Mullica and Willow Hall are designated as freshman buildings and will receive special programming geared towards the first year experience. Staff in these buildings are trained to meet the unique needs of freshmen. All first-year freshmen are assigned once they complete an application and submit a housing deposit.

- **Chestnut Hall** houses up to 384 students. The building has three floors that are arranged in separate suites, each accommodating five to sixteen students. Each suite shares a common bathroom and lounge.
- **Evergreen Hall** houses up to 206 students. Each floor consists of suites which are divided by two rooms joined by a bathroom. All suites are designated same gender. Laundry facilities are located on each floor. In certain years Evergreen also houses upperclassmen based on demand for student housing.
- **Mullica Hall** houses up to 104 students on three floors. Each floor consists of suites which are divided by two rooms joined by a bathroom. All suites are designated same gender. Laundry facilities are located on every floor.
- **Mimosa Hall** houses up to 315 students on four floors. Each floor consists of suites which are two to four rooms with one adjoining bathroom. All suites are designated same gender. Laundry facilities are located on every floor.
- **Magnolia Hall** houses up to 201 students. The building has three floors that are arranged in separate suites, each accommodating five to sixteen students. Each suite shares a common bathroom and lounge. This building contains laundry facilities.
- **Oak and Laurel Halls** house up to 111 students. The buildings were originally constructed in the late 1920’s but were completely renovated in the late 90s. They are arranged in suite style. Each suite shares a common bathroom. The buildings contain laundry facilities and a large study area.
- **Willow Hall** houses up to 203 students. The building has three floors that are arranged in separate suites, each accommodating five to sixteen students. Each suite shares a common bathroom and lounge. Students use the laundry facilities within the Student Center.

Apartment Complexes

- **Edgewood Park Apartments** consists of four buildings which have 24 apartments each and houses up to 380 total residents. Four students live in each apartment which contains two bedrooms, a living room, dining room, kitchen, and bathroom. The apartments are furnished and air-conditioned.
- **Rowan Boulevard** apartment complex is situated at the corner of Route 322 and Main Street. The seven buildings (four stories each), house up to 883 students in four-bedroom (single occupancy) apartments that include two bathrooms, a kitchen, a breakfast nook and living room area. The complex also contains exercise and weight rooms, meeting rooms, laundry facilities and a Public Safety satellite office.
- **The Townhouses** accommodate up to 464 students within 113 individual apartments. Apartments consist of four and six person occupancy. Each individual apartment has two single bedrooms and one bathroom on each floor. They are furnished with a kitchen and a living room. There is a community center which provides laundry facilities, meeting rooms, mailboxes, and a game room.
- **Triad Apartments** is a residential facility consisting of 100 apartments housing up to 377 residents. Two, four, or six students live in one, two, or three bedroom units. They are furnished with a kitchen, living room, and bathroom. First floor units are air-conditioned. Laundry facilities are located on the second floor.
- **The Whitney Center** provides unique apartment style housing for up to 277 residents. Priority for assignment to the Whitney Center is given to Honors students. The building has apartments of one, two, three, and four bedroom configurations. They are furnished with a kitchen, living room, and bathroom. All units are air-conditioned. Each floor has spacious recreational and vending spaces as well as laundry facilities. The complex is also the home of the BantiVoglio Honors Program.

Quiet Hours
The right of residents to sleep and to study without interference from other individuals is a primary right. All residence hall and apartments residents are responsible for noise they and/or their guests create while in the residential facility. Quiet hours are in effect Sunday through Thursday from 10 p.m. to 8 am and Friday and Saturday form 12 a.m. to 10 a.m., however, residents are expected to be considerate of other residents at all times. Twenty-four hour quiet hours are enforced in all areas during final exam periods.

The use of amplified instruments is prohibited in University Housing. Students are however permitted to store musical equipment, including amplifiers in their assigned housing space.

Soliciting
No soliciting of any type is permitted within or in the areas immediately adjacent to any university housing facility.

The SGA or residential student government may authorize organizations conducting non-partisan voter registration drives to enter student housing for door-to-door contact with residents.
Restricted Appliances Policy
Refrigerators and cooking appliances (including microwaves, coffee makers, toasters, etc.) are not permitted in university residences which do not have kitchen facilities. In these areas, only approved refrigerator units provided by the university’s vendor are permitted.

Common Area Kitchens
Evergreen, Mimosa, and Mullica Halls have a small kitchen adjoining the student lounge. The kitchen includes a stove and a refrigerator. The purpose of the kitchen is for staff programming needs. They will be available daily from 8:00 p.m. until midnight and shall remain locked during all other times. These kitchens are not intended to be used as a substitute for meal plans or used on a daily basis by residents. Users are expected to keep the kitchen in a clean and orderly fashion. Failure to do so will result in suspension of privileges for a period of time.

Winter Break Hall Closing
All residence halls except for Mimosa Hall close for the winter recess. All students are required to leave the building and take home any valuables they may have. Students are not required to move all of their belongings out during the winter break if they are returning to the same room for the spring semester. All outside locks are changed in order to provide security for the building during the closure. Mimosa Hall residents and apartment complex residents are permitted to remain in their housing assignment during the break if they submit a winter break housing application by the application deadline and they pay the winter housing fee. A daily fee predetermined by the Office of Residential Learning and University Housing, will be assessed to the student's account.

When the residential facilities are officially closed during vacation periods, access will be strictly prohibited.

- Except for approved winter break housing residents, all residence halls and apartment complexes will be closing for winter break. Students residing in Edgewood Park Apartments, Mimosa, Triad, Townhouses and the Whitney center will be required to turn in their room key at the end of the final exam period. Failure to turn in a room key will result in a lock change fee or a winter recess residence fee as deemed appropriate by the Office of Residential Learning and University Housing.
- Students who elect to stay over winter break must live in an apartment complex or approved residence hall and will be charged a fee. Contact Residential Learning & University Housing for more details.
- Winter athletes and international students who need to be here during the break must live in one of the apartment complexes or an approved residence hall.
- Residents returning from winter must check-in with their building staff and complete the appropriate documentation. Students returning to Edgewood Park Apartments, Mimosa, Triad, and Townhouses will be reissued their room key during check-in with their building staff provided their housing bills have been paid in full for the upcoming semester.

Checking Into an Assignment
Upon checking into a room or an apartment, residents will be given a copy of a completed Room Condition Report (RCR). These reports are filled out before the student arrives to campus by the Resident Assistant or the Resident Director. If the resident discovers something in the housing assignment that was not documented on the original report, the resident will have 24 hours to make any changes to the report after they check in and return it to the RA or the RD. Failure to do so will result in the resident accepting responsibility for the condition of the room or apartment as it is documented on the RCR. In certain situations (i.e. early arrivals, emergency room changes) the RCR may have to be done as soon as possible after a student moves in to their assignment, but generally, the reports will already be completed by the building staff before the resident arrives.

The purpose of the RCR is to document any damage, missing items, or other imperfections that may exist in the room or apartment on the date the room or apartment is occupied by a resident. These official reports will be used at the time the resident checks out of the housing assignment when the building staff assesses the condition of the room or apartment again. At the time of check out, the students assigned to that housing assignment will be held financially responsible for damages or missing items not listed on the RCR at the time of check in.

The residents agree to maintain the apartment or residence hall room and return it to the University at the termination of the housing contract in its original condition. The Office of Residential Learning and University Housing reserves the right to re-inspect the housing assignment after checkout to reassess any charges.

Checking Out of Your Assignment
Residents must check-out through the Resident Director or Resident Assistant. A proper check-out consists of returning all keys, and signing all check-out forms. Failure to properly check-out will result in an improper check-out charge of $75.00. Failure to return all keys will result in a lock change charge based on the actual cost of labor and materials needed to change necessary locks; The university reserves the right, with or without notice, to dispose of any personal property that remains in a student’s space after check-out. Students may be assessed fees associated with the cost of removal of any property left behind.
Room Vacancy Policy
A. Any student living in a residence hall or apartment with a vacancy shall:
   1. Occupy only one bed. Beds may not be pushed together and should not be used for guest accommodations or any other reason. The bed may be covered, in order to be made more attractive.
   2. Leave one dresser, desk, or wardrobe closet empty for future residents.
   3. Leave all furniture pieces and parts within the room.
   4. Welcome all prospective roommates in a non-threatening manner.
   5. Ensure that the vacant space is clean and inviting to potential occupants.
B. Violation of this policy will result in disciplinary action.
C. Residential Learning & University Housing may assign new residents to any available vacant bed space at any time. Reasonable efforts will be made to notify current residents of new assignments.

Fire Code Regulations/Violations
Fire and safety regulations strictly prohibit the use or storage of explosives, fireworks, live Christmas trees, holiday string lights, flammable liquids, firearms, ammunition, combustible materials, engines, paint thinner and oil lamps within residential facilities. Extension cords without a surge protector, halogen lamps, candles, appliances with exposed heating elements (except in kitchens), incense, and gas grills are considered dangerous and are prohibited. Surge protectors cannot be plugged into each other. Fire code regulations restrict the placement of any items, including furniture, within 18 inches of any sprinkler head. Sprinkler heads should never be used for hanging items (i.e. clothes hangers, streamers, etc.). Doors provide protection from the spread of fire and smoke and must not be propped open when no person is present in the room or when people are sleeping. When leaving a room during a fire alarm, residents are expected to close doors if it is safe to do so.

Fire Alarms, Fire Drills and Residential Safety
Each residential complex has a scheduled fire drill each semester supervised by University staff. Residents are required to evacuate the building immediately each time the fire alarm system sounds, 24 hours a day, 7 days a week. Disciplinary action will be taken if a student does not evacuate the building during an alarm.

The misuse of fire alarms, fire detection devices, or fire extinguishers constitutes a serious offense. Any resident who misuses such equipment or devices will be subject to prosecution and disciplinary action. Residents are responsible for any damage to the system they cause and will be held accountable through the university discipline process. The State of N.J. may also impose a separate fine from the University for any Violations. Strict compliance with all fire safety regulations is expected.

Locks and Keys
Residents will be issued a key to their room or apartment upon arrival. It is the responsibility of the student to be in possession of their room key at all times and to keep their room/apt secured. If a room or apartment key is lost, misplaced, or stolen, locks will be changed at the student's expense. Lock change request forms are located at the Office of Residential Learning & University Housing. Lock change requests submitted after 9 a.m. will not take place until the next business day. Residential Learning & University Housing keys are the property of the State of New Jersey and it is illegal to duplicate them. The resident signature upon the key receipt at the time of issue is an agreement not to alter the apartment or residence hall locks, to create additional keys, transfer keys to someone else, and/or to install additional locks. Passing keys along to other students is a breach of security.

Loaner Keys
Residents may request a loaner key for a short period of time if they are locked out or have left their key at home. Loaner keys must be returned by the designated time. Failure to return loaner keys by the designated time will result in a lock change at the resident's expense.

Room Decorations
Students may decorate the interior spaces of their assigned rooms and shared spaces in living rooms in consultation and with the mutual agreement of roommates.
The University does not endorse or approve any means of hanging or posting flyers or other items on walls. Nails, screws and double sided tape are specifically prohibited due to the damage caused by their use. Due to the potential for damage to paint and drywall, students who post or hang flyers or other items on walls do so at their own risk. Students will be billed for the cost to repair any damage done as a result of items posted or hung on walls.

No posters, signs or ornamentations of any kind may be displayed through windows. No items may be hung from or otherwise affixed to any of the building structures or equipment such as blinds, pipes, wiring, light fixtures, ledges, stairways, ceilings, sprinkler systems, etc. Dartboards are not permitted in any housing facility.

**Posting Policy in Housing Facilities**

University housing facilities are not public areas of the campus. Postings are limited to those approved and posted by staff. Only postings directly related to University programs or services, or postings sponsored by officially affiliated organizations are permitted.

Organizations wishing to have flyers or materials posted in housing facilities must submit an original copy to the Residential Learning and University Housing in Savitz hall to be approved and stamped. Copies of the stamped item may then be made and returned for posting by staff. All postings must include the name of the sponsoring organization or office and the date of the program, or removal date for the poster/flyer.

**The Rowan Student ID Card**

The Rowan Card is the official campus identification card. It is encoded with the Dining Services Account and the Debit Account. The card must be presented to cashiers when making purchases in all dining areas, the Market Basket as well as from approved off-campus vendors. It is also required for entry into the recreation center, the library, for free admission to athletic events, and certain residential facilities with card access door systems. Lost cards should be reported immediately to 256-GONE. Replacement cards can be purchased at the Information Desk located in the Student Center.

**Presentation of Identification**

The Rowan Card (ID) must be presented when requested by any university official. University officials include Public Safety, Residential Learning & University Housing staff members and University administrators. Failure to present identification when requested will result in referral to the University disciplinary process.

**Rowan Card Account**

All students may participate in an optional RowanCard Debit Account in order to enjoy the conveniences of purchasing power all over the campus without cash, coins, checks or credit cards. Students can maintain a balance on the RowanCard account that is right for them. Each time a student uses their RowanCard, the amount of the purchase will automatically be deducted from the Debit Account. Students can use the Debit Account at the University Bookstore, Bursar's Office, and some laundry machines, to pay phone bills at the Information Resources Office, campus copiers, vending machines and ticket purchases for Student Government events and at any dining location. The RowanCard Debit Account can also be used for food deliveries from participating merchants, as well as at many local businesses. Unused balances in the Debit Account are refundable only at the end of the year upon written request to the Bursar's Office. Otherwise, balances in this plan carry forward to the next semester. For more information go online at [www.rowan.edu/bursar](http://www.rowan.edu/bursar) and click on the link "Dining Services" or [www.rowan.edu/rowancard](http://www.rowan.edu/rowancard).

**Dining Service**

Students assigned to residence hall spaces, which do not have a kitchen, must select a meal plan. The meal plan contract covers both semesters. Resident students may only terminate their meal plan contract upon approved cancellation/termination of the residence hall contract or withdrawal from the university. All other students may cancel at any time. However, meal plan cancellations are prorated, on a weekly basis, through the first two weeks only (similar to tuition and fees). Thereafter, there will be no refund after the second week.

Dining service is provided in several locations in the Student Center and throughout campus. All serving areas are open in accordance with the university calendar. Dining services are limited or unavailable on official University holidays such as Thanksgiving, or during Winter break and Spring break.

**Telephone Services**

The residence halls and apartments on campus have a digital telephone system, which includes voice mail. Students may call on-campus extensions or local exchanges throughout Glassboro. Long distance service is not provided.

**Cable and IP Television Services**

Television signal is available via coaxial cable in each residential unit as well as over IP-TV. Televisions must have a Clear QAM tuner to function on the campus cable network. A selection of channels is also available online while on the Rowan network at: [tv.rowan.edu](http://tv.rowan.edu)
Internet/Network Service
Rowan University offers wireless and Ethernet-based access to the campus network and the Internet from all residential rooms and apartments at no additional charge. With the connection, students will have access to all electronic resources at the university including library databases, certain course-related software and data made available by professors. For more information, including policies governing the use of the Rowan Network and hardware specifications, please visit the Network Access in the Residence Halls web page: www.rowan.edu/it.

Problems or questions related to internet connectivity should be reported to the building staff so the appropriate department can address the issue as soon as possible.

Maintenance and Housekeeping Concerns
Routine maintenance requests should be submitted by logging in to the RowanWorks portal at www.rowan.edu/rowanworks and clicking on the appropriate link for maintenance and housekeeping. Your work order request will be addressed by the appropriate personnel as quickly as possible. For housekeeping concerns, you should report your concern to your Resident Assistant or Resident Director. If a condition exists which presents an immediate safety hazard, you should notify Public Safety at x. 4922.

2014-2015 Housing Contract Terms & Conditions
The housing contract is a binding legal agreement between the student, hereinafter called “Student,” and Rowan University, herein after called “University.” The following terms and conditions are effective as of the date a housing application is submitted and a bed space assignment is made by the University. This contract is valid for the entire academic year, and is not transferable.

Eligibility
Student must be a regularly enrolled full-time student of the University. Other persons may be housed by exception at the discretion of the University. However, the Student shall be obligated, whether enrolled or not, to pay University in accordance with the payment provisions of this contract.

Term of Contract
The term of this contract is for the entire academic year. The contract commences with the opening of the residences for the fall semester, and terminates at check-out at the end of the fall or spring semester as applicable.

Period of Residence
1. Schedule: University will furnish Student with an assigned bed space within a University housing facility during the academic year according to the following schedule.
   - Opening of Residences for Freshmen- Saturday, August 30, 2014
   - Opening of Residences for All Other Residents- Sunday, August 31, 2014
   - Closing for Winter Break- Wednesday, December 17, 2014
   - Opening of Residences for Spring Semester, Sunday January 18, 2015
   - Closure of Residences (except graduating Seniors and other approved students)- Saturday, May 19, 2015
   - Closure of Residences- Seniors (and other approved students)- Friday, May 15, 2015

2. Winter Break:
   a. The period between fall and winter semesters—winter break—is not a regular period of residence and is not covered by the normal fees paid for university housing under this contract. Students are required to check out and return their keys prior to leaving for the winter break, and check in upon their return for the spring semester.
   b. Students who wish to remain in residence during the winter break period beyond the closing date indicated must submit an application for winter break housing and pay any separate fees for this period of residence that may be required. Winter break housing is limited to apartments and designated residence hall.

3. Failure to Take Occupancy:
   a. Student agrees to take possession of the assigned bed space within two business days of the applicable move in date. If Student fails to take possession within the first two days of academic instruction, or notify the University of any delay, Student will forfeit their reserved housing space.
   b. If Student fails to take possession the University may, at its discretion, terminate the contract, or continue the contract as well as charge the Student according the payment terms of the contract. Student shall be liable for payment of room and board fees until the university has waived such liability in writing.

4. Failure to Move: If Student vacates their assigned room later than required under the periods of residence specified herein or as otherwise agreed between University and Student, a minimum $50.00 per day liquidated damages charge will apply.
Assignment and Use of Space

1. University will endeavor to assign Student to a residence that meets the preference(s) noted on Student’s application, but a specific facility, room type, or roommate assignment cannot be guaranteed.

2. University maintains the right to assign or reassign Student to any university residence space that is available and to initiate adjustments to the room rate based on the actual room assigned. Students may be reassigned with reasonable notice, with or without Student’s permission, to any available bed space when the University, at its sole discretion, determines that reassignment is necessary to accommodate new applicants, complete necessary maintenance or repairs, resolve roommate conflicts, or for any other legitimate purpose associated with the effective management of University housing.

3. University maintains the right to reassign Student without prior notice, to an on- or off-campus residential location in the event of an actual or impending natural disaster, or other condition involving the health and/or safety and well-being of Student, which would reasonably justify such relocation.

4. If student has a medical or disability related need for special accommodations related to the housing assignment, Student will provide supporting documentation to University for review and determination of the most appropriate assignment to meet Student’s needs. University will provide accommodations consistent with applicable law. Deadlines for submission of documentation shall be published during application periods, and it is understood that Student’s failure to provide documentation by published deadlines may limit the ability of the University to provide accommodations.

5. Waiting List: If a Student is no longer interested in remaining on a waiting list for university housing, it is the responsibility of the Student to cancel the wait list application prior to being assigned a space.

6. University housing is a community living environment in which Students are assigned a bed space within a designated room or apartment, and roommate(s)/apartment mate(s). Although rare, students in shared rooms may not have a roommate during a portion of the contract period. In such instances, new roommate(s) may be assigned at any time, with or without advance notification. Student agrees not to occupy or store personal belongings in vacant spaces and to welcome roommate(s)/apartment mate(s) when assigned. Student may not interfere with the reasonable use and enjoyment of spaces assigned to others.

7. Student may not move to another room from their assigned room without prior written approval from the University. Unauthorized room changes may result in Student being required to return to the original assignment, denied the opportunity to participate in any other room change, and/or termination of the housing contract. Violation of this policy may result in student disciplinary action and/or denial of future housing.

8. Assigned space is for residential purposes only and may not be used in any manner other than as a personal residence. Activities of a business or commercial nature are not permitted on University property. Student shall not pursue any business in their room/apartment, or on the premises. Student may not inscribe or affix any sign, advertisement, or notice on any part of the inside or outside of the buildings or premises in connection with any business or service.

9. Student may not sublet any university residence space.

Meal Plan
Students assigned to a residence hall space with no kitchen facility in the assigned unit are required to purchase an approved meal plan through the University dining service.

Entry to Student Rooms

1. Student’s residence may be entered by University authorized personnel under the following circumstances:
   a. In an emergency, as determined by University.
   b. Upon 24 hours written notice by University unless consent is given by Student for earlier entrance.
   c. To conduct necessary or agreed upon inspections, inventory, repairs/maintenance, alterations, or improvements, routine pest control activities, or supply services required to maintain the residence. The University will endeavor to provide a minimum of 24 hrs. written notice when entry for these purposes is necessary, but such advance notice shall not be required when the University deems earlier entry is necessary or notice is impractical. In instances where no prior notice has been given, University personnel will knock and announce themselves prior to entry.
   d. When the University has a reasonable suspicion that criminal activity or violations of university policy are occurring or have occurred and entry is necessary to search for evidence or persons related to the criminal or unauthorized activity.
   e. When Student has abandoned or surrendered the residence.
   f. For any other reason allowed by law.
Guests and Visitors

1. Students are permitted to entertain guests in their assigned residence. When guests will remain overnight or after 12:00 midnight on Sunday through Thursday or 2:00 am Friday or Saturday, Students are required to obtain the permission of their roommate(s)/apartment mate(s). Guests must carry valid photo identification, and provide this to University personnel upon request.

2. When a guest is a minor under the age of 18, a parent or guardian must be present or provide the student host with written permission, including instructions/authorization for the host to obtain any needed emergency medical care for the minor.

3. Students are not allowed to provide housing to visitors for more than two (2) consecutive days without prior written permission from University and their roommate(s)/apartment mate(s); Visitation for more than two (2) consecutive days may result in student disciplinary action.

4. Student is responsible for the behavior of any visitor(s) and is also financially responsible for any damages resulting from the actions of any visitor(s). Student agrees to inform visitors of University rules.

5. Any resident may request a visitor to leave pursuant to University policy.

6. Persons who have been removed from or denied university housing due to breaches of the contract or student disciplinary action may not stay in any university residence as a visitor.

7. Guests may not sleep in lounges or other common areas of residence halls or apartment facilities.

Maintenance and Housekeeping

1. The University agrees to provide electricity, water, and refuse disposal service. However, the University shall not be liable for failure to provide any of these services when such failure is caused by conditions beyond the control of the University.

2. Charges for utility services and normal wear-and-tear are included in the residence rate.

3. University agrees to provide cleaning service for the public areas of each residence hall and apartment facility.

4. Student is responsible for the cleaning of her/his individual room. Students assigned to Mimosa, Evergreen or Mullica are jointly responsible for cleaning their bathroom with their suitemates. Students in shared apartments are jointly responsible for cleaning the shared spaces within their apartment.

5. University will maintain the following items: all physical structures, lighting fixtures, blinds and/or drapes, carpet, painting, and furnishings. However, unusual or excessive damage to these items, as determined by University, will result in damage charges to Student.

6. Student agrees to keep residence unit in a clean, safe, and sanitary condition and, upon termination of residence, to leave the residence in a clean and orderly condition. Failure to maintain a clean, safe and sanitary residence may result in termination of contract, student disciplinary action, restitution of any costs incurred by the University, and denial of future housing.

7. Student accepts responsibility for promptly notifying University of all conditions that require repair. University personnel will perform or arrange for all necessary repairs, painting, or other alterations to residence.

8. Student agrees to bear the cost of the repair of any damage to or restoration of the building, equipment, or furnishings resulting from neglect or willful act of the Student, Student’s guests, or other persons for whom the Student is responsible.

9. Student may not perform or arrange for others to perform any repairs to damages or any corrections of deficiencies in the premises whether during the Students tenancy or upon the termination of tenancy. The foregoing shall not limit the Students right to request that the University repair damage, correct deficiencies, or otherwise service the premises during the tenancy.

10. Student shall make no alterations, improvements, or additions to the premises without prior written approval of the University. Student is responsible for the cost of the removal by University of any additions or improvements and returning the premises to their original condition.

11. Furniture may not be removed from any residence room or common area without the prior written approval from the University. Only bunk beds, or lofts provided by the university are permitted.

12. Only refrigerators provided by the University or its approved vendor are permitted in residence halls.

13. Keys and Lockout:
   a. University will provide residence key(s) or access card to each student. Student will not duplicate any University key or access card and will not let any University key or access card be used by anyone else. Student agrees to be responsible for replacement costs and re-keying of the residence in accordance with University policy in the event that any University key or access card becomes lost, damaged or stolen.
   b. Students must carry keys or access card and ensure that their door is secured at all times.
   c. Student will not alter University lock. All keys are to be returned at the end of tenancy.

14. Student shall not engage in any behavior or activity which endangers the health, safety, or well-being of Student, or other residents or their guests, and/or other individuals.

15. Mold: Mold occurs naturally in the environment. Student is required to take steps to control the growth of mold and mildew by keeping the premises clean, well ventilated, and dry, particularly when showering, bathing, or washing dishes or clothes. Student is required to notify University immediately upon notice of the presence of mold or the existence of water leakage or overflow in the residence.

16. Student agrees to leave the common areas of all residential facilities, including kitchens, eating areas, lounges and restrooms,
in a clean and orderly fashion after using said facilities. Student(s) will be held jointly and individually liable for loss or damage to said facilities and will be billed accordingly.

17. Parking: Parking is not included in the housing contract or residence rate. Students possessing any motor vehicle agree to pay all applicable parking fees and to abide by parking regulations.

18. Construction: Construction and/or remodeling or repair of academic and residential buildings on the campus in the vicinity of the residential facilities is scheduled on an ongoing basis and may occur during Student’s term of residence. Construction is expected to occur during normal daytime working hours, but will result in disturbances and disruptions, including, but not limited to, increased noise and dust in the area surrounding the residential facilities. There may also be both planned and unplanned utility shutdowns in the residential facilities. By agreeing to these terms and conditions, Student agrees that Student has been advised of said conditions, and acknowledges that there will be disturbances and disruptions resulting from these conditions and has agreed to accept such.

Liability and Insurance

1. Student is required to obtain personal property/renters insurance to insure personal property, or to assure that they are covered under a parent’s homeowner’s or other similar policy.

2. Student is individually liable for loss and/or damage to the assigned residence and its furnishings; and will be held jointly and individually liable for damage to the entire facility, not just Student’s living space, in accordance with University policy unless proof of individual responsibility is made.

3. University assumes no responsibility for and is not liable for any loss or damage to Student’s personal property or for injury to the Student or his/her guests unless caused directly by the University.

4. The University shall not be liable for any failure of water, electricity or other utility or service, nor shall University be liable for any latent or patent defect in the building. The University shall not be liable for the presence of insects, pests or vermin, if any, nor shall their presence in any way affect this contract.

Policies, Rules, and Regulations

1. Students are responsible for being aware of and in compliance with all University policies, rules, and regulations that apply to them. Student agrees to comply with all University policies, rules, and regulations regarding student conduct and all applicable federal, state, and local laws.

2. Student agrees to respect the rights, privileges and property of other members of the University community and visitors to the campus.

3. Prohibited Items: Student agrees not to bring into the residence any items which may create an overload on any utility service, are dangerous, illegal, or otherwise prohibited including:
   a. Air conditioners of any kind
   b. Appliances with an exposed heating element (e.g. coffee makers, toasters, panini grills). These appliances are permitted in kitchens only. Coffee/drink makers with an internal heating element are permitted.
   c. Ammunition
   d. Extension cords or multi-plug adapters that lack a built in surge protector/breaker.
   e. Halogen lamps or multi head lamps with three (3) or more bulbs
   f. Incense or incense paraphernalia
   g. Candles of any kind
   h. Decorative string lighting
   i. Flammable or combustible liquids or gases
   j. Fireworks or explosives
   k. Live trees or wreaths from live foliage
   l. University, municipal or private property not authorized to be in the student’s possession
   m. Pets or animals including lab specimens (except fish in a tank of 10 gallons or smaller)
   n. Swimming pools
   o. Dart boards
   p. Weapons of any kind (e.g. firearms, martial arts weapons, knives other than kitchen knives)
   q. Paintball guns, air rifles, bb guns, sling shots, arrows and any other sporting equipment or toy device which may cause injury or which a reasonable person may believe is a weapon
   r. Illegal drugs or drug paraphernalia

4. Smoke-free Environment: In accordance with University policy for a smoke-free environment, all university housing facilities and residences are smoke-free. Smoking is prohibited in all university housing facilities, including student rooms and apartments, community rooms, restrooms, lounges, and common areas. Additionally, smoking is prohibited inside or within 50 feet of any academic, residential or administrative building.

5. Student violations of these rules and regulations may become the basis for disciplinary action against the Student, which may include termination of the contract, financial liability and affect future eligibility for university housing.

6. E-mail: The university e-mail account provided to Student will be considered the official means of communication Student. In order to communicate necessary housing business, Student is expected to check his/her University e-mail account on a
regular basis. Student will be responsible for all information sent to the university e-mail account. Furthermore, Student is expected to regularly update personal contact information (address and phone numbers) on record with the University.

**Termination, Cancellation, and Suspension of Contract**

1. **Termination by University:** This contract and all rights of occupancy hereby conferred may be terminated by University under the following circumstances:
   a. Without cause, given written 14 days notice.
   b. Given written 48 hrs. notice if Student:
      i. Vacates the residence without prior approval.
      ii. Repeatedly interferes with the rights of other residents.
      iii. Is responsible for repeated damages to premises, furniture, and/or fixtures.
      iv. Fails to comply with any term or condition of this contract.
      v. Fails to make the required payments when due.
      vi. Fails to maintain full time student status in a degree-seeking program.

2. **Suspension by University:** This contract and all rights of occupancy hereby conferred may be suspended on an interim basis by University immediately when, in the sole judgment of the University, Student:
   a. Poses a substantial threat to the safety of himself/herself or any other person.
   b. Uses premises for illegal purposes or those contrary to university policy or this contract.
   c. Creates physical or unsanitary hazards.

In instances where the University has suspended the contract under these circumstances, Student shall be entitled to submit a request for review by a designated university administrator. Such review will be conducted within five (5) business days, however, during such period, the suspension of the contract shall remain in effect.

3. **Request for Cancellation by Student:** Requests for cancellation of this contract by Student may be granted only under the conditions listed below:
   a. Student graduates.
   b. Student marries or enters into a legal domestic partnership or civil union.
   c. Student withdraws or takes a formal leave of absence from University.
   d. Student is registered and engaged in an approved educational program, which necessitates residence away from the Glassboro campus.
   e. University has an active waiting list of students not currently assigned University housing to whom the assigned space may be reassigned.
   f. Student receives University permission due to verified medical, financial, personal, or other hardship.

4. **Approval of Cancellation:** University must approve all requests for housing cancellations in writing. Moving out or turning in keys without written approval does not release Student from this contract.

5. **Cancellation Fee:** A cancellation fee is ordinarily charged to Student if University approves a cancellation of contract for an assigned space. University may waive this fee at its sole discretion. The specific fee charged is based on the date the University receives student’s request to cancel.

### For Fall Semester:
- Requests submitted through: Cancellation Fee:
  - May 2nd, 2014: $100
  - June 27th, 2014: $250
  - August 29th, 2014: $500

### For Spring Semester:
- Requests submitted through: Cancellation Fee:
  - November 21st, 2014: $100
  - December 19th, 2014: $250
  - January 16th, 2015: $500

1. **Vacating Residence:** Upon termination or cancellation of the contract, Student agrees to surrender the premises to the University.
   a. Student shall be individually liable for the removal of all property of the Student.
   b. Any Student property left in the residence after termination/cancellation date will be deemed abandoned, and the University may take possession of and dispose of such property in any manner it deems appropriate in accordance with University regulations and applicable law, without any liability to the University.
   c. Student understands and agrees that the Student remains responsible for the premises, fixtures, furniture, and for
paying the full residence rate until all keys are returned to the University and notice is given that the residence has been vacated through the check-out process.

2. Check-out: Upon termination of the contract University will conduct an inspection of the premises and will assess damage and cleanliness based on examination of the room/apartment at the time of the inspection.

Payment and Refunds
1. Student agrees to pay University housing fees for the assigned space according to the published rates approved by the Rowan University Board of Trustees.
2. Student will pay all monies owed for University Housing through their account with the University Bursar.
3. At the time of the first application for University housing, Student will pay a $200.00 non-refundable housing deposit, to be credited to Student’s account during the semester for which the application is made.
4. If Student cancels the contract for an assigned housing space, the following schedule will apply for refund of the room rate:
   a. Cancellation requests must be made within the first five (5) business days from the time the University notifies a student of a confirmed space assignment.
   b. If cancellation is completed before the period of residence begins, but more than five (5) business days after the assignment has been made, Student will be assessed a cancellation fee.
   c. If cancellation is completed after the period of residence begins, student will be entitled to a weekly prorated refund of room fees based upon the number of days the student occupied the space.
   d. After Friday of the fifth (5th) week of classes no pro-rated refund will be due. A $500 cancellation fee will also apply, but in no case will a student be billed more than the total rental rate for the semester.
5. If University terminates the contract due to a breach of any term or condition of this contract by Student, no refund of housing fees paid will be due to Student.
6. Student agrees to pay University the following charges and/or fees which may be assessed by University when, in its sole judgment, they are applicable:
   a. Lock change (varies by facility) when a lock change is completed.
   b. Costs for cleaning of, or damages to, Student’s assigned unit or facility in accordance with the terms of this contract and University policy.
   c. $75 Improper check-out fee when Student fails to properly check-out of their assigned room when required to do so according to the terms of this contract.
   d. Cancellation fee when student requests and University approves a cancellation of this contract.

Waivers
Any waiver or non-enforcement by University of any term or condition of this contract will not constitute a waiver of any subsequent breach of the same or any other term or condition of this contract.

Contract Modification
This contract may be modified upon mutual agreement of Student and University, by University given 14 days written notice to Student, or during annual publication of the Student Handbook in prior to the start of fall semester. If University serves written notice of a change in the contract, Student will have five (5) business days to inform University of Student’s intention to opt out of the changes. Student shall then have the option continue residence under the existing terms and conditions, or at the discretion of University, cancel this contract. If student opts to continue residency under the existing terms and conditions and such terms and conditions are not acceptable to the University, the contract shall be terminated at no cost to the student and the pro-rated refund provisions of the contract shall apply. Any agreed upon modification(s) during the term of the contract will be recorded as amendment(s) to the contract.
DIRECTORY OF COLLEGES

For more information about the University's colleges, schools and their departments, please visit www.rowan.edu/colleges

Rohrer College of Business

College of Communication & Creative Arts

College of Education

College of Engineering

College of Performing Arts

College of Humanities & Social Sciences

College of Science & Mathematics

College of Graduate and Continuing Education (CGCE)

Cooper Medical School of Rowan University

Graduate School of Biomedical Studies

School of Osteopathic Medicine (SOM)