

DANIEL'S DICTIONARY

www.depts.drew.edu/esa/handbook/cla



STUDENT HANDBOOK FOR THE COLLEGE OF LIBERAL ARTS

DREW UNIVERSITY 2005-06

This handbook is brought to you by

THE DEPARTMENT OF EDUCATIONAL AND STUDENT AFFAIRS

www.depts.drew.edu/esa/handbook/cla

PLEASE CALL IF ONE OF THESE OFFICES CAN BE OF ASSISTANCE:

ASSOCIATE DEAN OF EDUCATIONAL AND STUDENT AFFAIRS

Sycamore Cottage, x3390

CAMPUS RECREATION SERVICES

Forum, x3444

COUNSELING AND PSYCHOLOGICAL SERVICES

Sycamore Cottage, x3398

DEAN OF EDUCATIONAL AND STUDENT AFFAIRS

Brothers College 114, x3327

ASSISTANT DIRECTOR OF EDUCATIONAL SERVICES

Brothers College 119, x3608

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Sycamore Cottage, x3397

FOOD SERVICE (ARAMARK)

The Commons, x3468

HEALTH SERVICE

Morris Health Center, x3414

INTERNATIONAL STUDENT SERVICES

Brothers College 119, x3182

RELIGIOUS AND SPIRITUAL LIFE

Mead Hall 021, x3718 or x3711

RESIDENCE LIFE

Holloway Annex, x3394

STUDENT ACTIVITIES AND UNIVERSITY CENTER

x3454

Please note: Information and dates are subject to change. A continually updated version of this handbook is available at www.depts.drew.edu/esa/handbook/cla

DANIEL'S DICTIONARY

College Edition • 2005-06

DANIEL'S DICTIONARY • 2005–06

www.depts.drew.edu/esa/handbook/cla

TABLE OF CONTENTS

- 4 THE ABCs OF CAMPUS LIFE**
 - 4** WHOM TO SEE AND WHERE TO GO FOR HELP
 - 7** OFFICES AND NUMBERS YOU SHOULD KNOW

- 8 DANIEL'S DIRECTORY TO DOWNTOWN AND BEYOND**

- 10 UNIVERSITY HISTORY AND MISSION AND DIVERSITY STATEMENT**

- 12 ACADEMIC INFORMATION FROM A-Z**
 - 12** Academic Advising
 - 12** Academic Honesty www.depts.drew.edu/comp/position/Academic_Honesty.htm
 - 12** Academic Progress (warning, probation, etc.)
 - 13** Academic Requirements
 - 13** Academic Year
 - 13** Add/Drop
 - 13** Attendance
 - 14** Classification of Students (seniors, juniors, etc.)
 - 14** Class Status
 - 14** Course Lists
 - 14** Course Withdrawal
 - 14** Dean's List
 - 14** Drew Scholars
 - 15** EOS Program www.depts.drew.edu/eos

- 15** Exams (final)
- 15** Fellowships
- 16** Grade Point Average (GPA)
- 16** Grades (A, B, C, etc.)
- 16** Grade Disputes
- 16** Grade Reports
- 16** Graduation, Application for
- 17** Honors at Graduation
- 17** Honor Societies
- 18** Incomplete
- 18** International and Off-Campus Programs www.depts.drew.edu/offcamp
- 18** Learning Differences
- 19** Library, University www.depts.drew.edu/lib
- 19** Major, Declaring a
- 19** Make-up Work

- 19** Minor, Declaring a
- 19** Music/Private Lessons
- 20** Observatory
- 20** Privacy of Student Records (FERPA) www.depts.drew.edu/regist
- 20** P/U Option
- 21** Registrar www.depts.drew.edu/regist
- 21** Repeating Courses

- 21** Teacher Certification www.depts.drew.edu/esa/teacher
- 22** Tutors www.depts.drew.edu/esa/tutoring
- 22** Writing Center www.depts.drew.edu/writecen

23 EDUCATIONAL & STUDENT AFFAIRS FROM A TO Z

- 23** Dean of Educational and Student Affairs www.depts.drew.edu/esa
- 23** Associate Dean of Student Life www.depts.drew.edu/esa
- 24** Dean's Certification Letters
- 24** Excused Absence



- 24** Leave of Absence (Voluntary and Required)
- 24** Re-admission/Re-entry
- 24** Study-Away (in U.S.)
- 24** Transferring
- 24** Alcohol Permit
- 25** Change of Status (commuter to resident, etc.)
- 25** Harassing Phone Calls

- 25** Student Conduct Policy
- 25** Who's Who
- 26** Withdrawal/Dismissal Policy
- 27** Campus Recreation
www.depts.drew.edu/crs
- 27** Career Center
www.depts.drew.edu/career
- 27** Academic Internship Program
www.depts.drew.edu/career/internships
- 28** Federal Community Service Program
www.depts.drew.edu/career/fcsp.htm
- 28** Off-Campus Student Employment
- 28** Counseling & Psychological Services
www.depts.drew.edu/counsel
- 28** Alcohol/Drug Counselor
- 29** Suicide
- 30** English for Speakers of Other Languages (ESOL)
www.depts.drew.edu/esa/esol
- 30** Conversation Partners
- 31** Food Service
www.drew.edu/admin/depts/aramark
- 32** Health Service
www.depts.drew.edu/health
- 32** Medical Insurance
- 33** International Student Services
www.depts.drew.edu/esa/iss
- 33** Religious Life
www.depts.drew.edu/chaplain
- 34** Residence Life
www.depts.drew.edu/reslife

- 35** Rules and Regulations (Community Standards)
www.depts.drew.edu/reslife
- 41** Student Activities and University Center
www.depts.drew.edu/stuactiv

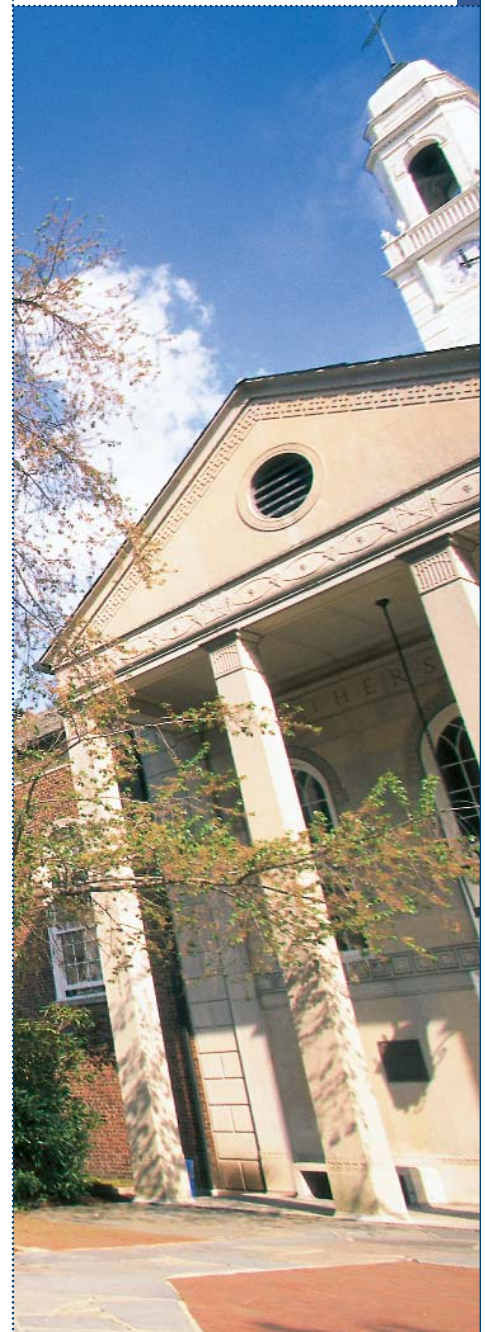
44 UNIVERSITY OFFICES FROM A TO Z

- 44** Alumni/ae and Parent Relations
- 44** Athletics (Inter-Collegiate)
www.depts.drew.edu/ath
- 45** Bookstore
www.drew.bkstr.com
- 45** Buildings & Grounds
www.depts.drew.edu/admfrm
- 46** Business Office
www.depts.drew.edu/busoff
- 47** Computing and Network Services
www.depts.drew.edu/cns
- 48** Financial Assistance
www.depts.drew.edu/finaid
- 49** Work/Study (campus employment)
- 49** Housing, Conferences & Hospitality
www.depts.drew.edu/hch
- 49** Housing Office
- 50** Scheduling
- 50** Mail & Duplicating Services
- 50** Media Resource Center
www.depts.drew.edu/its/mrc
- 51** Public Safety & Parking
www.depts.drew.edu/safety
- 53** Telephones
www.depts.drew.edu/telecom
- 54** Television

55 APPENDIX
www.depts.drew.edu/esa/handbook/cla/policies

79 INDEX

81 ACADEMIC CALENDAR
www.depts.drew.edu/regist



THE ABCs OF CAMPUS LIFE

Where to go for help

A

ABSENCES

(dean's excuse)
Dean Edye Lawler
Brothers College 114, x3327

ACADEMIC ADVISING

Dean Edye Lawler
Brothers College 114, x3327

ACADEMIC INTERSHIPS

Pat Harris, Career Center/UC 101
x3566

ACADEMIC PROBLEMS

Dean Edye Lawler
Brothers College 114, x3327

ACTIVITIES (STUDENT)

Maria Miceli-Jacobson
UC 110, x3455

ADD/DROP (CLASSES)

Office of the Registrar, Tilghman 1
x3025

ALCOHOL/DRUG PROBLEMS

Audra Toner, Hall of Sciences 342
x3318

ATHLETICS

(inter-collegiate)
Dr. Connee Zotos, Forum, x3648

AUTO REGULATIONS

(parking, registration), Public Safety
Pepin, x3379

B

BILLS

(payment), Cashier, Business Office
Tilghman 1, x3114

(problems), Joseph Kelly
Business Office, Tilghman 1, x3900

C

CAMPUS CALENDAR

HCH Learning Center, x3308

CAMPUS-WIDE MESSAGES

(approval of email or vmail) Dean
Frank Merckx, Sycamore Cottage
x3390

CAR REGISTRATION

Public Safety, Pepin, x3379

CAREER COUNSELING

Laure Paul, Career Center/UC 101
x3710

CLUBS

(student), Maria Miceli-Jacobson
UC 110, x3455

CNS HELPDESK

Brothers College/Lower Level, x3205

COMMENCEMENT

(program, social events)
Dawn Cerciello, Office of the
Registrar, Tilghman 1, x3211

COMPUTER PROBLEMS/REPAIRS

CNS Help Desk, Brothers College/
Lower Level, x3205

COUNSELING

(psychological), Dr. Marianne O'Hare
Sycamore Cottage, x3398

CUE (CONTINUING UNIVERSITY EDUCATION)

Trish Laprey
Hall of Sciences, Rooms 8-11, x3618

D

DIS (DREW INTERNATIONAL SEMINAR)

Carlo Colecchia
International and Off-Campus
Programs, Brothers College 115
x3047

DISCRIMINATION

Dr. George-Harold Jennings
Affirmative Action Officer
Sycamore Cottage, x3392

DRUG/ALCOHOL PROBLEMS

Audra Toner, Hall of Sciences 342
x3318

DRUG HOTLINE

(on-campus tips line), x5656

E

EMERGENCIES

Public Safety Office, Pepin, x4444

EXAMS

(Missing a final), Dean Edye Lawler
Brothers College 114, x3327

EXCUSED ABSENCE

Dean Edye Lawler
Brothers College 114, x3327



F**FINANCIAL AID**

Norma Betz, Tilghman 2, x3637

FOOD SERVICE

(Aramark), The Commons, x3468

FORUM

(hours of operation, general info)
x3441

(security desk), x1768

(scheduling of facilities)
Christa Racine, x3650

G**GRADUATION**

(academic status, requirements)
Carol Gates, Office of the Registrar
Tilghman 1, x3247

H**HEALTH PROBLEMS**

Kathleen Nottage, Health Service
x3414

HOUSING

Bob Meade, HCH
Learning Center 59, x3681

I**IMMIGRATION INFORMATION**

Char Lee Kibler
Brothers College 119, x3182

INTERNSHIPS

(academic), Pat Harris
Career Center/UC 101, x3566

INTERNATIONAL STUDENT SERVICES

Char Lee Kibler
Brothers College 119, x3182

INTRAMURAL SPORTS

TBA, Forum 262, x3444

J**JOBS**

(off campus), Mary Jane Ryan
Career Center/UC 101, x3710

(on campus), Zarinah Smith
Office of Financial Assistance
Tilghman House, x3717

L**LEARNING DIFFERENCES**

Dean Edye Lawler
Brothers College 114, x3327

LEAVE OF ABSENCE

Dean Edye Lawler
Brothers College 114, x3327

LIBRARY

General information, x3486
Hours, x3125
Reference desk, x3588

LOST AND FOUND

UC Desk, x3456, or
Public Safety Office, Pepin, x3379

M**MAIL ROOM**

University Center, x3449
Pepin, Kevin Healy, x3601

MEAL PLAN

Business Office, Tilghman 1, x3114

MEDICAL ATTENTION

Kathleen Nottage, Health Service
x3414

N**NEWSPAPER**

(*The Acorn*), UC 124, x3451



NOTARY SERVICES

Maryann Errico, Alumni/ae House, x3233
Erin Hennessey, Mead Hall, x3580 or
Diane Zsombik, Madison House, x3328

O**OBSCENE PHONE CALLS**

Dean Frank Merckx
Sycamore Cottage, x3390

OFF-CAMPUS PROGRAMS

Carlo Colecchia
Brothers College 115, x3047

P**PARKING PERMITS**

Public Safety, Pepin, x3379

PARKING TICKET APPEALS

Sycamore Cottage, x3986

POOL

(information), Dorsi Raynolds
Forum, x3094

PRE-MED ADVISING

Prof. Elizabeth Justin
Hall of Sciences 123, x3656

PSYCHOLOGICAL COUNSELING

Dr. Marianne O'Hare
Sycamore Cottage, x3398

PUBLIC SAFETY

Chief Tom Evans, Pepin, x3379

R**RECREATION/SPORTS**

TBA, Forum 262, x3444

REGISTRATION

Registrar Horace Tate, Tilghman 1, x3025

RELIGIOUS AND SPIRITUAL LIFE

Rev. Tanya Bennett, Mead Hall 021
x3718
Akiva Roth, Mead Hall 021, x3711

REPAIRS/MAINTENANCE

(in residence halls), Service Response
Center/Facilities, Pepin, x3510

ROOMMATE PROBLEMS

Residence Life Office, Holloway Annex
x3394

S**SPORTS INFORMATION**

Jennifer Brauner, Forum, x3574

**STUDENT CLUBS/
ORGANIZATIONS**

Maria Miceli-Jacobson, UC 110, x3455

**STUDENT GOVERNMENT
ASSOCIATION (SGA)**

Adam Alonso, President
Jennifer McGroarty, Vice-President
UC 108, x3450

STUDY ABROAD

Carlo Colecchia, Brothers College
115, x3047

STUDY AWAY

(approved list), Carlo Colecchia
Brothers College 115, x3047

(in the US; January and summer
sessions), Carol Gates
Tilghman 1 x3247

SUMMER SCHOOL

Trish Laprey, Hall of Sciences
Rooms 8–11, x3618

T**TELEPHONE BILLS**

Strategic Telecommunications
Consulting (STC), x7820

TELEPHONE CALLS

(obscene, threatening, nuisance)
Dean Frank Merckx, Sycamore
Cottage, x3390

TELEPHONE PROBLEMS/QUESTIONS

Learning Center 69, x3333

THEFT

Public Safety, Pepin, x3379

TRANSCRIPTS

TBA, Tilghman 1, x3754

TRANSFER

(to another school), Dean Edge
Lawler, Brothers College 114, x3327

TUITION PAYMENT

Cashier, Business Office, Tilghman 1
x3114

TUTORS

(academic), Dr. Carolyn G. Rooney
Brothers College 119, x3608

U**UC DESK**

x3456

V**VISAS**

Char Lee Kibler, Brothers College 119
x3182

VOCATIONAL COUNSELING

Laure Paul, Career Center
UC 101, x3710

W**WITHDRAWAL**

Dean Edge Lawler
Brothers College 114, x3327

WORK/STUDY

(jobs, eligibility), Zarinah Smith
Tilghman 2, x3717

WRITING

(help with papers), Ereik Smith
Writing Center, Brothers College
Chapel, x3617

OFFICES AND NUMBERS YOU SHOULD KNOW

Academic Affairs

- x3327 Academic Advising
- x3566 Academic Internship Program
- x3205 CNS Help Desk
- x3327 Dean of Educational and Student Affairs
- x3321 Dean of the College
- x3608 Educational Services
- x3578 EOS (Educational Opportunity Scholars)
- x3438 Off-Campus Programs
- x3327 Learning Differences
- x3486 Library Circulation Desk
- x3588 Library Reference Desk
- x3656 Pre-Med Advising
- x3025 Registrar
- x3608 Tutors
- x3617 Writing Center

Educational and Student Affairs

- x3318 Alcohol/Drug Counselor
- x3390 Associate Dean of Educational and Student Affairs
- x3648 Athletic Department
- x3444 Campus Recreation Services
- x3710 Career Center
- x3398 Counseling and Psychological Services

FEEL DOWN?
 DIAL G-O-O-D (4663)
 The PAR hotline run by peer counselors
 5 p.m. to 9 a.m.

- x3327 Dean of Educational and Student Affairs
- x3318 Drug/Alcohol Counselor
- x3397 ESOL (English for Speakers of Other Languages)
- x3468 Food Service (Aramark)
- x3441 Forum (hours and general information)
- x1768 Forum (security desk)
- x3414 Health Service
- x3182 International Student Services
- x3718 Religious and Spiritual Life

- x3394 Residence Life
- x3574 Sports Information
- x3454 Student Activities Office
- x3456 UC Information Desk

Administrative Offices

- x3229 Alumni/ae and Parent Affairs
- x3097 Bookstore
- x3114 Business Office
- x3240 Duplicating Services
- x3510 Facilities
- x3112 Financial Assistance
- x3103 HCH (Housing, Conferences and Hospitality)
- x3601 Mail Room/Pepin
- x3349 Mail Room/UC
- x3342 MRC (Media Resource Center)
- x3379 Public Safety Desk

IN AN EMERGENCY?

Public Safety can be contacted
 24 hours a day
 x4444

- x3333 Telecommunications



DIRECTORY OF DOWNTOWN

and beyond...

To find out which Madison merchants offer discounts to Drew students, check www.drew.edu/esa/business.php

Banks

THE BANK OF NEW YORK
(providing 24-hour on-campus banking) 10 Greenwood Avenue
Madison 973/377-0606

CHASE BANK
2 Waverly Place, Madison
800/935-9935

Coffee and Such

BAGEL CHATEAU
45 Main Street, Madison
973/301-9888

DUNKIN DONUTS
227 Main Street, Madison
973/443-9009

STARBUCKS
311 Main Street, Madison
973/410-0244

Hotels

**BEST WESTERN/
MORRISTOWN INN**
270 South Street, Morristown
973/540-1700

HAMILTON PARK
175 Park Avenue, Florham Park
973/377-2424

MADISON HOTEL
One Convent Station and
Madison Avenue, Morristown
973/285-1800

WESTIN MORRISTOWN HOTEL
2 Whippany Road, Morristown
973/539-7300

Hotlines

AIDS HOTLINE
(referrals, counseling, and testing)
800/624-2377

ALCOHOL/SUBSTANCE ABUSE
800/443-9181

WOMEN'S REFERRAL CENTER
800/322-8092

Libraries

MADISON PUBLIC LIBRARY
39 Keep Street, Madison
973/377-0722

**MORRISTOWN AND MORRIS
TOWNSHIP LIBRARY**
1 Miller Road, Morristown
973/538-6161

Movie Theaters

CLEARVIEW CHATHAM CINEMA
Shunpike Road (Hickory Tree
Shopping Plaza), Chatham
973/822-1550

**CLEARVIEW HEADQUARTERS
PLAZA**
72 Headquarters Plaza, Morristown
973/292-0606

CLEARVIEW MADISON CINEMA 4
14 Lincoln Place, Madison
973/377-2388

Museums

**MORRIS MUSEUM OF ARTS AND
SCIENCES**
Columbia Turnpike, Morristown
973/971-3700

WATERLOO VILLAGE
Route 80, Exit 25, Stanhope
973/347-0900

Pizza+

DOMINO'S PIZZA
8 Park Avenue, Madison
973/593-0070



FIREHOUSE PIZZA

15 Central Avenue, Madison
973/765-0565

ROCCO'S

30 Cook Plaza, Madison
973/377-7161

ROMANELLI'S

42 Lincoln Place, Madison
973/377-9515

Recreation

GOLF

PINCH BROOK PUBLIC COURSE

239 Ridgedale Avenue, Florham Park
973/377-2039

HORSEBACK RIDING

SEATON HACKNEY STABLES

440 South Street, Morristown
973/267-1372

ICE SKATING

MENNEN SPORTS ARENA

161 E. Hanover Avenue, Morris
Township
973/326-7650

PARKS

LEWIS MORRIS COUNTY PARK

Route 24 between Morristown and
Mendham
973/326-7600

RAFTING/CANOEOING

KITTATINNY CANOE

Matamoras, PA
800/356-2852

Restaurants, Pubs and Cafés

AMALFI CAFÉ

20 Waverly Place, Madison
973/443-0595

ATLANTA BREAD COMPANY

6 Main Street, Madison
973/822-3359

CHATHAM SALSA

255A Main Street, Chatham
973/635-0055

GARLIC ROSE

41 Main Street, Madison
973/822-1178

MAIN STREETS CAFÉ

54 Main Street, Madison
973/966-0252

MAMA TUCCI'S

77 Main Street, Madison
973/822-3600

ON A ROLL

50 1/2 Main Street, Madison
973/822-3644

POOR HERBIE'S

13 Waverly Place, Madison
973/966-0211

SAGES PAGES

250 Main Street, Madison
973/377-9473

SOHO 33

33 Main Street, Madison
973/822-2600

TOP NOTCH

4 Park Avenue, Madison
973/660-9222

Transportation

BUS

(FROM THE DREW MAIN GATE)

NJ TRANSIT

Local-stop service from Morristown
to the Livingston Mall
800/772-2222

LAKELAND BUS

Direct service to the Port Authority
in New York City.
Schedules available at the UC Desk
973/366-0600

TRAIN

(FROM THE MADISON TRAIN STATION)

NJ TRANSIT

- Local-stop service
- Midtown Direct™ service to Penn
Station, New York
- PATH tube or ferry from Hoboken
to lower Manhattan 800/772-2222

AMTRAK

Service from Penn Station/Newark to
various points along the East Coast
schedules available at the UC Desk
800/872-7245

LIMOUSINE

(SERVICE TO AIRPORTS)

AIRPORTER

Budget-rate (\$23) shuttle service
between Newark and JFK airports
leaves hourly (most times of day)
800/468-6696

ROSE CITY LIMO

212 Main Street, Madison
973/377-2146

SUMMIT EXPRESS

24-hour car and limousine service to
Newark, LaGuardia, and JFK airports
973/635-9889

Video Rentals

BLOCKBUSTER VIDEO

311 Main Street, Madison
(across from Staples shopping
center) 973/410-0345

WEST COAST VIDEO

(HUGE SELECTION)

463 Main Street, Chatham
973/701-0004

UNIVERSITY HISTORY AND MISSION

MISSION STATEMENT AND PHILOSOPHY OF THE UNIVERSITY

Drew University's highest priority is excellence in liberal education in a changing world environment. This priority guides the planning, implementation, and evaluation of the programs and activities of the University as well as the stewardship of its varied resources.

Excellence in liberal education at Drew requires scholarly and creative faculty who teach effectively, intellectually prepared students who want to learn, and alumni/ae who support their endeavors. This excellence emphasizes the inter-relatedness of learning in the undergraduate, graduate, and theological schools and promotes intellectual rigor and responsible citizenship, while preparing individuals for eventful lives.

Drew University endeavors to create a distinctive environment for liberal education. Characteristics of this environment are an ethos of curiosity and achievement with an intentionally intimate community of learning, emphasizing close student-faculty relationships, and close partnerships among students. This ethos includes respect for individuality and appreciation of diversity. Drew University places special attention on the ongoing evaluation and improvement of teaching and learning, the uses of technology, and the global contest of knowledge.

DREW DIVERSITY STATEMENT

Drew University is committed to seeking academic excellence while striving continuously to be a welcoming, diverse, and socially just campus. We aspire to provide an education that in content, scope, and pedagogy embraces difference and promotes respect that extends beyond the classroom to all University spaces and to local and global communities. Diversity encompasses multiple dimensions, including, but not limited to, race, culture, nationality, ethnicity, geographic origin, class, sexual orientation, gender, disability, age, and religion. Our intent is to achieve a learning environment in which students, faculty, and staff understand the challenges, accomplishments, and perspectives of various groups of people, thus gaining a fuller understanding of themselves as well as how to engage in conversation spanning differences and commonalities. Achieving this vision is a fundamental commitment critical to Drew University's mission as an institution of higher learning.

DREW HISTORY

(SHORT VERSION)

The College admitted its first class of 12 students in 1928, building upon the success and reputation of the Drew Theological Seminary (which was chartered in 1868). From the start, it was intended that the College would be a small and close academic community. It enrolled only 400 students in 1948 and grew to just 600 students by 1960. The next decade began a period of rapid

growth and change. A particularly notable innovation was the development of off-campus semester-long programs, blending academic and experiential learning, that were among the first offered by an American college.

By 1970 the College had grown to 1,100 students and, during the 70s, the now widely imitated freshman seminar program was introduced. In 1984, Drew became the first liberal arts college to provide personal computers to all its students as part of their tuition. During the tenure of the University's 10th president, Thomas H. Kean (1990-2005), the University saw the construction of the William E. and Carol G. Simon Forum and Athletic Center and the Dorothy Young Center for the Arts. In addition, applications increased, the endowment nearly tripled, and new off-campus study programs were launched.

On July 1, 2005, the University welcomed its 11th president, Dr. Robert Weisbuch, whose national reputation as a spokesman for the liberal arts will help Drew further enhance its reputation as one of the finest liberal arts colleges in the country. Formerly head of the Woodrow Wilson National Fellowship Foundation, President Weisbuch served 25 years at the University of Michigan in positions including Chair of the Department of English, Associate Vice President for Research, and interim Dean of the Rackham School of Graduate Studies.

Today, the College offers majors in 29 disciplines and minors in another 18. Drew undergraduates, one third of whom rank in the top 10 percent of their high school classes, hail from 43 states and 12 foreign



countries. With a median high school class rank of 91.5 percent, Drew students are among the strongest in the nation.

As the 21st century unfolds, the College is confident that it will, as it has for the past 77 years, provide its students with an excellent education that blends the timeless values of the liberal arts with contemporary ways of knowing. It is an education that Drew graduates will value throughout their lives.

WHO WAS DANIEL DREW?



The Wall Street tycoon who told friends that he “wanted to do something for the Methodist Church,” in 1867 supplied \$250,000 for the real estate and endowment of the Drew Theological Seminary—the largest gift to American higher education at the time. The financier, whose early cattle dealings gave birth to the term “watered stock,” managed the school’s endowment through stock and bond manipulations until, in 1875, his speculative practices nearly bankrupted the young seminary.

In life, Drew failed to silence those critics who believed his gift to the seminary an attempt to buy his way into heaven. In death, the founder continues to struggle against his robber baron reputation. In 1973, when a handful of Drew students volunteered to help the Brewster, N.Y. Landmarks Preservation Committee restore the financier’s grave site, one student detractor remarked that, “his grave might better be left to the insults of nature and fellow thieves.”

COLORS: Oxford Blue and Lincoln Green

NICKNAME: The Rangers

MASCOT: Ranger Bear

DREW FOREST

“The Forest” was the name given in the 1700s to the land which, in the 1800s, became the summer estate of Georgia-born planter and businessman William Gibbons and his family. As the Gibbons property through the early 1860s, it was formally called The Forest. Since the property’s ownership and occupation by Drew, it has continued to be called “The Forest” (hence, the name, “The University in the Forest”).

The Forest Preserve is located on campus, a 38-acre area set aside for posterity from among Drew’s 186-acres. The entrance to the nature walk is located in the upper left corner of the baseball field (or down the right field line). Within the Preserve are two glacially formed ponds and the Zuck Arboretum, an outdoor lab facility for the science department (and a great place to crosscountry ski!).

Also of note: The Hardin Oak, a 400-year-old tree named for a past president of Drew.

MEAD HALL

From the time of its construction in 1836 to the present, Mead Hall has lived a storied history. Built as a mansion in the Greek Revival style, the building predates the founding of the University. A fire devastated Mead Hall in August 1989. Thanks, however, to a \$13 million project (funded in part by the New Jersey Historic Trust) the building has been restored to its pre-Civil War splendor. Individual contributions also helped refurbish the structure.

Today, Mead Hall is the architectural focus of the campus. Small seminar rooms can be found on the first floor and basement. The President’s Office, the Office of the Vice President for Administration, and the Vice President/Dean of the College, and Vice President/Dean of the Theological School are located on the second floor.

ADMINISTRATION AND GOVERNANCE

The Drew administration consists of many different people—some academic, some non-academic in discipline, training, and responsibility—who report to the president, who in turn reports to the University Board of Trustees.

BOARD OF TRUSTEES

As an incorporated, not-for-profit center of higher learning, Drew University is governed by a volunteer board of trustees who together hold financial and legal (fiduciary) responsibility for the University. The Drew board numbers between 40 and 50 and meets three times a year to conduct the business of the University. Standing committees meet on a more regular basis.

ADMINISTRATION

Dr. Robert Weisbuch, President

Margaret E. L. (Peggi) Howard
Vice President for Administration and University Relations

Michael B. McKitish, Vice President of Finance and Business Affairs

Ronald A. Ross, Vice President of Development and Alumni/ae Affairs

Dr. Paolo M. Cucchi, Vice President and Dean of the College

Dr. Maxine Clark Beach, Vice President and Dean of the Theological School

Dr. James H. Pain, Dean of the Caspersen School of Graduate Studies

Dr. Edwina (Edye) Lawler, Dean of Educational and Student Affairs

Mary Beth Carey, Dean of College Admissions and Financial Assistance

Frank C. Merckx, Associate Dean of Educational and Student Affairs

Laure Paul, Associate Dean of Student Affairs

Dr. Edward Domber, Associate Dean of the College

Wendy Kolmar, Associate Dean of the College

ACADEMIC INFORMATION FROM A TO Z

Educational Policies And Regulations

ACADEMIC ADVISING

Your academic adviser is a faculty member who helps you plan your course of study throughout your four years at Drew. Your adviser reviews your course registration for each semester and assists you in selecting the courses you need to complete your major and minor and to meet all graduation requirements. Be sure to meet with your adviser prior to registering online.

ACADEMIC HONESTY

The University places high value on academic integrity and honesty. Faculty are instructed to report alleged dishonesty (such as cheating on a test, plagiarism) to the Dean of the College. Students are requested to cooperate by reporting cases of observed dishonesty. A faculty committee will investigate complaints.

The maximum penalty for a first offense is suspension from the College; for a second offense, dismissal. Every student is given a copy of the Standards of Academic Integrity and should be familiar with its contents.

ACADEMIC PROGRESS

All students (with few exceptions) are expected to maintain full-time registration (12 credits or more/semester) and will normally complete the B.A. in four academic years (eight semesters) with a minimum of 128 credits. In no case may a full-time student expect to spend more than five years (10 semesters) unless granted an exception by the Academic Standing Committee (ASC).

Students who fall behind in either grades or credit hours will be subject to review by the ASC. This committee can place students on warning/probation, require a leave of absence, or dismiss a student on academic grounds.

Students must maintain satisfactory progress toward the degree overall and in performance in the semester just concluded to continue in good standing. The following guidelines are used by the Committee on Academic Standing to place students on status when satisfactory progress is not made:

WARNING

Semester GPA between 1.99 and 1.90; or any credit deficiency based upon the number of semesters completed; or major GPA below 2.00.

PROBATION

Semester GPA between 1.89 and 1.40. If a student does not earn 12 credits and a 2.00 semester average during a semester on Probation, the student may be placed on Required Leave.



REQUIRED LEAVE

Semester GPA below 1.40. After at least one semester on Required Leave, a student may petition the Academic Standing Committee for re-admission. Upon return, the student is placed on Strict Probation.

STRICT PROBATION

If a student does not complete a minimum of 12 credits and earn at least a 2.00 semester GPA during a semester on Strict Probation, the student may be required to withdraw from the College.

REQUIRED WITHDRAWAL

Once on Required Withdrawal, a student may not return to the College.

Although these categories are listed in increasing order of severity, a step-by-step progression is not to be inferred. For example, a student who earns no credit during a semester will be placed on Required Leave.

For further details on academic progress and sanctions, see “Academic Discipline” under Student Conduct Policy in the Appendix.

ACADEMIC REQUIREMENTS

All students must complete a minimum of 128 semester hours, of which at least 64 must be completed at Drew University. In addition, students must complete 64 credits beyond the introductory level and at least 32 must be at the upper level. All students must fulfill the requirements of a major and those of the general education program.

For graduation, the cumulative grade point average (both overall and in the major) must be at least 2.00. For more details, please contact Dean Lawler, x3327.

ACADEMIC YEAR

The academic year for full-time students consists of two 13-week semesters. In addition, there are two summer sessions. The University offers both weekday and evening classes utilizing the semester credit-hour system. Four credit hours are earned for satisfactory work in at least 150 minutes of class per week for a semester. For a laboratory course, a longer period of laboratory work is required for a semester credit hour.

ADD/DROP

During the fall and spring semesters, students are permitted to change their course selection normally only within the first two weeks of the semester. A course may be added during the second week only with the consent and signature of both instructor and adviser. No courses may be added after the end of the second week of the semester. For summer session add/drop information, please review the summer term brochure. The brochure is normally published in March.

ATTENDANCE

Regular class attendance is the responsibility of each student. Instructors are permitted to include a portion of the final grade for attendance. All work missed by

class absences must be completed by the student. Excessive absence can result in failure of the course.

Each professor sets his/her own policy for attendance and participation in class. In cases of illness or emergency, the student should contact the professor(s) and the Dean of Educational and Student Affairs, x3327.



CLASSIFICATION OF STUDENTS

Full-time students are classified as follows:

SENIORS

all students with 92 or more credit hours or (regardless of number of hours credited) who expect to complete degree requirements during the academic year.

JUNIORS

all students with 56 or more credit hours who are not seniors.

SECOND-YEAR STUDENTS

students with 26 to 55 hours credited.

FIRST-YEAR STUDENTS

students with fewer than 26 credit hours.

- An *unclassified student* is a part-time student working toward a degree.
- A *special student* is a full- or part-time student who is not enrolled as a degree candidate (visiting students from other schools enrolled in Drew special-semester programs excepted).
- A *visiting student* is a student from another college or university attending Drew on a temporary basis by special arrangement with and the approval of the student's home school.
- *Non-Drew students* are visiting Drew for a special-semester program.

CLASS STATUS

Eligibility for housing is determined by a student's starting date and expected graduation date—not by the number of credits attained (as described above). Your Drew acceptance letter—"Welcome to the Class of ____" determines your starting date and regardless of AP credits, summer school courses, etc., this date determines your eligibility for room selection.

COURSE LISTS

The course list for each semester is available on the Campus Web via the Registrar's departmental Web page www.depts.drew.edu/regist. Paper copies are maintained in the Office of the Registrar.

COURSE WITHDRAWAL

To withdraw from a course you must file an add/drop form in the Office of the Registrar. Courses dropped after the end of the second week of classes (but within the first nine weeks) will be marked "W." Courses may not be dropped after the end of the ninth week.

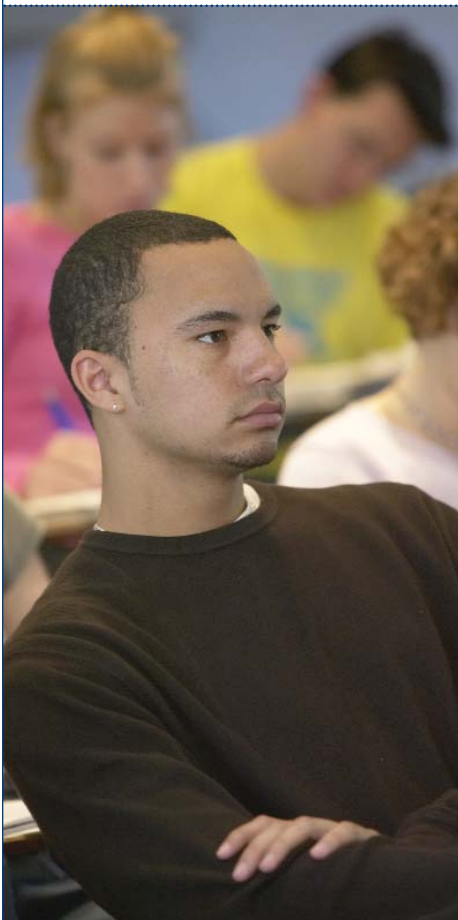
Students who adjust their schedules during the first two weeks of a semester (so that the overall course load falls below 12 credits or above 20) will have their tuition and financial aid adjusted accordingly.

DEAN'S LIST

A student with a semester average of 3.40 or better (on a registration of 12 or more hours with no incompletes outstanding or unreported grades) is eligible for the Dean's List. Students whose Drew registration is less than full-time (but whose total registration is full-time due to additional registration in the teacher certification program at the College of Saint Elizabeth) are eligible also.

DREW SCHOLARS/ TRUSTEE SCHOLARS

Each year a select number of first-year students enter as Drew or Trustee Scholars. Selection for this program is highly competitive. Each scholar receives a merit award renewable annually for the standard four years of college, provided the minimum requirements to retain the scholarship are met or exceeded.



EDUCATIONAL OPPORTUNITY SCHOLARS (EOS) PROGRAM

www.depts.drew.edu/eos

Cordelza Haynes, Director
Sycamore Cottage, x3578

This program is a joint partnership between the New Jersey Commission of Higher Education and Drew University. The EOS Program supports talented and motivated students who have been burdened historically with academic and economic disadvantages. To be eligible, students must be residents of New Jersey and meet both the academic and financial criteria established by the state. Candidates for this program are recruited, assessed, and admitted on a selective basis.

Students enrolled in the program receive a broad range of services during their four years at Drew, including academic, financial, personal, and career counseling. In addition, specially designed workshops are offered to address various issues and concerns of the students.

All students admitted to EOS (other than transfers) are required to attend a six-week summer academic-enrichment program designed to assist first-year students in their transition from high school to college. During the summer program, students receive assistance in improving their study habits, enroll in college-level courses, and also receive an overall orientation to Drew.

EXAMS (Final)

The schedule is published on the Registrar's Web site www.depts.drew.edu/regist at the beginning of each semester. Changes do occur, so be certain to check the network close to the time of finals. The following rules apply to final examinations:

- Final examinations are proctored by faculty members. No books or papers may be brought to an examination except by direction of the instructor of the course concerned.
- In three-hour final examinations there normally is a 10-minute recess after the first 90 minutes. Instructors may give examinations of other types in upper-level courses at their discretion.
- If a student is scheduled for three finals in one calendar day, one of the exams may be rescheduled at the convenience of the instructor and the student. For permission, see Dean Lawler.

Changes in the final examination schedule (because of conflicts, serious illness, or personal emergency) are made only with the permission of Dean Lawler (BC 113, x3514 or x3327).

Students may not negotiate a make-up date directly with the faculty member involved. Faculty regulations forbid that.

- Semester examinations may not be given to individuals other than those scheduled for the class as a whole.
- Neither semester examinations nor written hourly examinations may be given to a class during the last five days or during the reading period of the semester (any exception must be approved by the Dean of the College, x3321, and the Dean's Council).

FELLOWSHIPS

Prof. Sarah Abramowitz, Adviser
x3346

Besides fellowships and scholarships awarded to students for graduate study by universities, there are



several other opportunities available that you may want to learn about. To mention a few, there are the Fulbright, Beinecke Memorial, Marshall, and Barry M. Goldwater Scholarships. Since all of these are highly competitive, you cannot begin thinking about them too soon. Prof. Abramowitz is the adviser for these fellowships and is ready to assist you.

In addition, there are the Rhodes Scholar program (Dean Pain of the Caspersen School, x3285, is the adviser) and the Truman Scholars program (the faculty coordinator is Prof. Phil Mundo, Smith House, x3436).

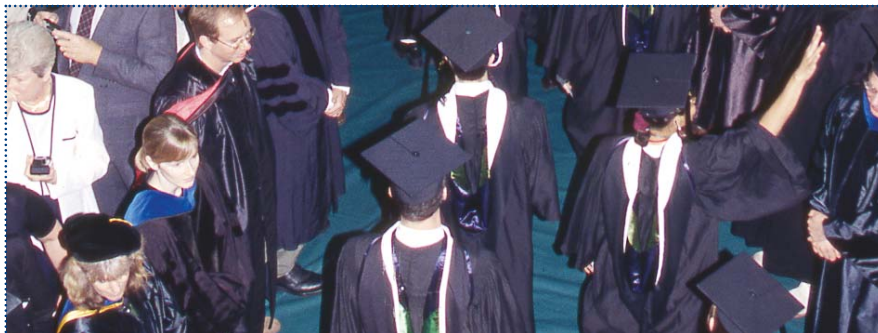
GRADE POINT AVERAGE (GPA)

The average is determined by dividing the total grade points earned by the total number of credit hours attempted, with grades on the "A" through "U" scale. For example, a student with the following grade report has a GPA of 2.85:

8 credits	..A x 4.00	= 32.00
10 credits	..B x 3.00	= 30.00
8 credits	..B x 2.67	= 21.36
4 credits	..C+ x 2.33	= 9.32
4 credits	..C x 2.00	= 8.00
2 credits	..D x 1.00	= 2.00
TOTAL		
36 credits	= 2.85 GPA

GRADES

Grades go from "A" to "U" and are based on a 4.00 scale. A "U" (unsatisfactory) is averaged into the GPA (grade point average) and is used when a student fails a class or fails to withdraw before the deadline period.



AExcellent4.00
A-Excellent3.67
B+Good3.33
BGood3.00
B-Good2.67
C+Satisfactory2.33
CSatisfactory2.00
C-Satisfactory1.67
D+Marginal1.33
DMarginal1.00
D-Marginal0.67
UUnsatisfactory0.00
NC	No credit0.00

PPass (in course taken on Pass/Unsatisfactory basis; represents work of D- or higher quality)
IIncomplete
WWithdrawal
XGrade deferred until completion or termination of project
NRGrade not reported by instructor at time report issued
ZGrade roster not reported by instructor at time reports issued

GRADE DISPUTES

Students who feel they have received an inappropriate grade for

a course should discuss the matter with the instructor assigning the grade. If such discussion does not resolve the matter, you should submit a statement detailing the reasons for the contestation to the department chairperson. If the matter still remains unresolved, it is referred to the Dean of the College.

GRADE REPORTS

Because grades are instantaneously available to students through the Campus Web, the Office of the Registrar does not mail grade reports to students unless requested to do so. However, with the authorization of the student, grade reports will be mailed to parents.

GRADUATION, APPLICATION FOR

Monday, January 30th is a red-letter day if you plan to graduate in May 2006. It means you owe the Registrar's Office a completed form (this acts as a checklist against which the office makes certain that you are, in fact, ready to graduate). If you miss the deadline, there's a \$25 late fee. If you miss it by a long shot, you may not get your name in the Commencement program or receive a diploma at graduation.

HONORS AT GRADUATION

The B.A. degree may be awarded with honors of two kinds: specialized honors (in a specific field, usually a major) and general honors. General honors may be awarded in three grades:

CUM LAUDE

an overall cumulative average of 3.40-3.59 with not more than one grade of "U" or the equivalent (excluding physical education).

MAGNA CUM LAUDE

an overall cumulative average of 3.60-3.79 with not more than one grade of "U" or the equivalent (excluding physical education).

SUMMA CUM LAUDE

an overall cumulative average of 3.80 or higher with not more than one grade of "U" or the equivalent (excluding physical education).

For further details, please contact Dean Lawler, BC 114, x3327.

HONOR SOCIETIES

THE HONOR SOCIETIES LISTED BELOW ARE ACTIVE AT DREW

PHI BETA KAPPA

Professor Elfriede Smith
Adviser, x3516
www.depts.drew.edu/pbk

All students with senior status, regardless of major, are automatically considered for induction into Phi Beta Kappa; no application is necessary.

To be eligible, students must

- Take a foreign language through the intermediate level
- Take at least one college-level course in math

There is no fixed GPA for eligibility because the College may induct only a set percentage of the graduating class. Selection begins with the top GPAs and continues downward until Drew's quota is met.

ALPHA KAPPA DELTA

Professor of Sociology Caitlin Killian
Adviser, x3183
www.depts.drew.edu/soc/welcome.htm

BETA BETA BETA

(a.k.a. TriBeta, for obvious reasons)
Instructor in Biology Beth Justin
Adviser, x3656

CHI ALPHA EPSILON

(national honor society)
EOS Director Cordelza Haynes
Adviser, x3578

DELTA PHI ALPHA

Dean of Educational and Student Affairs and Professor of German Edye Lawler, Adviser, x3327

DOBRO SLOVO

Professor of Russian Carol Ueland
Adviser, x3507

EPSILON OMEGA PSI

(NJ State honor society)
EOS Director Cordelza Haynes
Adviser, x3578

NOUS KAI SOFIA

(neuroscience)
Professor of Biology Roger Knowles
Adviser, x3561

OMICRON DELTA EPSILON

Professor of Economics Don Cole
Adviser, x3429
www.depts.drew.edu/econ/awards.htm

PHI ALPHA THETA

Professor of History Wyatt Evans
Adviser, x3329

PI DELTA PHI

Professor of French Deborah Hess
Adviser, x3339

PI MU EPSILON

Professor of Mathematics
Steve Surace, Adviser, x3726

PINNACLE

(non-traditional continuing education students)
Director of Continuing Education
Patricia Laprey, Adviser, x3618

PI SIGMA ALPHA

Professor of Political Science
Joseph Romance, Adviser, x3036

PSI CHI

Professors of Psychology
Jessica Lakin, x3263, and
Robin Timmons, x3348
Co-advisers

SIGMA DELTA PI

Professor of Spanish
Ada Ortuzar-Young, Adviser
x3386

SIGMA PI SIGMA

Professor of Physics
Robert Fenstermacher
Adviser, x3371
www.depts.drew.edu/phys/SPS/physpps.html

INCOMPLETE

The mark of "Incomplete" ("I") may be given at the end of a semester only with the approval of the instructor and Dean Lawler. When permitted to receive a mark of "I", the student and the instructor determine the time and conditions under which the mark may be removed. Where a final grade for an Incomplete has not been submitted by the end of the second week of classes, a grade of "U" (Unsatisfactory) will be recorded by the registrar and that will be the final grade for the course.

INTERNATIONAL AND OFF-CAMPUS PROGRAMS

www.depts.drew.edu/offcamp
Carlo Colecchia, Director
BC 115, x3438

The Drew International Seminars (DIS) for 2005-06 will take place in

Benin, China, Egypt, France, Ghana, Greece, and Peru. Seminar locations for the year 2006-2007 will be announced in early November 2005. Applications are due the last Monday in February for participation in the following academic year. While the seminars are designed for sophomores, upper-class students may apply also, as some seminars have spaces for advanced students.

SEMESTER-LONG DREW PROGRAMS

Students may select from the following Drew-sponsored international and off-campus programs:

- London Semester
- New York Semester on Contemporary Art
- Semester in Washington, DC
- Semester on the United Nations
- Wall Street Semester

- Eritrea Semester
- European Semester (fall 2005)

APPROVED LIST PROGRAMS

Students who wish to study in locations where Drew does not sponsor its own semester- or year-long study programs may choose a program sponsored by another institution. Programs that have been approved for credit for Drew students are included in the Approved List, available in the International and Off-Campus Programs Office. Participation is open to juniors and first-semester seniors.

SUMMER PROGRAMS

Drew in West Africa is a four-week summer-study program that focuses on the art and cultures of Mali.

Drew in Barcelona, Spain is a four-week, summer-study that focuses on Spanish language and culture.

Drew in Harbin, China is a four-week summer-study program that concentrates on speaking, listening, and understanding Chinese

LEARNING DIFFERENCES

www.depts.drew.edu/esa/disability
Dr. Carolyn G. Rooney
BC 119, cgrace@drew.edu, x3608

Support services are available for enrolled students with documented learning differences. Although students with learning differences must meet the same academic standards as other students, the University is committed to helping them achieve success.



LIBRARY, UNIVERSITY

www.depts.drew.edu/lib

Dr. Andrew Scrimgeour

Director, x3322

- Circulation Desk, x3486
- Reference Counter, x3588
- Library Hours, x3125

SEMESTER HOURS

Monday–Thursday	8:30 a.m.–midnight
Friday	8:30 a.m.–7 p.m.
Saturday	9:30 a.m.–5 p.m.
Sunday	1 p.m.–midnight

STUDY HOURS

Sunday–Thursday midnight–2 a.m.,
No services provided; Drew ID required.

HOLDINGS

The University Library contains more than half a million items including books, journals, manuscripts, archival materials, US, UN, and NJ documents, and subscriptions to more than 2000 periodicals in paper format and thousands more on the Web. The Library's Web-based catalog is available through the Library Web site (see above) along with access to resources such as ProQuest Direct (an index with full-text of 900+ periodicals), Britannica Online, and a wide range of specialized indexes and other research tools. Click on "Research Resources" to explore what's available.

CHECKING OUT MATERIALS

Your ID card serves as your Library card. Circulating materials can be taken out for 30 days and renewed if no one else is waiting for them. Items may be renewed online. Books should be renewed promptly

to avoid fines. Newspapers and magazines cannot be checked out.

RESEARCH ASSISTANCE

Help is available at the reference counter in the Library. You can also send the Library reference questions through the Web site. In addition to answering quick questions, the reference librarians are available for individual tutorials to help you plan your research, select productive indexes, and search them efficiently. Please call the reference counter for an appointment.

RESERVE MATERIALS

Many professors put materials on reserve for course assignments. When materials are available, titles may be viewed online from the Library catalog page. Reserve room materials must be used within the Library.

INTERLIBRARY LOAN SERVICE

Books or journal articles that are not available at the Drew University Library can be obtained through the Interlibrary Loan office. Requests from members of the Drew community may be submitted in person or through an online request form.

MAJOR, DECLARING A

All students must declare a major no later than one month before advance registration for the junior year.

Students may change their major at any time as long as they fulfill the requirements of at least one major to graduate. Students must complete at least 16 credits at the intermediate or upper level at Drew University in their declared major field of study. Declaration of Major forms are available in the Office of the Registrar,

Tilghman House, and at the UC desk. For a double major, a student must complete the requirements for each individual major. For a special major, contact Dean Edward Domber, BC 110, x3353.

MAKE-UP WORK

Faculty members are not obligated to give make-up exams or lab sessions for unexcused absences. Make-up exercises, if granted, shall not be penalized. Any make-up of a final exam may be authorized only by Dean Lawler, x3327.

MINOR

In addition to a major, all students must also complete an in-depth study outside the major (aka "minor") of at least 20 credits. A minimum of eight credits in the declared minor must be completed at Drew University. (Students who are double majors or enrolled in a special program such as the UMDNJ dual-degree program or the teacher-certification program are not required to complete a minor). The minor must be declared by the end of the first semester of the student's junior year. For a special minor, contact Dean Edward Domber, BC 110, x3353.

MUSIC/PRIVATE LESSONS

www.depts.drew.edu/music

Music Department

Dorothy Young Center for the Arts
x3421

Private lessons, both vocal and instrumental, are available for credit with affiliate artists. Contact the music department for further information.

In addition, there are numerous musical groups (from small ensembles to a full orchestra) for students to participate in. Please see "Clubs and Organizations" at <http://depts.drew.edu/stuactiv/clubs&orgs.html>

OBSERVATORY

www.depts.drew.edu/phys/Astronomy/astronomy.html

Laurie Morgus, Professor of Physics, HS 200, x3834
Hours of operation: x3500

Friday nights are "public nights" at the Drew Observatory, which is open to students from 7 to 10 p.m. (EST) and 8 to 11 p.m. (DST) when school is in session during the fall and spring semesters.

PRIVACY OF STUDENT RECORDS (FERPA)

A student's permanent record (grade reports, applications for programs abroad, correspondence with deans and other University officials, etc.) is maintained by both the Registrar and the Associate Dean of Educational and Student Affairs. This file is available to all faculty and administrators who have educational reasons for viewing it. Students may see their own records in Sycamore Cottage.

The University reserves the right to make public, at its discretion, the following which is considered to be directory information: name, class, campus mail box, email address, telephone number, major field of

also considered directory information. A student who is unwilling to have this information revealed may notify the Associate Dean of Educational and Student Affairs in writing. The University will not make public a student's home address or telephone number.

For a complete copy of the policy regarding the Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment) visit the Registrar's Web page www.depts.drew.edu/regist

See also *Rights and Responsibilities of Students in the Appendix*.

P/U OPTION

Full-time students (other than first-year students) may take one course a semester on a Pass/Unsatisfactory basis, subject to the following regulations:

- No such course may be used to satisfy a general education requirement.
- No course taken to satisfy a requirement in a student's major or minor department and no specified related field course may be taken on a P/U basis (except, in each case, when an entire course has been placed on a P/U basis).
- No student may elect more than 20 credits on a P/U basis during his or her course of study at Drew.
- Selection of a course on a P/U basis must be made by the first two weeks of the semester by written notification to the Registrar.



Come see star clusters, planets, galaxies, and occasional satellites. A student assistant will be on hand to help explain phenomena and lead a discussion afterwards. The Observatory, with its 16-inch DFM telescope, is located on the east corner of the Hall of Sciences roof (entrance on parking lot side). Call x3500 to check if it's open on Friday nights of questionable weather.

study, hometown and state, dates of attendance at Drew, degrees, honors and awards received, height and weight of members of athletic teams, participation in officially recognized activities and sports, previous educational institution most recently attended, and other similar information. In addition, under the Solomon Amendment, for the purpose of military recruitment, street address and birthplace are

- A course may be changed from P/U to the conventional grade system during the first two weeks of the semester upon written notification to the Registrar.
- Any exception to these regulations above must receive the approval of the Academic Standing Committee.

REGISTRAR, OFFICE OF

www.depts.drew.edu/regist

Horace Tate, Registrar
Tilghman House, x3025

Mark Holcomb, Manager of Office
Systems, x3245

The Office of the Registrar maintains student records and is responsible for the processing of grades, transcripts, course registration, and classroom scheduling. In addition, the office compiles and releases the Dean's List and academic-standing information.

All changes in a student's marital status, address, or phone number should be reported to the Registrar.

REPEATING COURSES

Students may repeat a course under the following conditions:

- If a student receives a "U" in a course and elects to enroll for it again, both the first "U" and the subsequent grade are calculated in the GPA and both grades will appear on the transcript.

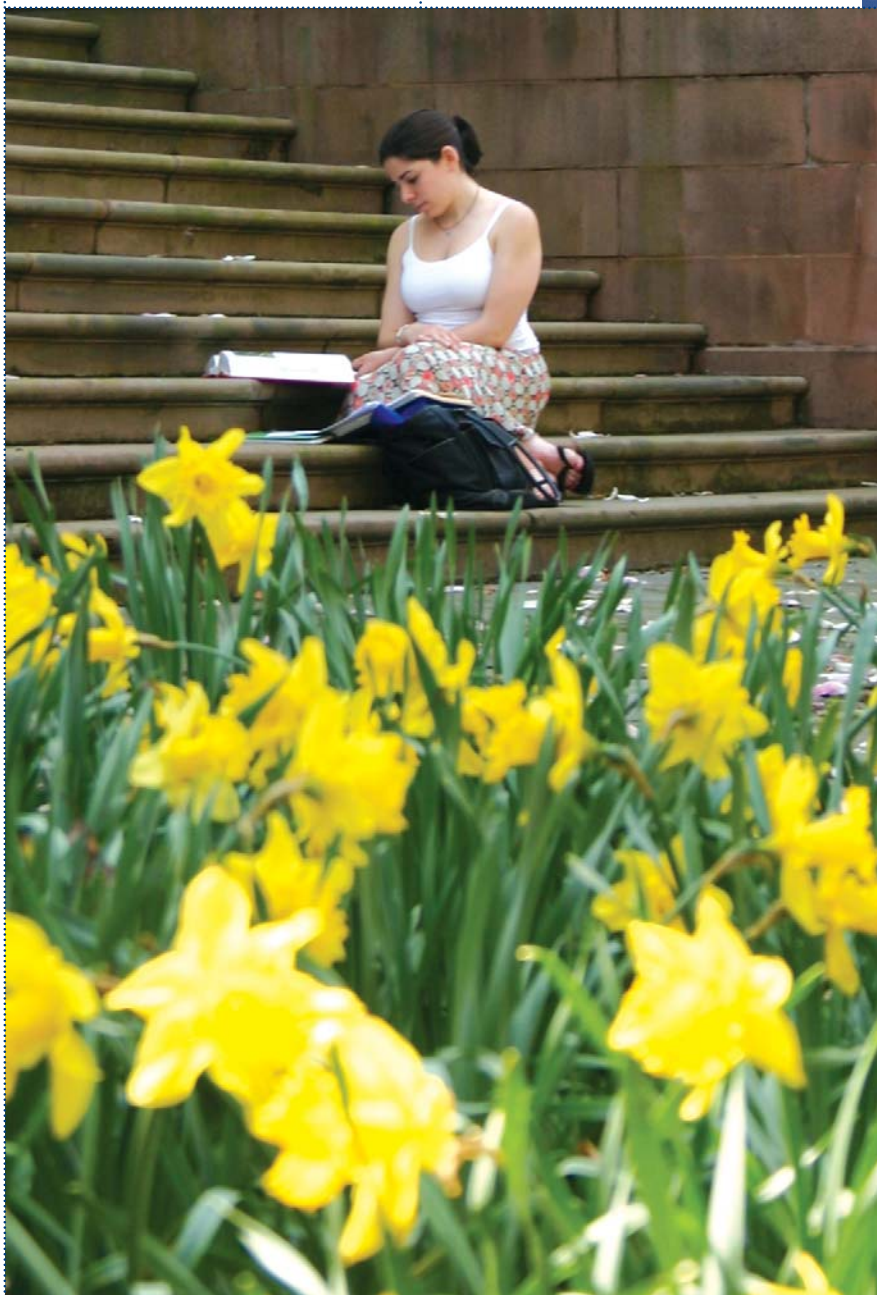
- If a student receives a "D" in a course and elects to re-enroll, he or she must file written notice of the subsequent enrollment with the Registrar before the end of the add/drop period at the beginning of each term. Again, both grades will be calculated into the GPA. However, students will receive credit for the course only once.

TEACHER EDUCATION CERTIFICATION

www.depts.drew.edu/esa/teacher

Dean Edge Lawler,
BC 114, x3327

While at Drew, students may take advantage of cross-campus registration and enroll in the teacher



certification program at the College of Saint Elizabeth. Ordinarily, this program should be started in the second year to ensure completion before graduation. If interested, meet with Dean Lawler before registering for your sophomore year. Students interested in elementary education should meet with Dean Lawler during their first semester.

TUTORS

www.depts.drew.edu/esa/tutoring
Dr. Carolyn Rooney, Assistant Director/Educational Services, BC 119, cgrace@drew.edu, x3608

Peer tutors are generally available for all courses taught in any given semester. Tutors will work with any student who is experiencing difficulty in a course. To arrange for a tutor, schedule an appointment by calling Dr. Grace's secretary at x3327 (or by stopping by BC 114).

If you are interested in being a tutor (tutors are paid by the University, although there is no charge to the student), contact Dr. Grace as well.

NEED HELP WITH A PAPER?

Call the Writing Center for an appointment x3617

WRITING CENTER

www.depts.drew.edu/writecen
Erek Smith, Director, Brothers College Chapel, essmith@drew.edu, x3617

The Writing Center provides individualized help with all kinds of writing. For example:

- Assignments
- Peer consultants offer guidance in getting started, developing content, organizing ideas, and revising
- For clarity and coherence
- For stylistic concerns

ONLINE SCHEDULING:

<http://www.therichco.com/wconline/drew/schedule/>

When you click on the above address, it will ask you to register if

you are a first-time user. Please do so and, when done, click "continue" at the top of the page. Next, go to "Quick Links" at the bottom of the page and click the scheduling prompt. You will notice a list of writing center consultants for every day of the week. Hours in which

SEMESTER HOURS

Monday–Thursday 10 a.m.–5 p.m.
and 6–8 p.m.

(Schedule may vary; please call for weekly hours)

they are *not* available will be shaded maroon. When you click on a name, a small window should pop up asking you what hour you want to schedule and on what paper you would like to work. After you schedule an appointment, you should get an email confirmation within seconds.

International students may also see Mrs. Katherine Brown in the ESOL Office (Sycamore Cottage, x3397) for individualized help with writing and papers.



EDUCATIONAL AND STUDENT AFFAIRS, DEPARTMENT OF

The Department of Educational and Student Affairs supports and complements the academic mission of the College by providing support to assist each student reach his or her intellectual potential; by fostering a safe, salutary, residential environment that is inclusive and conducive to learning; by sponsoring a range of programming, educational and social in nature; and by providing opportunities for students to develop personal autonomy, positive self-perceptions, leadership skills, and a heightened consciousness regarding social responsibility and appreciation for sameness and difference.

DEAN OF EDUCATIONAL AND STUDENT AFFAIRS, OFFICE OF

www.depts.drew.edu/esa

Edye Lawler, Dean of Educational and Student Affairs, BC 114, x3327

Frank Merckx, Associate Dean of Educational and Student Affairs, Sycamore Cottage, x3390 (responsible for enforcement of the Student Conduct Policy, Residence Life, Student Activities, and the Volunteer Resource Center)

Laure Paul, Associate Dean of Student Affairs, UC/Career Center, x3710 (responsible for the Career Center and special projects such as student conduct hearings and meal-plan requests)

Dr. Carolyn G. Rooney, Assistant Director of Educational Services BC 119, x3608 (responsible for the tutoring program and disability services)

The Department of Educational and Student Affairs is comprised of the following areas:

- Alcohol and Other Drugs Program
- Campus Recreation Services
- Counseling and Psychological Services
- English for Speakers of Other Languages (ESOL)
- Health Promotion Initiative (grant funded)
- Health Service
- International Student Services
- Residential Life
- Services for Students with Learning Differences
- Student Activities
- Student Conduct Policy
- Teacher Certification
- Tutoring

Closely aligned with the department are:

- Career Center
- Educational Opportunity Scholars (EOS)
- Food Service

- Intercollegiate Athletics
- Public Safety
- Religious and Spiritual Life

Students are welcome to meet with a dean to discuss any matter of concern—personal or academic. Except for emergencies or urgent issues requiring immediate attention, calling in advance to schedule an appointment is recommended.

Mandatory meetings are necessary in certain instances. Schedule a meeting with

Dean Lawler

- to discuss academic problems
- to secure a signature for a dean's certification form
- if you plan to withdraw or take a leave of absence
- to re-enter Drew following a leave of absence
- to transfer from Drew

Associate Dean Merckx

- to change your status from commuter to campus resident (or vice versa)
- to secure approval for campus-wide email or voicemail messages
- to appeal a parking ticket
- to secure a one-day alcoholic beverage permit

**DEAN'S CERTIFICATION LETTERS
LETTERS OF RECOMMENDATION**

Dean Lawler, BC 114 x3327

If you need to have a dean's certification form filled out (to transfer, attend law or graduate school), please bring your form(s) to Sycamore Cottage, observing the following guidelines:

- Allow seven to 10 business days for the Dean of Educational and Student Affairs to review and sign the form(s)
- Provide a stamped, addressed envelope for each form
- Indicate if you would like to pick up the completed form(s) in person or if it should be mailed

EXCUSED ABSENCE

Dean Lawler, BC 114 x3327

If you're going to miss two or more days of classes (due to an unavoidable event such as illness or a death in the family), notify your professors that you will be absent and make an appointment to meet with Dean Lawler to discuss the absence.

LEAVE OF ABSENCE

Dean Lawler, BC 114 x3327

Voluntary: A leave of absence is often advisable to obtain a sense of direction, maturity, motivation, or just plain cash to continue. Students can leave for one or two semesters and return, or choose a different course of action. If you are considering such a break, talk it over with your academic adviser and the Dean of Educational and Student Affairs. You must fill out a form, however, to avoid being billed for the following term.

Required Academic Leave:

Students who fail to maintain satisfactory academic progress will be required to take a leave of absence. In order to return, students must make an appointment with Dean Lawler and file a re-entry form and petition. Decisions are made by the Academic Standing Committee.

RE-ADMISSION/RE-ENTRY

Dean Lawler, BC 114 x3327

Students on a *voluntary leave* of absence who plan to return to Drew must fill out a re-entry form and schedule an appointment with the Dean of Educational and Student Affairs (at least one month prior to return). If you have been away from Drew for more than two semesters, you must also file a petition, available from the Office of the Registrar.

Students on a *required leave* (for academic reasons) should consult with the dean regarding the conditions under which re-admission may be sought.

STUDY AWAY (IN THE U.S.)

Dean Lawler, BC 114 x3327

If you plan to take courses at another school in the United States, a leave-of-absence form (available in Dean Lawler's office) must be filled out and signed by Dean Lawler. This form supplements the "Petition to Receive Credit for Courses Taken Elsewhere" available from the Office of the Registrar.

For study-away programs overseas, see INTERNATIONAL AND OFF-CAMPUS PROGRAMS, page 18.

**TRANSFERRING TO
ANOTHER SCHOOL**

Dean Lawler, BC 114 x3327

Recommendations and withdrawal forms are available from the Dean of Educational and Student Affairs.

ALCOHOL PERMIT (ONE-DAY)

**Associate Dean Merckx,
Sycamore Cottage, x3390**

Special one-day permits are necessary for student events where alcohol is to be served. A form, available from the Madison town clerk, must be signed by both the Associate Dean of Educational and Student Affairs and the Director of Public Safety and submitted to the Alcoholic Beverage Commission in Trenton.

For instructions in securing, see the Alcohol Policy in the Appendix or call the Office of the Associate Dean of Educational and Student Affairs x3390.



CHANGE OF STATUS

Associate Dean Merckx

Sycamore Cottage, x3390

Students who wish to change from “commuter” to “resident” (or the reverse) must inform the Associate Dean, who will in turn notify the Business Office, the Housing Office, Registrar, etc.

HARASSING PHONE CALLS

Call “O” for Operator

Contact the Department of

Public Safety, x3379

Notify the Associate Dean of Educational and Student Affairs x3390

Obscene, threatening, and/or annoying telephone calls will be investigated, whether they come from on or off campus. Call any of the offices listed above for assistance.

WHO’S WHO

Associate Dean Merckx

Sycamore Cottage, x3390

The Dean’s office mails applications in the fall to all juniors and seniors with a cumulative GPA of 3.4 or better. Nominees are selected by a committee of deans on the basis of social and academic standing, leadership, and participation in extracurricular activities. Those students named to Who’s Who receive certificates and are honored at an awards ceremony during the spring semester. The students are also listed in the annual *Who’s Who* publication.

STUDENT CONDUCT POLICY

The Department of Educational and Student Affairs is entrusted with oversight of the University’s

disciplinary process. While the system strives to allow due process, it is not bound to the same rules governing civil or criminal legal proceedings. Nevertheless, the University makes every effort to ensure fairness to all parties involved in the resolution of an offense.

Matters of *academic dishonesty* (such as cheating, duplicate submission, and plagiarism) will be dealt with by the Dean of the College.

Student conduct offenses will be handled by either the Dean of Educational and Student Affairs, the Associate Dean of Educational and Student Affairs (or designee) or, when necessary, the Student Conduct Board. The following actions are regarded as offenses against the University and the Drew community:

1. Behavior disruptive to University functions
2. Assault
3. Abuse of self or others
4. Sexual assault
5. Disorderly conduct
6. Incidents involving weapons and explosives
7. Violation of the alcohol policy
8. Violation of the drug policy
9. Failure to provide valid identification
10. Misuse of documents
11. Theft

12. Damage/Vandalism
13. Incidents involving stolen goods and property
14. Unauthorized entry
15. Violation of human rights policy
16. Interfering with freedom of expression
17. Failure to comply with the directive of a University official
18. Interfering with fire safety
19. Misuse of computer, network, or telephone equipment
20. Hazing
21. Solicitation
22. Violation of disciplinary sanctions
23. Assisting another to commit an offense
24. False, vicious, malicious allegations
25. Providing false information
26. Violation of campus housing regulations
27. Violation of campus car and parking regulations
28. Violation of public law
29. Intimidation of witnesses

STUDENT CONDUCT SANCTIONS

Regulations governing student conduct are essential to the fulfillment of the University’s educational objectives. When a

student enrolls at Drew University, acceptance of the rules and regulations (of the students, faculty, and governing board of the University) begins with registration for courses. A violation of any of these rules or regulations subjects the student to disciplinary action by an administrator or the Student Conduct Board. Disciplinary sanctions may include, but are not limited to, the following:

1. Revocation of admission and/or degree
2. Withholding Degree
3. Expulsion from Drew University
4. Suspension from Drew University
5. Suspension from the Residence Halls
6. Restriction
7. Disciplinary Probation
8. Relocation to another Residence Hall
9. Warning
10. Restitution
11. Disclosure
12. Community Service
13. Written Reprimand

Please see the Appendix for further details on the Student Conduct Policy and sanctions.

WITHDRAWAL AND DISMISSAL POLICY

Dean Lawler, BC 114, x3327

Students may withdraw voluntarily or may be asked to leave the University. The following policies apply:

Academic Withdrawal: A student may be required to withdraw for unsatisfactory scholarship. This decision is made by the Committee on Academic Standing.

Medical Leave/Withdrawal: At the request of the student (and before the drop deadline), the Dean of Educational and Student Affairs (in consultation with physicians and counselors) is authorized to effect a withdrawal for reasons of health without prejudice to consideration of an application for re-admission. Medical withdrawals after the drop deadline are considered by the Academic Standing Committee upon the recommendation of the Dean of Educational and Student Affairs.

In exceptional circumstances, the Dean is authorized to require a student to withdraw for reasons of physical or psychological health without prejudice to consideration of an application for re-admission. This action might occur if, in the judgment of the University, the student could not benefit from the available, limited therapeutic resources of the University or if the student was threatening to self and/or others.

Non-Academic Withdrawal: Among the sanctions the University can impose to protect its community are the following types of withdrawal:

1. **Expulsion:** Unconditional separation from the University. The expelled student is barred from campus and all University-sponsored activities.

2. Suspension (from the University or from the residence halls):

The student is required to withdraw from the University (or from University housing) for a specified period of time, with the privilege of applying for re-entry after the period of suspension. In making a determination on the re-entry application, the University will evaluate the documented (as appropriate) progress the student has made and/or any positive indication that the student is ready to return.

3. Voluntary Withdrawal:

Withdrawal forms are available from both the Office of the Registrar and the Dean of Educational and Student Affairs. It is essential that a student notify the University if he/she is not planning to return. The \$300 enrollment deposit and \$400 security deposit (totaling \$700) are forfeited if the University is not formally notified of withdrawal by August 1 (for the fall semester) or December 1 (for the spring semester).

Students leaving later than the end of the ninth week of classes, and before the end of a given semester, will be subject to grades of "U" at the time of withdrawal, unless a recommendation for withdrawal ("W") is made by the Dean of Educational and Student Affairs.

There will be no refund of tuition and fees for a student who is expelled or suspended (from the University or from housing).

CAMPUS RECREATION SERVICES

www.depts.drew.edu/crs

TBA, Simon Forum, Room 262, x3444

The department's programs are designed to meet the athletic and recreational needs of the whole community—all students, staff, and faculty. Programs provide opportunities for the worthwhile use of leisure time and maintenance of high-level health and wellness. Activities are held in the Simon Forum and associated outdoor facilities within five major program areas:

Intramural Sports: Both team and individual competition take place in sports and activities such as flag football, indoor/outdoor soccer, basketball, softball, tennis, billiards, etc. There are awards and occasional travel to regional and national tournaments.

Club Sports: The clubs are organized and operated by students in conjunction with the Department of Campus Recreation. Ultimate Frisbee, men's and women's rugby, and men's and women's volleyball are the club sports presently offered.

Informal "Self-Serve" Recreation:

Basketball, volleyball, racquetball, squash, and swimming are just a few of the activities available.

Fitness Activities: Cardio-vascular equipment (such as lifecycles, stair climbers, and treadmills) and strength-training equipment are located in the Simon Forum's Health & Fitness Complex. Aerobics, kickboxing, and yoga classes are also offered.

Special Events: Specific programs, tournaments, and/or social gatherings may be offered in conjunction with the Department of Student Activities.

CAREER CENTER

SEMESTER HOURS

Monday–Friday 9 a.m.–noon
1–5 p.m.

www.depts.drew.edu/career

Laure Paul, Director, UC 101
(near the Snack Bar), x3710

Sue Ceravolo, Assistant Director
x3707

There is life after college and the Career Center is here to help you plan it.

The mission of the Career Center is to provide students with opportunities to relate their academic studies to careers, to make sound career decisions, to test possible careers through internships and part-time jobs, to develop job-search skills, and to research post-graduate education. By visiting the Career Center, you can take advantage of:

- Individual career counseling and extensive career resources

- Resume-writing advice, interview practice, and job-search planning
- The Career Center Interview Program for seniors
- Career Information Programs
- The Academic Internship Program
- Listings of part-time off-campus positions
- Graduate school and testing information

The Academic Internship Program, Federal Community Service Program (FCSP), and Off-Campus Student Employment Offices are also a part of the Career Center.

ACADEMIC INTERNSHIP PROGRAM

www.depts.drew.edu/career/internships
Pat Harris, UC/Career Center, x3566

The Internship Program provides students with off-campus supervised work experiences that demonstrate how academics can be applied to the "real world." There are more than 7,000 internships listed in our database in areas such as business, communications, non-profits, education, hospitals, government, and the arts.

To earn credit for an internship, a student must:

- Have taken two courses in a department related to the project
- Complete a learning contract detailing goals and objectives
- Work 140 hours (4-credit project) or 70 hours (2-credit project)
- Submit a journal and on-the-job supervisor evaluations
- Write an academic paper to be graded by a faculty member from the related department



No more than four credits may be earned for one project; a maximum of eight credits may be applied toward graduation requirements.

FEDERAL COMMUNITY SERVICE PROGRAM

www.depts.drew.edu/career/fcsp.htm

Pat Harris, FCSP OFFICE/UC 101
x3566

Here, students have the opportunity to work off campus in a non-profit organization and participate in service experiences that meet real community needs—all while being paid through their work/study funding.

OFF-CAMPUS STUDENT EMPLOYMENT

Mary Jane Ryan, UC/Career Center
x3710

Numerous part-time positions, mostly in the local area, are listed in the Career Center. The jobs are both semester or year long and occasional jobs.

SHORT ON CASH?

Check the babysitting listings in the Career Center

COUNSELING AND PSYCHOLOGICAL SERVICES

www.depts.drew.edu/counsel

Dr. Marianne O’Hare, Director
Sycamore Cottage, x3398

Audra Toner, Coordinator of Substance Awareness and Educational Programs
Hall of Sciences 342, x3318

SEMESTER HOURS

Monday–Friday 9 a.m.–noon
 1–5 p.m.

The mission of Counseling and Psychological Services is to help students define and accomplish their personal and academic goals. Substance abuse, eating disorders, relationship problems, homesickness, depression, stress, learning disabilities, and family dynamics are just some of the issues the Counseling Center regularly addresses.

Students generally come of their own volition and there is no charge for services other than the mandatory health and counseling service fee (with a few noted exceptions). Services are strictly confidential.

The department is an integral part of the educational mission of the University and supports it in a variety of ways. For example, we provide:

- Individual and group short-term counseling
- Decision counseling
- Crisis intervention and emergency services
- Supervision and training for the “GOOD” line (a help line operated by student volunteers, referred to as PAR (Peer Assistance and Referral Service; see next page)
- Outreach programs in residence halls
- Outreach and consultation with administration, faculty, staff, and students

- Psychological testing and assessment (there may be a fee for some tests)
- Referral to off-campus professionals and agencies for long-term counseling
- Referral, off campus, for psychiatric consultations

Each fall, Counseling and Psychological Services sponsors a Reading and Study Skills program. And, when you are ready for graduate school, the Miller Analogies Test (MAT) can be taken by appointment. (There is a fee for both these services).

ALCOHOL/DRUG COUNSELOR

Audra Toner, Coordinator of Substance Awareness and Educational Programs
Hall of Sciences 342, x3318

The Substance Awareness Counselor (SAC) helps students accomplish their personal and academic goals through education, prevention, and remediation as related to the use of alcohol and/or other drugs. This is accomplished in the following ways:

Intervention and Prevention: The SAC can assess a student’s use of alcohol/other substances to determine if a problem (or potential problem) exists. Individual and group counseling would be provided or, if necessary, referral to an off-campus program.

Campus Education: The SAC provides programs in the residence halls and collaborates with RAs, RDs, the Peer Assistance and Referral Service (PAR), and Bacchus to design and implement preventive programs. She consults with various

departments on campus in regard to alcohol/drugs and assists with non-alcoholic social events, co-sponsors Alcohol Awareness Week, and provides literature and referral information to the Drew community.

Community Involvement: The SAC is an active participant in off-campus programs and organizations.

You do not have to have an alcohol/drug problem to meet with and talk to the SAC. Among other reasons, a desire for information, a concern about others, or a willingness to help with programs are valid reasons to visit the coordinator. There is no fee for her services.

PEER ASSISTANCE AND REFERRAL (PAR)

www.depts.drew.edu/counsel/TheGoodLine.html

Carol Gernat, Adviser, Sycamore Cottage, x3984

"If you feel bad, dial G-O-O-D" (x4663) is the motto of PAR.



There are times when we all feel stress. Often it helps to talk with someone who will care and listen. PAR is a student-run program designed for students to help students. This volunteer service involves the following commitments:

- Managing and answering a help line that operates nightly (5 p.m.– 9 a.m.), seven days/week
- Sitting with students who are in crisis
- Providing information and referral to appropriate resources
- Listening to troubles

Whether it's a personal or academic problem or if it's just to talk, you can reach a PAR person by dialing G-O-O-D. Anonymity and confidentiality are strictly maintained.

To be a PAR person, you need not be a psychology major or have experience. You will be trained and supervised through Counseling and Psychological Services. College, Graduate, and Theological School students are invited to apply. Applications are available in the Counseling Center, located on the second floor of Sycamore Cottage.

SUICIDE

Is anyone you know suicidal?

Any time a student attempts, or seriously threatens, suicide or is in a life-threatening situation, that student will be taken immediately to Morristown Memorial Hospital (MMH) for evaluation.

Please review the following situations, which are considered grounds for an emergency evaluation, so you will know how to respond. Your RA and

RD, the Counseling Center (x3398), and Public Safety (x4444) are all trained to respond and be of assistance. Please notify one or all of them, depending on the severity of the situation.

ATTEMPTED SUICIDE (LIFE-THREATENING SITUATION)

This is a situation in which a student has inflicted harm to him/herself that a reasonable person regards as serious. Examples are: a student has ingested a substance(s) and the effect is uncertain; the extent of the injury is unknown; or the student is unresponsive. In these cases, Public Safety should be notified (x4444) and the student will be taken to the emergency room immediately. Even if he/she is uncooperative or antagonistic, the student is required to go to the hospital and the police will be called to enforce this requirement. Treatment and evaluation are necessary before the student can return to classes and/or residence halls. Lack of cooperation only delays the return to normal activities.

In all cases of attempted suicide, parents will be notified and will assume responsibility for the student's welfare.

NON LIFE-THREATENING SUICIDE ATTEMPT OR GESTURE

This is a situation in which a student may have inflicted superficial scratches or cuts or consumed a reportedly small amount of alcohol/drugs with the intent of killing him/herself. In most of these cases there is doubt about the seriousness of the student's physical condition (such as how many pills have been ingested or how much alcohol consumed). Therefore,

Public Safety should be called and the student should be taken to MMH immediately for professional observation. No suicidal student should ever be left alone, no matter how superficial the attempt may seem.

SUICIDE THREAT

A threat is a statement of intention to harm oneself, even though no act has yet taken place. All suicide threats are considered serious and will be treated in the same way as a non-life-threatening suicide gesture.

It is difficult to evaluate the seriousness of threats. Since they are frequently an indirect attempt to get help, threats are dangerous to ignore or dismiss. Suicidal students may perceive a lack of response as rejection or lack of concern, and this perception could then lead to a suicide act.

*A student threatening suicide should be taken directly to Counseling and Psychological Services Monday-Friday, 9 a.m.-5 p.m. **Do not leave***

the student alone. Remain with him/her until a counselor or Public Safety arrives.

When the Counseling Center is not open (evenings, weekends, holidays, etc.), call Public Safety (x4444). The student will be transported to MMH for evaluation.

No student who attempts suicide will be allowed to reside in the residence halls until:

- His/her parents have been notified.
- The student has been seen and evaluated by a private psychologist/psychiatrist and it is the professional's judgment that it is safe for the student to return to the residence halls.
- The Dean of Educational and Student Affairs, Director of Counseling and Psychological Services, and the Director of Residence Life have met to discuss the student's situation.

If you know someone who may be suicidal...

It is not unusual for any student, during his/her college experience, to be concerned that a friend or roommate may be suicidal. If this is the case and your friend/roommate is not in imminent danger, confer in confidence with a counselor (x3398) or your RA or RD. If you feel your friend/roommate is in immediate danger, do not leave him/her alone. Call Public Safety, x4444.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

www.depts.drew.edu/esa/esol
Katherine G. Brown, Coordinator
Sycamore Cottage, x3397
Email: KGBrown@drew.edu

The ESOL program is designed to provide English-language support services to all students whose first language is not English. Its purpose is to coordinate English-language testing and to provide instruction and activities that will help students enhance their English-language development.

Individual appointments are encouraged. Please call for an appointment if you need help with the organization, content, or documentation of research papers and reports.

CONVERSATION PARTNERS

www.depts.drew.edu/esa/esol/conversation.php

TBA, Coordinator, Sycamore Cottage
x3986

The Conversation Partners Program is coordinated by the ESOL



department. Its purpose is to match native English-speaking students with non-native English-speaking campus residents who need to polish their English conversation skills. The time commitment is only one hour per week, but the rewards are endless—for both partners! If you'd like to participate, please call the coordinator.

FOOD SERVICE

Tom Lambert, Director
The Commons, x3468

Aramark is the name of Drew's dining service and it offers a variety of options to meet student needs.

THE COMMONS

SEMESTER HOURS

Monday–Thursday	
Breakfast	7:30–9 a.m.
Lunch	11 a.m.–1:30 p.m.
Dinner	4:30–6:45 p.m.
Saturday	
Brunch	11:00 a.m.–1:30 p.m.
Dinner	5–6:30 p.m.
Sunday	
Brunch	11:30 a.m.–1:30 p.m.
Dinner	5–6:30 p.m.

The Commons is Drew's "all-you-care-to-eat" restaurant. In it you can find

- **The Home-cooked section**
- **The Granary** (freshly prepared vegetarian and vegan dishes)
- **Pasta Kitchen** (pasta entrees prepared to order)
- **Grill Room**
- **Pizza station**
- **Casserole station**

- **Carving station**
- **Self-sauté station**
- **Salad and deli bar**
- **Soup station**
- **Beverages**
- **Desserts**

SNACK BAR

SEMESTER HOURS

Monday–Thursday	
Breakfast	8–10:30 a.m.
Lunch	10:30 a.m.–3:30 p.m.
Dinner	4:30–10 p.m. (9 p.m. Fridays)
Saturday and Sunday	
	2–10 p.m.

The UC Snack Bar offers an alternative to The Commons. It is a convenient location to pick up something on the run or to sit comfortably and socialize with your friends. You can choose from the Bene's Pizza Station, the Grill Works, Montague's Deli, Freshens Smoothies, Java City coffee, fresh pastries, snacks, a variety of beverages, and many grab-and-go selections.

JAVA CITY

SEMESTER HOURS

Monday–Thursday	8 a.m.–6 p.m.
Friday	8 a.m.–2:30 p.m.

Located in the UC lobby, Java City offers your favorite coffee and espresso-based beverages (hot and iced), as well as a variety of breakfast and lunch options to go.

THE SPACE

SEMESTER HOURS

Monday–Saturday	10 p.m.–1:30 a.m.
-----------------	-------------------

This is a late-night destination where you'll find food, company, and regular entertainment.

MEAL PLANS

Business Office, Tilghman 1, x3114

To keep costs as low as possible, all College students living on campus must participate in the meal plan. There are virtually no exceptions. The following meal plans are available:

- full-board, 19 meal/week plan
- 14 meals/week with declining balance
- 10 meals/week with declining balance



Students are subject to disciplinary action for such offenses as removing food from The Commons, illegal use of the meal card, or illegal entry into The Commons, the Snack Bar, Java City, or The Space.

HEALTH SERVICE

www.depts.drew.edu/health
Kathleen E. Nottage, Director
Morris Health Center, x3414

SEMESTER HOURS

Monday–Thursday	9 a.m.–8 p.m.
Friday	9 a.m.–5 p.m.
Saturday and Sunday	10 a.m.–2 p.m.

The Health Service is a nationally accredited, primary health-care center, which is open seven days a week during the regular semester. It is staffed by full-time nurse-practitioners. Part-time board-certified physicians are also available on-site during the week.

The mission of the Health Service is to provide accessible, cost-effective, high-quality primary health care and health education in a university setting.

College health services are essential in an educational community and integrate the universal concepts of health promotion, health protection, disease prevention, and clinical care in order to optimize students' ability to learn. These services focus on measures that enhance self-esteem and wellness and not solely on problems or illness.

SERVICES PROVIDED

- Health counseling
- Treatment of most acute illnesses and injuries
- Management of chronic disease or disability
- Massage therapy
- Sports physicals
- International travel advisory
- Well-woman care
- Vaccines, medical supplies, lab tests, and many prescription medications, which are discounted and available at the Health Service. There is no charge for condoms.

A complete health-history form and immunization record must be on file at the Health Service in order to register for classes.

Confidentiality: All medical care is confidential. Only with your written permission will information be disclosed or released to anyone with the following exceptions:

The Dean of Educational and Student Affairs (and others on a need-to-know basis) will be notified when there is:

- suicide or homicide threat
- life-threatening illness (except HIV/AIDS)
- hospitalization following an emergency

Information will be released in the following situations, as required by law:

- Immunization records are not confidential and must be available to some University officials and state inspectors
- Request for records by subpoena
- Some communicable diseases must be reported to the Department of Health

Excused Absence: *Students and faculty should be aware that the Health Service does not give students permission to miss class. For faculty wishing to inquire about repeated or timely absences, the Health Service will disclose the nature of a specific office visit or illness and/or treatment recommendations if the student provides written permission.*

Fees: There is no fee for routine office visits. All billable services are discounted. Payment is due at time of service and may be paid by cash, check, credit card, or the all-campus card. Unpaid balances that are forwarded to the Business Office will incur a \$10 processing fee. *No student who is ill will be refused care because of inability to pay at the time of service.*

Medical Insurance: All full-time students must carry medical insurance to comply with New Jersey state law. Students are billed \$450/year for a basic plan. Students with comparable medical insurance can opt to waive the student plan online. *However, all residential students and athletes are strongly urged to enroll in the student plan even if they are also enrolled in their family's plan.*

The Drew insurance plan has been designed to complement the services available on campus. It will provide complete or partial coverage for off-campus referrals or hospitalizations and will co-pay with other insurance up to \$50,000. There is no deductible, no restrictions on providers, whether at home, on vacation, or at Drew. Optional catastrophic coverage is also available and is recommended when the student insurance plan is the only insurance.

There is no fee for routine office visits or wellness counseling. Students enrolled in this insurance plan will not be billed for on-campus prescriptions, allergy shots, laboratory services, well-woman care, and some vaccines. Please note: Students do not have to enroll in the student insurance plan in order to receive care at the Health Service.

Notification of Illness: Students are responsible for notifying family and/or faculty of illnesses. Health Service will speak to family or faculty members if the student has given staff written permission to do so. Students may obtain a "release of information" form at the Health Service. In the event of a serious emergency or life-threatening illness, a dean will be notified and all efforts will be made to inform family and faculty if a student is unable to do so him/herself.

Taxi Rides from Morristown Memorial Hospital (MMH) for Students with Medical Needs: The University has contracted with a local taxi company to provide transportation from MMH back to Drew for students without other

means of transportation. The service is not free! Students have the option to pay the fare (approximately \$18) within forty-eight hours or have it billed to their student account. To arrange for transport, contact Public Safety, x3379.

INTERNATIONAL STUDENT SERVICES

www.depts.drew.edu/esa/iss
Char Lee Kibler, Coordinator
BC 119, x3182

This office aids international students when they first arrive and while they are at Drew and helps them to adjust to the United States, Drew, and other aspects of their new environment. The office develops and provides International Student Orientation as well as F and J immigration and non-academic advising, programs, and activities. The coordinator also serves as adviser to the International Student Organization (ISO).

Immigration Advising: The International Student Services office issues I-20's and DS2019's and has professional staff who are both the Designated School Official (DSO) for F-1 matters and the Responsible Officer (RO) for J-1 matters. Staff aid students with F and J immigration issues such as extensions of stay, new visas, work authorization, change of status, reinstatement, and other immigration-related issues.

While the ISS Office aids students in many areas, it does not provide assistance with finances or funding for education or living expenses. Please contact the Office of Financial Assistance for help in these areas, x3404.

RELIGIOUS AND SPIRITUAL LIFE

A wide variety of worship, study, service, and fellowship opportunities is available at Drew. Historically affiliated with the United Methodist Church, Drew encourages an atmosphere of ecumenical and interfaith dialogue. Therefore, all religious traditions are regarded as traditions of learning and as important conversation partners in the academic and cultural community.

Under the direction of the Director of the Religious Life Council and the Associate Chaplain, the different religious organizations meet regularly at the Religious Life Council to plan programs and to share concerns. Jews, Christians, Buddhists, Muslims, Hindus, and Pan Africans exercise their faith with integrity and engage each other in open dialogue. Various ecumenical and interfaith worship services occur throughout the year. In addition, the Theological School offers weekly worship services open to all students.



OFFICE OF RELIGIOUS AND SPIRITUAL LIFE

www.depts.drew.edu/chaplain

Rev. Tanya Bennett, Director of the Religious Life Council, Mead Hall 021 x3718

Akiva D. Roth, Associate Chaplain Mead Hall 021, x3711

Akiva Roth, Rev. Bennett, and other campus ministers are available to all students, faculty, and staff regardless of their religious affiliation. The Religious and Spiritual Life staff seek to provide assistance in the following ways:

- Advising persons who need to share problems or confidential matters
- Helping people to integrate their spiritual, academic, and professional concerns
- Enabling leadership of worship and study groups
- Encouraging dialogue between different religious expressions in a positive multicultural setting
- Applying the resources of our interfaith community to current intellectual and ethical issues
- Teaching academic courses in the College

RELIGIOUS LIFE COUNCIL (RLC)

Rev. Tanya Bennett, Director Mead Hall 021, x3718

The Religious Life Council is an interfaith, representative body that includes students, faculty, and campus ministers from the different religious organizations. The goals of the council are to provide multicultural and interdisciplinary co-curricular learning opportunities

that advance knowledge of religious traditions and that support the spiritual development of students. Additionally, the RLC plans various campus-wide events throughout the year, such as Festival of Lights, the Interfaith Leadership for Life program, and the Interfaith Storytelling Festival. The council also sponsors Spirituality House on Asbury 3rd floor.

RELIGIOUS ORGANIZATIONS ON CAMPUS

Catholic Campus Ministry, Fr. Joe Farias, Catholic Chaplain, Mead Hall 021, x3027

Kevin Donahue, Campus Ministry Mead Hall 021, x3953

Episcopal Campus Ministry Fr. Tom Mathews, Leader and Adviser 973/377-0106

Hillel (Jewish Student Organization), Akiva D. Roth Associate Chaplain and Hillel Director, Mead Hall 021, x3711

InterVarsity Christian Fellowship Prof. Michael Christensen Adviser, x3738

Muslim Student Association, Prof. Christopher Taylor, Adviser, x3641

RESIDENCE LIFE

www.depts.drew.edu/reslife

Mecca Scott, Director of Residence Life, Holloway Annex x3394, mescott@drew.edu

SEMESTER HOURS

Monday–Friday 9 a.m.–5 p.m.

The Office of Residence Life endeavors to create a purposeful, open, safe, just, and celebrated living-learning environment in which all students may accomplish their personal and academic goals.

Under the supervision of the Director of Residence Life, live-in staff members work to enhance the quality of life in the residence halls, and are actively involved in establishing such an environment.

Halls are grouped into complexes of two or more, each staffed by a complex residence director (CRD), who is a full-time, student affairs professional. The CRD supervises a staff of undergraduate resident assistants (RAs) and house assistants



(HAs) who are assigned to nearly every floor of a residence hall. All staff members receive special training and are available to students in many ways. They

- Communicate the University's goals, expectations, and mission
- Develop programs of an educational, social, or community-service nature
- Promote mutual respect and understanding in a diverse and open community
- Mediate and resolve conflicts
- Refer students to other student affairs offices (such as the Health Service or the Counseling Center) when appropriate
- Act as peer counselors and educators
- Advise students about other University resources (such as clubs, organizations, and academic offices)
- Uphold community standards
- Act as liaison between students and other University offices, such as HCH and Facilities

RESIDENCE LIFE/RULES & REGULATIONS

www.depts.drew.edu/reslife/policyh.htm

Living in a community has its rewards and its responsibilities. The rewards you know about. The responsibilities follow:

Banners: Banners may not be hung outside buildings without the approval of the Associate Dean of Educational and Student Affairs, nor can outer walls be marked directly with chalk, paint, etc.

Check-in/Check-out: Students may check in only on the day assigned, as designated by the University calendar. A late-arrival fee will be assessed to the accounts of those students who arrive after the announced time. Early arrivals must be approved by the Associate Dean of Educational and Student Affairs and, in certain cases, will be billed *per diem*.

Prior to a student's taking occupancy of a room, the RA/HA will perform a careful inspection using an authorized check-in form called a "Room Condition Report" or RCR. At move-in time, students should re-check the room *vis a vis* the form and report any discrepancies to the RA/HA/RD within 48 hours. When a student later vacates the room, the room will be checked again for damage. Students are required to participate in the check-out process because **they will be charged** for conditions that are unacceptable or for damage that has occurred.

Those who fail to check out properly are subject to a fine and waive their right to appeal damage charges. An accelerated check-out can be arranged utilizing an express check-out form. Appeals are not granted for an express check-out. Appointments must be made at least 24 hours in advance for all check-outs. Late or improper check-outs will result in a charge assessed to the student's account (see Fines).

Common Areas: Lounges, bathrooms, kitchens, and hallways are deemed public spaces and must be maintained in acceptable fashion. Abuse can lead to expenses, which will be charged to all floor, or building, residents (see below).

Community Standards: Each floor/house/building comes together at the beginning of the year to establish governing standards for the immediate community. These standards do not replace University policies and procedures, but do serve as additional standards for the members (and guests) of the community.

Damages: Damage beyond normal wear and tear to a room or its furnishings or other University property will be charged to the student and may include additional fines for extra cleaning and/or vandalism. All common-area damages not charged to an individual(s) will be assessed to individual floors, suites, or to the entire residence hall or house. Please consult your RD on how to avoid damage assessments. Students who fail to check out properly waive their right to appeal damage charges. Common-area damages may not be appealed.

Decorations: Students may decorate their rooms in any appropriate way, according to their own personal tastes, and in consultation with their roommate(s), with the following exceptions:

- University furniture (with the exception of bed frames) may not be removed from the room. Frames stored during the year must be put back in the room prior to final exams to avoid fines. Students in "double singles" may not store the additional bed as the room must be ready should another student be re-assigned.
- Room surfaces and structural components of University furniture may not be altered or defaced in any way. This includes the

painting of walls and the use of nails, tacks, and industrial tape.

- Decorative (“holiday”) lights may not be hung. Halogen lamps are prohibited.
- No decorations may be hung on the ceiling or from the fire sprinkler heads.

Deposits/Refunds: A \$300 admission deposit and a \$400 security deposit (totaling \$700) are carried over each semester to be refunded after graduation or approved withdrawal from the University (after any outstanding fines, penalties, and/or miscellaneous charges have been deducted).

For students officially withdrawing from the University, this deposit will be forfeited unless a withdrawal form is filed (by August 1 for the fall semester and December 1 for the spring semester).

Fines: At the discretion of a University official, fines and/or community service can be levied for the following reasons:

- Tampering with fire-safety equipment—\$100-\$500
- Failure to vacate room during fire drill—\$50
- Late arrival (after 5 p.m.) on an official check-in day—\$25
- Failure to leave room by official hall closing—\$100 first hour plus \$50 for each additional hour
- Propping outside doors—\$100 first offense; second offense, removal from housing
- Possession of a prohibited pet—\$50
- Repeat alcohol offenses—up to \$100; keg or beer ball, \$250

- Failure to remove loft—\$125 plus \$30/day
- Prohibited appliances/items—up to \$500
- Improper check-out of room—\$125
- Failure to properly clean room at end of year—\$50 minimum
- Littering—\$50 minimum
- Excessive noise—\$50, first offense; \$100, second offense
- Trespassing during vacation periods—\$250
- Vandalism—up to \$500 plus the cost of repair/replacement
- Wrongful possession of University property—\$50-\$500
- Health-and-safety inspection violations—\$25 for candle, extension cord, decorative lights, and other first-time minor violations. Second incident, \$50. The fee for a microwave oven is \$150 for the first incident; \$300 for the second. The fee for unapproved appliances is \$100 for the first incident; \$200 for the second.

- Failure to comply with the directive of a University official—up to \$100
- Giving false information to a University official—up to \$100
- Furniture missing from room—replacement cost of each piece

Please note: *Fines are separate and distinct from, and may be imposed in addition to, reimbursement for damages.*

Fire Safety: In decorating your room, be sure posters, draperies, and other flammable items are not located over or near light fixtures/lamps or suspended to block the

smoke alarm or door. Halogen lamps and extension cords (other than surge protectors) are prohibited because they are a fire hazard.

Fire-safety equipment is intended for the protection of all residents and is not to be tampered with. Misuse of this equipment (including, but not limited to, fire-alarm pull boxes, smoke detector systems, alarm bells and sirens, fire extinguishers, emergency and electrical panels, etc.) is a serious violation.

Never hang items from, or interfere with, the sprinkler system.

Students are required by state law to evacuate the residence hall when a fire alarm is activated. Propping open exterior hall doors or interior fire doors or circumventing any other safety/security measures is also prohibited. In addition, bicycles or other personal belongings may not be placed in stairwells or other public areas of buildings.

Furniture: No University furniture other than bed frames may be removed from a room. A bed frame may be taken by a student to Baldwin basement for storage at designated times at the beginning of each semester. Space is limited, however, and will be offered on a first-come, first-served basis. Failure to retrieve a bed frame at the end of the year will result in a fine. Students in “double singles” may not store the additional bed as the room must be in tact should another student be re-assigned. Never place your room furniture in the hallway, as it is a fire hazard and will be removed and you will be charged the FULL replacement cost of that furniture. Students will be charged for replacement of ALL damaged or missing room furniture.

All non-University furniture brought to campus by students should be fire resistant and must be removed from campus prior to final check-out (i.e. it may not be left in rooms or hallways).

Guests/Visitors: Students are welcome to invite off-campus friends to visit and stay overnight on campus. However, they must abide by the following regulations, which are intended to protect the quality of life for all resident students and to clarify the rights of individuals to their own, private living space.

1. University housing is provided only for those students who have been assigned a room and have signed a housing agreement with the Housing Office. Non-Drew persons have no right of entry into the residence halls, but are allowed entry by a sponsoring student.
2. Students who wish to house a guest must have the approval of their roommate/s and suitemates. There is a limit of two guests/sponsor at a time.
3. Guests must be escorted by their hosts at all times.
4. Guests may stay up to 72 hours (3 days) within a two-week interval. In unusual circumstances, a longer stay may be discussed with the RA and RD. If it is determined that a guest's stay is for the purpose of taking up residence, the student host may be charged restitution and face judicial charges, while the guest may be restricted from further entry into the residence halls or campus grounds.

5. Student hosts are responsible for informing their guests of University policies and their guests are responsible for abiding by the policies.
6. Students will be held accountable for the conduct of their guests and for any violations (including parking) incurred by them.
7. Guests with cars are required to stop in at Pepin/Public Safety for a temporary parking permit.
8. Guests may not sleep overnight in a residence-hall lounge.
9. Students are asked to report suspicious or uninvited visitors to the Public Safety Office, x3379.

Visits by fellow students:

Consideration must be given to the needs and rights of roommates. Residence Life staff reserve the right to intervene if a roommate's rights are not being observed.

During Senior Week, underclass students who are the guests of graduating seniors may stay on campus but not in their own rooms. Senior hosts must first notify the Office of Residence Life of their guest(s) and the guests must check out of their room, in order to stay in the room of the senior host. Any violation will result in immediate removal of the guest and hamper the senior host's ability to participate in senior activities or Commencement.

Incident Reports: These forms may be obtained from the Office of Residence Life Web page. They may be filled out by faculty, staff, or students to report accidents, thefts, or policy violations. They will be circulated to the appropriate University offices and, in the case of a policy violation, may lead to the onset of the disciplinary process.

Inspections/Health and Safety: In order to maintain a healthy, safe



environment in the residence halls, the Office of Residence Life conducts room inspection several times during a semester. Fines are imposed for violations (such as possession of party lights, candles, prohibited pets) and other infractions (for example, alcohol in a room whose occupants are underage). Fines may be imposed for each infraction.

Keys: Room keys must be returned when residents move out, and they must not be duplicated or loaned to anyone. Lost keys should be reported immediately to a member of the Residence Life staff.

Students are responsible for authorized or unauthorized use of their key or key fob unless reported lost or stolen. Likewise, a student is responsible for any violations or damage in his/her room as a result of key usage or leaving a room unlocked. A new key fob will be issued (\$50 for the first, \$75 for the second, etc.) and new room keys will be issued at the following rates (\$30 for a single; \$35 for a double, \$40 for a triple room, and \$55 for a suite). Students must return the same key at the end of the semester or they will be billed for replacement.

Key Fobs: The University utilizes a key-fob system for entrance into the exterior doors. Students are responsible for their fob and must report the loss of a fob to the Office of Residence Life or Public Safety immediately. Likewise, students are responsible for anyone who gains access to a building while utilizing his/her (the student's) fob, including any damage that may result from improper entry.

Lofts: Anyone desiring a loft must first acquire a "loft guide" from the Office of Residence Life Web site and then observe the appropriate guidelines. For example, furniture cannot be placed on top of a loft nor can a loft be created by placing a mattress on top of other University furniture (such as a desk). Failure to follow official guidelines will result in the immediate removal of the loft at the owner's expense.

Please note that, due to fire-safety precautions, lofts cannot be stored over the summer.

Lounges: Students (and their guests) may not sleep in residence-hall lounges. Fire marshals have advised Drew that no one is permitted to sleep in lounge spaces, even students preparing for a Drew-sponsored trip.

Medical Housing: Students with special medical conditions may contact the Housing Office, x3681, prior to room selection. Since there is a limited number of rooms designated as "medical housing," each student's condition will be evaluated by the Health Service and/or the Counseling Center before a room assignment is made. Once granted, re-assignment to medical housing is not automatic. Students must re-apply annually.

Microwave Ovens: Microwave ovens are prohibited in student rooms (unless they are part of a University-issued micro-fridge). They are installed in the kitchen areas of most residence halls and will be given standard care and repairs necessitated by normal use. If ovens are vandalized or stolen, and the culprit cannot be identified

for restitution, the unit will not be repaired or replaced by the University. Instead, the residents of the building will be responsible for raising the funds for a replacement.

Pets: Only non-meat-eating fish are permitted in residence halls.

Prohibited Items: To protect the health and welfare of the University community, the following articles are prohibited in residence halls:

HALOGEN LAMPS FUGHEDDABOUTEM

1. Firearms and objects of all kinds with the potential to cause bodily harm, including (but not limited to) guns, BB guns, knives, bows and arrows, and martial arts equipment
2. Fireworks, explosives, incense, candles, and flammable liquids
3. Extension cords or "outlet expanders" (with the exception of surge protectors); surge protectors are allowed, but one may not be plugged into another.
4. Decorative lighting (such as holiday lights, neon signs)
5. Halogen lamps
6. Illegal or non-prescribed drugs and drug paraphernalia
7. Kegs, beer balls, and other alcoholic beverages in bulk quantities. Empty containers, funnels, or other paraphernalia used for bingeing purposes will be considered illegal also and owners/room occupants are subject to fines

8. Volatile liquids and substances of any kind, including (but not limited to) fuels, lighter fluid, open cans of paint, paint thinner, and turpentine
9. Motorcycles, mopeds, or motor bikes
10. Any appliance exceeding 500 watts (except hair dryers used in bathroom facilities)
11. Refrigerators with built-in taps and/or internal dimensions larger than 4½ cu. ft. or starting current exceeding 7 amps. Each resident may have one small refrigerator
12. Microwave ovens, microwave-refrigerator combo (other than University-issued), hot plates, deep-fat fryers, toasters, open-flame or opencoil appliances
13. Air conditioners, space heaters, ceiling fans, washing machines, dryers, freezers, or other high-voltage equipment

14. Waterbeds, pools
15. Halogen lamps of any type
16. Pets, except for non-meat-eating fish
17. University furniture other than that provided at the beginning of the year
18. Unapproved lofts
19. Alcohol if under the age of 21
20. University, other university/college, local, state, federal, or private/non-profit industry signage
21. Items attached to/hanging from fire-safety equipment
22. Paper lamps

**EXTENSION CORDS
ARE A NO-NO**

Property Damage: The University is not responsible for damage to, or loss of, students' personal property due to fire, facility failure, theft, or severe weather. Students are encouraged to check on their parents' insurance coverage or obtain personal property insurance.

**SHHHHHHH
QUIET HOURS 2-8 a.m.**

Quiet Hours: Students live in such close proximity that, naturally, noise can cause problems. Everyone must be able to sleep and study. Quiet hours are determined by individual halls and the Office of Residence Life. The minimum campus quiet hours extend from 2 to 8 a.m.

Refrigerators: Only University-issued micro-fridges are permitted. Information regarding rentals of small refrigerators is distributed at the beginning of fall semester or can be obtained by contacting the Office of Residence Life. See "Prohibited Items" above.

Repairs: Students should not attempt to make repairs or alter University furniture/facilities. If repairs are required, contact the Facilities Office directly at x3510.

Room and Roommate Changes: Students are expected to keep the rooms and roommates assigned to them for the academic year. Roommate problems should be directed initially to RAs/RDs for resolution and then, if a move seems necessary, a room-change form will be initiated by the Office of Residence Life and processed by the Housing Office. Students are required to have the RD's signature authorizing the move before they approach the housing assigner.

Students may not take up residence in any room other than the one to which they are assigned unless a room-change has been processed. Students are encouraged to be mindful of the needs and rights of others. The Office of Residence Life reserves the right to intervene in situations where a roommate's rights are not being observed or when policies are not being followed.

Room Searches: Rooms may be entered by University staff for routine maintenance, for health and safety inspections, or for "probable cause." What constitutes probable cause? If a Public Safety officer has



reason to believe that a violation of University policy is, or may be, taking place in a student's room, the officer has the right to enter that room. The officer will first knock on the door. If it is opened by a student, the officer will enter and conduct an investigation. If no one answers, the officer will knock and announce that it is Public Safety. The officer will then key into the room.

Examples of probable cause to enter a student's room include, but are not limited to:

- The odor of marijuana
- A noise complaint
- A witness who comes forward saying that he or she has just observed a violation taking place in a given room
- A loud argument or the sound of violence

Room Selection: This three-day process occurs in April following registration for the fall semester. Returning students must be registered for at least 12 credits in order to be eligible for room selection. The order of selection is determined by class standing and expected year of graduation (not on the number of credits completed), with upcoming seniors selecting on the first night, upcoming juniors selecting on the second night, and upcoming sophomores selecting on the last night. The order of selection is determined by randomly generated lottery numbers. See also Housing Office, page 49.

New students are assigned a room in July and are notified by early August. Every effort is made to match roommates compatibly. Each housing application is carefully read and roommates are matched according to the information furnished by the student.

Search and Seizure: The personal possessions of students will not be searched except in emergencies, such as fear for the physical safety of a resident.

If an official search is deemed necessary, appropriate authorization will be obtained and official procedures will be followed. See the Appendix for Regulations Regarding Search and Routine Room Inspection.

Signs: The Director of Residence Life and department designees have the final say on the posting of signs within buildings and on doors. If you would like to post a sign(s), it is suggested you obtain approval from the director prior to posting. The posting person/organization is responsible for removing signs.

SMOKING IS PROHIBITED IN PUBLIC AREAS

Smoking: Smoking is not permitted in the residence halls. Ash trays will be placed in designated spots outside buildings. Smokers should be respectful of residents who reside near doorways.

STORAGE

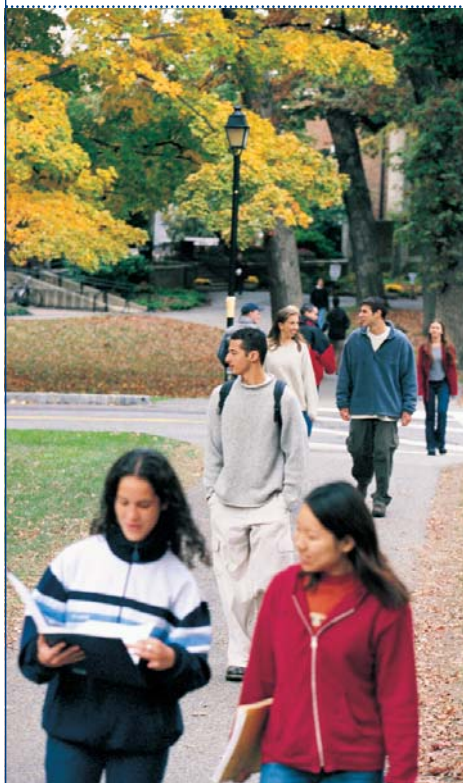
Students are advised to take valuable items home over vacations and breaks, as the University does not assume responsibility for items left in storage. The Office of Residence Life identifies local storage facilities and notifies students about summer-storage options. Information about storage services can be found on the department Web page.

Due to lack of space, the only University furniture that can be stored is bed frames during the academic year.

Students Without Roommates:

At any time during the semester, a room with a vacancy may be assigned an additional roommate. Unfortunately, because housing on campus is limited, students do not have the option of retaining a double room as a single or a triple as a double, etc.

Vacations: The residence halls close during stated vacation periods including, but not limited to, Thanksgiving, winter, and spring break. Any student seeking to stay longer, or return earlier, must gain approval from the Associate Dean of Educational and Student Affairs. Requests that are approved will be at the established *per diem* rate.



Interim housing will be provided as needed and students will be charged for the full term of the closing. Information on interim housing will be available from the Housing Office approximately two weeks before the vacation period.

To allow staff members to begin their own vacations, students must leave their rooms on time—within 24 hours of their last final exam or by the official closing time, whichever comes first. A fine for late departure will be charged at the closing of the halls during any break period or end of year closing (see Fines). At the end of spring semester, only students participating in Commencement may remain in their room, and they must vacate rooms by 7 p.m. the evening of Commencement.

Vacation closing times are posted in residence halls and are sent to all students via summer mail and email. In addition, they are listed on the Web pages of the Registrar and the Office of Residence Life.

ANONYMOUS TIPS

Students are encouraged to report vandalism to Residence Life staff members or to the Office of Public Safety anonymously. Call x5656 (*the Public Safety Crime Stoppers line*).

Vandalism: When incidents of vandalism occur and no individual takes responsibility, or the act goes unreported to an RA/RD, it unfortunately becomes the responsibility of floor residents to pay collectively for the damages and their accounts will be billed. In the case of graduating seniors, funds to repair the damage are deducted from the \$700 in deposits assessed to each student.

Violations: Violations of residence hall regulations will lead to disciplinary sanctions. For specifics, see the Student Conduct Policy in the Appendix.

STUDENT ACTIVITIES AND THE UNIVERSITY CENTER

www.depts.drew.edu/stuactiv

Maria Miceli-Jacobson, Director of Student Activities, UC 110, x3454

Genevieve Famoso, Assistant Director, UC 109A, x3454

Semone Perez, Administrative Assistant, UC 110, x3454

Leigh Anne Walters, Program Coordinator, UC 109B, x3460

The Office of Student Activities works with students and student organizations to develop leadership skills and increase involvement in extra-curricular and co-curricular activities. These activities contribute to the interaction of students, faculty, and administrators in social and educational programming, programs aimed at greater appreciation of diversity, meaningful leisure-time pursuits, and a smooth transition to college life for new students.

The University Center (UC) serves as a central gathering place for the University community, as many programs and events are held there. In addition, the Office of Student Activities advises clubs and organizations, coordinates New Student Orientation and Family Weekend, and sponsors the annual Student Recognition Awards ceremony.

For a listing of many of Drew's clubs and organizations (and their Web sites), please go to www.depts.drew.edu/stuactiv.

UNIVERSITY CENTER (UC)

SEMESTER HOURS

Monday–Friday	8–2 a.m.
Saturday/Sunday	10–2 a.m.

In the UC, one will find the Bookstore, Java City, the Snack Bar, The Space, The Pub, the Mail Room, the Career Center, the Academic Internship Office, the Office of Student Activities, the UC Desk, the ATM machine, the Alumni/ae Lounge, Commuter Corner, meeting rooms, billiards tables, ping-pong tables, air hockey, foosball, lounge areas, as well as the offices of The Acorn, Extra-Curricular Activities Board (ECAB), Student Government Association (SGA),



Orientation Committee (OC), University Program Board (UPB), and the Volunteer Resource Center (VRC).

UC DESK

x3456

At the UC desk, students and visitors alike find the answers to many questions. Besides providing basic information, the UC desk is the source of game equipment such as ping-pong paddles, pool cues, and foosballs. The desk attendants are prepared to provide helpful information or assistance, including University office telephone numbers, the times and locations of many campus events, copies of bus and train schedules, Web addresses, information about local merchants, and a host of off-campus telephone numbers.

LOST AND FOUND

If you lose something in the UC, you can often recover it at the UC desk. This is also the place to bring objects you've found. Lost room keys should be turned in to the Residence Life Office or Department of Public Safety (Pepin), so check there as well.

COMMUTER CORNER

www.groups.drew.edu/commuters

Commuting students have a space to call their own. The UC houses a lounge where commuting students can relax, make on-campus calls, do some work, or chat with other students. Located near the Snack Bar, it's a quiet, cozy nook where you can keep yourself up-to-date on goings-on at Drew. *Commuters@Drew* has a bulletin board where pertinent information is posted and there are day lockers where you can leave your "stuff" until you need it. (You

must provide your own lock and remove it each day by the time the building closes).

THE PUB

x3426

Associate Dean of the Graduate School William Rogers, Pub Advisory Board Chair, x3283

Stephanie Dalianis, student representative to the Pub Board
sdalianis@yahoo.com

The Pub is a traditional bar managed by a student staff, who report to the Pub Advisory Board (made up of students, faculty, and staff from all three schools). The Food Service provides operational consulting. Any member of the Drew community 21 years or older (in accordance with NJ State law) may join the Center Pub Association; non-members must pay a nominal cover charge. Popular events include Monday night football, theme nights, and happy hours. Watch for publicity in *The Acorn*.

PUBLICITY/POSTERS

All announcements (flyers, posters, banners, etc.) in the University Center must be approved by the Director of Student Activities prior to posting and the sponsoring organization is responsible for removal within 48 hours of the conclusion of the event. Please be aware of your posting needs and submit the publicity for approval at least 24 hours before it is to be posted. Once approved, it will be hung on appropriate bulletin boards—those approved for general postings—by office staff. Do not post on UC windows and doors or on organization-specific bulletin boards without the permission of those organizations (such as the GSA, SGA, UPB, C@D).

Posters may be tied to trees. They may not be nailed or tacked as doing so will harm the trees. Please keep in mind the weather and remove decomposing posters as quickly as possible.

Chalk cannot be used on any buildings, walkways, staircases, etc. and may be treated as vandalism.

READERSHIP PROGRAM

The Office of Student Activities provides funding for the delivery of free [to students] copies of the *New York Times*, *USA Today*, and the *Star-Ledger*, to residence halls and the Commuter Corner Monday through Friday.

THE SPACE

Manager, Aramark, x3468

Programming, UPB, upb@drew.edu
x5800

A great gathering place for late-night food, the Space is home to many events and programs throughout the semester sponsored by many student organizations. On Thursday nights, the University Program Board hosts events ranging from music to comedy, and spoken word. Be on the lookout for the entertainment line-up!

"TICKET TO THE ARTS"

Students have the opportunity to subscribe to a variety of events covering theatre, music, dance, opera, and more. Be sure to check the Student Activities Web site for up-to-date series information and ticket sales dates.

VOLUNTEER RESOURCE CENTER (VRC)

www.depts.drew.edu/care

Email: care@drew.edu, x5888

David Whitcomb, Coordinator

Lisa Agiewich, Kristin Bruno
and **Cristina Klymasz**, Assistant
Coordinators

Dean Frank C. Merckx, Adviser
Sycamore Cottage, x3390

SEMESTER HOURS

Monday–Friday 10 a.m.–4 p.m.
and by
appointment

The Volunteer Resource Center is a student-run office which finds volunteer opportunities (both long-term and one-time) for students, faculty, and staff. The VRC also aids campus groups in finding places to volunteer and provides support to existing community-service-oriented clubs.

CLUBS AND ORGANIZATIONS

www.depts.drew.edu/stuactiv/clubs&orgs.html

There is a campus organization for practically every student interest—

whether it's musical, athletic, political, or volunteer. For a complete listing of the active clubs and organizations on campus, click on the address above or contact the Student Activities Office, x3454, for assistance.



Student Activities and the University Center

UNIVERSITY OFFICES AND SERVICES

from A to Z

ALUMNI/AE AND PARENT RELATIONS

ALUMNI/AE HOUSE

www.drew.edu/alumni

www.drew.edu/giving

Ronald A. Ross C'73, Vice President, x3210

Gregory Ellmer, Director of Annual Giving, x3988, x3838

Karrie Moss, Director of Alumni/ae and Parent Relations, 3838

The Office of Alumni/ae and Parent Relations promotes a life-long connection between former students and the University. This connection directly benefits current students and the entire Drew community. Alumni/ae provide much-needed support for scholarships, building renovations, and ongoing operations. Alumni/ae volunteer their time to assist with admissions recruitment, provide career mentoring, and support student activities such as *Life After Drew* and the Senior Banquet.

The Office of Alumni/ae and Parent Relations coordinates the Student-Alumni/ae Association. Students assist with events and programs and have many opportunities to develop leadership skills and network with alumni/ae. The office also maintains a mentoring database (called Career Connections), which students may access through the secure online alumni/ae community at www.drewalumni.org.

The Office of Annual Giving can provide guidance to student

organizations wishing to conduct fund-raising activities, such as the OC Auction. It also assists the Senior Gift Society, an undergraduate tradition which allows classes to create legacies such as the UC patio, Library courtyard benches, and scholarships.

ATHLETICS (Inter-Collegiate)

www.depts.drew.edu/ath

Connee Zotos, Director of Athletics
Simon Forum, x3648

Vincent Masco, Associate Director
x3443

Christa Racine, Assistant Director
x3650

The Athletics Department provides participation and competition opportunities for students with an interest and ability in varsity sports.

It is intended that the benefits derived from sports will positively impact many aspects of the athletes' lives and will serve as an appropriate complement to the rigorous academic climate of the College.

As a member of the NCAA (National Collegiate Athletic Association), the ECAC (Eastern College Athletic Conference), MACFA (Middle Atlantic Collegiate Fencing Association) and IHSA (International Horse Show Association), Drew fields 18 varsity (intercollegiate) teams, 15 of which compete in the nation's largest and toughest Division III league, the Middle Atlantic Conference/Freedom Conference. Over the past 22

years, Ranger teams have won 65 conference or divisional titles and appeared in 84 regional and 32 national tournaments.

THE 18 TEAMS AND COACHES ARE:

Women's Soccer, Christa Racine
x3650

Men's Soccer, Lenny Armuth, x3135

Women's Lacrosse, Kim Christos
x3087

Field Hockey, Kelly Ford, x3440

Softball, Tammy Evans, x3017

Equestrian, Karen Sykes, x3441

Men's/Women's Cross Country
Mark Leibowitz, x3727

Men's Lacrosse, Tom Leanos, x3573

Men's Basketball, Walter Townes
x3719

Men's Baseball, Vincent Masco
x3443

Men's/Women's Swimming
Dorsi Reynolds, x3002

Men's/Women's Fencing
Dayn Derose, x3497

Women's Basketball, Anne Jones
x3616

Men's/Women's Tennis
Ira Miller, x3115



OTHER NAMES AND NUMBERS TO KNOW IN THE DEPARTMENT OF ATHLETICS:

Aquatics Information, x3002

Equipment Manager

William Hosking, x3649

Athletic Training Office, x3651

Sports Information

Jennifer Brauner, x3574

Forum, William E. and Carol G. Simon

Rosemari Renahan, Secretary/

Athletics Business Manager, x3441

Public Safety Desk, x1768

SEMESTER HOURS

Monday–Friday	7 a.m.–11 p.m.
Saturday	10 a.m.–9 p.m.
Sunday	1–9 p.m.

The Simon Forum is open seven days a week year round. It houses a 200-meter track surrounding four multipurpose courts that can accommodate basketball, volleyball, tennis, and various other indoor sports—in addition to squash and racquetball courts and a 25-yard, eight-lane pool.

The Forum also contains aerobics and dance rooms and a fitness center (offering cardio-vascular equipment such as lifecycles, stair climbers, treadmills, and weight machines) and a free-weight room with equipment for toning and body building. Lockers are available for day use.

POOL

Dorsi Reynolds

Aquatics Director, x3002

SEMESTER HOURS

Monday–Friday	7:30–9:30 a.m. 11 a.m.–1 p.m. 7:30–9:30 p.m.
Saturday–Sunday	1–6 p.m.

The Simon Forum is home to a world-class, state-of-the-art, 25-yard swimming pool with eight lanes, overflow gutters, and a Colorado timing system. While the pool is used by the varsity and Madison-area swim teams for meets and practice, it is open to students at the hours listed above.

TENNIS COURTS

Eight lighted tennis courts are available on a first-come, first-served basis. To play at night you must have tokens (\$.50 each at the Public Safety Desk in the Forum). Tokens are good for one half hour each, and there is a limit of two/customer/day.

BOOKSTORE

www.drew.bkstr.com

Pat Lardas, Store Manager, x3097

SEMESTER HOURS

Monday–Thursday	9 a.m.–7 p.m.
Friday	9 a.m.–5 p.m.
Saturday	Noon–4 p.m.
Holiday and summer hours vary	

The Bookstore sells reading material of all kinds, fiction and nonfiction, magazines, and newspapers, as well

as new and used textbooks. It also stocks school and office supplies, soda and snacks, and a variety of health and beauty aids. Come in and see the many Drew specialty items and the great collection of Drew clothing. Books of stamps, pre-paid phone cards, helium balloons, greeting cards, and a film-processing service are also available. Major credit cards are accepted.

Textbooks can also be ordered over the Internet. The address is www.drew.bkstr.com.

Cashing Checks: Personal checks (\$50 limit) written by a student on his/her own account and made out to the Bookstore may be cashed at the Bookstore. Students may also cash Drew University payroll checks. There is a \$1 check-cashing fee unless a purchase of \$5 or more is made.

There is an automatic teller machine (ATM) outside the Bookstore. In addition, Drew payroll checks (with proper ID) may be cashed at The Bank of New York, 10 Greenwood Avenue, Madison. Note: The Bookstore charges \$20 for returned checks.

BUILDINGS AND GROUNDS

www.depts.drew.edu/admfrm

Julie Valerio, Director of Facilities
Pepin Services Building, x3311

David Morales, Director of
Operations, x3311

Service Response Center, x3510

The maintenance of Drew's buildings and grounds is managed by Aramark

Facilities Services (AFS). Grounds keeping, building repairs, and housekeeping for all campus buildings is the responsibility of this office.

Students should report items in need of repair to the department's Service Response Center between the hours of 8 a.m. and 5 p.m., Monday through Friday, or via the department's Web page (see above). If an emergency occurs after hours, please call Public Safety at x3379.

RECYCLING

X3510

Recycling starts with you! Drew recycles paper, cardboard, bottles, cans, and plastics. It is each student's responsibility to separate recyclables from trash and to place recyclables in the proper container. Facilities will take it from there.

Each building will be provided with two containers—one for paper/cardboard and one for metal cans/bottles/plastic. For receptacle locations and other recycling questions, please call the number above.

BUSINESS OFFICE

www.depts.drew.edu/busoff

Tilghman House, x3114

Email: business@drew.edu

BILLING DEADLINES

Tuition, room, and board fees must be paid in full no later than August 5 for the fall semester or January 6 for the spring semester. A \$500 late fee is assessed to accounts whose payments are received after these dates. Failure to pay on time may also result in registration and housing holds and/or cancellations. A brochure, "Understanding Your Drew Bill," is available from the Business Office.

LOST YOUR ID?

Call x3114

ID CARDS

Business Office, Tilghman House
x3114

In addition to being your official Drew ID card, your ID serves as your meal-plan card, Library card, and declining-balance card. It can be used in The Commons, Snack Bar,

Java City, The Space, Bookstore, the Health Service, and in select vending and laundry machines.

Every student is required to carry the ID card at all times. It must be presented at every meal in order to eat and to attend on-campus events. It also serves as collateral when checking out games such as pool and ping-pong in the UC.

If your card is lost or stolen, you must contact the Business Office immediately to obtain a replacement. The cost is \$10. If your card becomes damaged (i.e. demagnetized) or destroyed, please bring the card, no matter its condition, to the Business Office for a replacement. Do not throw your card away! There is no charge for the replacement if you have the original card.

INSURANCE

Tuition-Refund Insurance covers medical leaves-of-absence and withdrawals only and entitles students to a pro-rated refund of tuition, room, board, and fees if they must leave for medical reasons. Students are billed for this insurance automatically and have the option of waiving it by the billing due date. Students who waive this insurance will receive no refund from the University. (Students with federal financial aid should check with the Business Office and/or the Office of Financial Assistance to see if they are entitled to a partial refund).

Accident and Sickness Insurance:

The state of New Jersey requires that all full-time students carry health insurance. Therefore, all students are billed for Drew's



accident and sickness insurance, which provides basic coverage (see Health Service for details). Students have the option of waiving out of this insurance so long as they carry comparable health insurance and waive University insurance prior to August 5th. Waiver instructions are included in the billing packets all students receive for the fall semester. See also HEALTH SERVICE, page 32.

Property Insurance: The University does not insure students for property damage or loss and is therefore not responsible for lost, stolen, or damaged personal items (this includes University-issued computers). Students should check to see if they are covered by parents' insurance or obtain their own personal policy.

REFUNDS

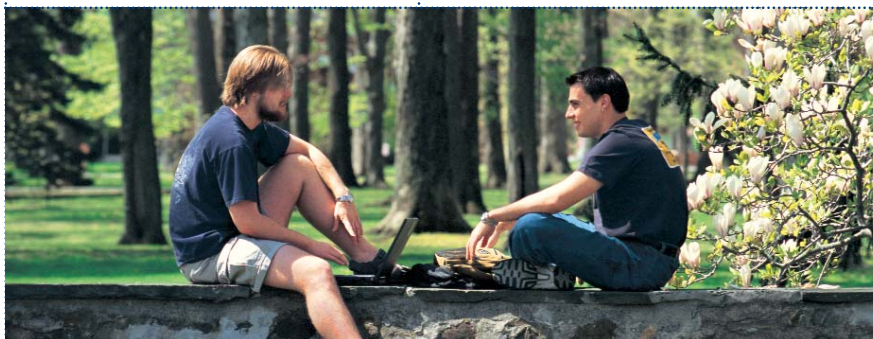
During the first three weeks of a semester: In general, students who withdraw or take a leave of absence for any reason during the first three weeks of the semester are entitled to a partial refund. The refund is based on the official date of withdrawal on the form on file in the Office of the Registrar (blank forms are available from the Associate Dean of Educational and Student Affairs). Since federal regulations and individual circumstances vary widely, please contact the Business Office and/or the Office of Financial Assistance to determine the amount of your refund.

- First week—90% refund of charges
- Second week—70% refund of charges
- Third week—50% refund of charges

- Fourth week—0% (NO refund of charges)

After the third week of a semester, only those students with a documented medical condition who have not waived the tuition-refund insurance are entitled to a refund of tuition, room, and fees. See "Insurance" above.

Refund of enrollment and security deposits: Students who withdraw voluntarily from the University are entitled to a refund of these deposits (totaling approx. \$700) if they notify the Associate Dean of Educational and Student Affairs by August 1 (for the fall semester) or December 1 (for the spring semester).



Housing: There is no refund for housing once the semester has started, even if the student never actually occupied the room.

No refund on any bill is due a student who is required to withdraw or required to vacate University housing, or who leaves without first securing the consent of the Dean of Educational and Student Affairs.

RETURNED CHECKS

The Business Office charges \$50 for checks returned for lack of funds.

COMPUTING AND NETWORK SERVICES

THE CAMPUS NETWORK

Mike Richichi, Director, Computing and Network Services, BC 4, x3840

Gamin Bartle, Training Coordinator Instructional Technology Services BC 6, x3926

All enrolled students (as well as faculty and staff) have accounts on the campus network, and there is access to the network from all rooms in the residence halls and from academic and administrative buildings throughout the campus. There is wireless access to the network from the Library, University

Center, The Commons, and most academic locations. Each individual using the network has private space on the network for files, which may be shared with designated others and Web pages.

The campus network provides access to the Internet, electronic mail, the Library catalog, Library resources in electronic form, licensed academic software, updated virus protection, updated Windows security and anti-spam software, and a great deal of campus information. The network also provides secure access to special services including

Blackboard and ATTIC course management software, Campus Web (which is used for online registration and lookup of transcript and account information), and Web interfaces to electronic mail and network files.

Drew-issued computers are specially configured to be well integrated with the campus network, allowing students to achieve the full benefit of the services offered. *It is important that you log into the network frequently (at least once a day) in order to check for important information from faculty and/or administrators, and to receive the latest virus protection software and Windows updates to protect your computer.*

COMPUTER SUPPORT

support.drew.edu

CNS helpdesk, BC Lower Level
x3205

SEMESTER HOURS

Monday-Thursday	9 a.m.–5 p.m. and 6–11 p.m.
Friday	9 a.m.–5 p.m.
Saturday	1–5 p.m.
Sunday	1–5 p.m. and 6–11 p.m.

The CNS helpdesk provides help and support for Drew-issued hardware and standard Drew software (issued with the Drew computer package). It is staffed by students who are supervised by full-time staff. Computers needing repair should be brought here. You may also use the URL, support.drew.edu, to ask questions or to request support related to Drew-issued computers, standard software, or network services. For more information,

see the CNS Web page located at www.depts.drew.edu/cns.

Campus-wide email messages:

- Students are welcome to send campus-wide email messages (using University-maintained distribution lists) to publicize upcoming events. Using the Internet Explorer start page, click on Forms and then click on “S” for “Send campus-wide email.”
- Select the group(s) to which you would like to send your message.
- Type the message and press “S” for send (you are, in fact, sending the message only to the system manager, not the community at large).
- A copy of your message will be sent automatically to you and to the Office of the Associate Dean of Educational and Student Affairs for approval.
- You will be contacted immediately if there is a problem with approval (if, for example, the event is scheduled for a non-handicap-accessible space.) Otherwise, if received before 4 p.m., the message will likely be sent out the following day.
- Please keep messages brief and try not to use identical wording for both email and voicemail.

NOTE: The system can send only a limited number of campus-wide messages each day. Please confine your use of campus-wide emails to one message per event.

LOSS/THEFT

If you have reason to believe your computer (or any of its components) is lost or stolen, report it to Public Safety. Be aware that student property is not covered by University insurance; students should look to their family’s insurance or purchase their own policy.

Misuse of Computing Facilities:

Computing resources are provided for the use of faculty, students, and staff for academic purposes. The privilege of use by a student is not transferable to another student, to an outside individual, or to an outside organization. Misuse is considered a serious offense and carries sanctions for anyone found in violation of the University’s policy. Please see the Appendix for the Academic Technology Policy, page 77.

FINANCIAL ASSISTANCE, OFFICE OF

www.depts.drew.edu/finaid
Norma Betz, Director, Tilghman House, x3637

The services and resources of the Office of Financial Assistance are available to all students. Financial



assistance awards are based on a student's academic and extracurricular accomplishment and financial need. About 79% of Drew students receive some form of financial assistance, available in the form of scholarships, grants, loans, and work/study employment. Students are encouraged to contact this office to utilize the information and financial counseling services available.

**DON'T FORGET TO FILE
YOUR FINANCIAL AID
APPLICATION**
THE DEADLINE IS APRIL 1

Procedure for Applying: Returning students must submit:

- Renewal Application for Federal Student Aid and the University's Supplemental Form by April 1.
- All forms can be obtained in the Office of Financial Assistance. Determination of a student's eligibility for aid will be provided once all of the above forms are successfully completed and on file with the Office of Financial Assistance.

Please keep in mind the following

- Students must be in good standing and maintain satisfactory academic progress according to University policy.
- Any change in status (such as moving from full- to part-time) may change your award package.
- Any change in housing status (such as changing from resident to commuter or vice versa) may impact your award package.

- Withdrawals from Drew must be made officially through the Dean of Educational and Student Affairs.

**CAMPUS WORK/
STUDY EMPLOYMENT**

Zarinah Smith, Coordinator
Tilghman House, x3402

If you have filed a FAFSA form, you may be eligible for campus work/study. The coordinator assesses students' interests and talents and then tries to match them with an appropriate office on campus. Hundreds of students take part in this program. If you'd like to earn a little extra cash, call Ms. Smith.

**HOUSING,
CONFERENCES AND
HOSPITALITY (HCH)**

www.depts.drew.edu/hch

**Pat Naylor, Director, Learning
Center, x3103**

Housing Office
Robert Meade, Coordinator, x3681

The Housing Office makes room assignments and conducts room selection in the spring. It also works with Facilities and the Office of Residence Life on maintenance issues in the residence halls.

Roommate problems should **not** be directed to this office. Students should try to work out their differences with the assistance of their RA or RD and/or the Residence Life Office (Holloway, x3394). If a room change is agreed upon, the Housing Office will facilitate that change.

Commencement: At the end of the spring semester, only graduating seniors and students participating in Commencement may remain in their rooms. These rooms must be vacated by 7 p.m. the evening of Commencement. Vacation closing times are posted in each residence hall and are sent to all students via email.

Room Selection and the Promissory

Note: Room selection for the following academic year is generally conducted in mid-April via randomly selected lottery numbers. Rather than requiring a non-refundable deposit, the Housing Office (in conjunction with student organizations) decided on the promissory-note system.

The promissory note, signed at the time of room selection, obligates a student to occupy the chosen room for the following year. Students who decide to cancel their housing are subject to the following policies:

- Students who have selected a room in one of the Suites (Foster, Hurst, or McClintock) or in Townhouse 29 or 30 and then cancel their housing for the fall semester will be assessed one-fifth of the semester cost of the selected room. Also, they will be assessed one-fifth of the semester cost for changing to another room outside the Suites or Townhouse 29 or 30 if they do so after selecting the room and prior to the first day of fall-semester classes.
- Students who have selected a room other than in the Suites (Foster, Hurst, or McClintock) or Townhouse 29 or 30 must cancel their housing in writing, to the Housing Office, before June 1, 2005 to avoid a fine.

All students are encouraged to attend room selection. If you are unable to attend, you may designate another student to proxy for you. You must provide your proxy with a signed letter giving permission for that person to select your housing, along with your completed housing application form. Remember, it is your responsibility to register for the upcoming fall semester. All students must be pre-registered for at least 12 credits in order to participate in room selection.

SMOKE-FREE LIVING AREAS

According to New Jersey State law, smoking is prohibited in all residence halls.

Substance Free Floors: The first floor of Holloway Hall and the first floor of Tolley have been set aside as substance-free, which means that students who choose to live there must sign an agreement stating they will not drink alcohol or use illegal/illicit substances on the floor.

Vacations: The residence halls close during all stated vacation periods (including, but not limited to, Thanksgiving, winter break, semester break, and spring break). Students seeking to stay longer (due to emergency, unpredictable weather, or travel conditions) must request approval in writing (email is fine) from the Associate Dean of Educational and Student Affairs. Students who are approved should fill out an application, available in the Housing Office, and will be charged the established rate of \$34/day (when the Food Service is open); \$24/day (if the Food Service is closed).

Following are the buildings designated as “break housing” for 2005-06:

Thanksgiving — Eberhardt Hall 23, 24 (Womyn’s Concerns)

Winter Break (between finals and New Year’s Day—Eberhardt Hall 21, 22 (Earth House)

January Experience — Haselton and Baldwin Halls

Spring Break — Foster and McClintock Halls (Hurst, if needed)

Summer Housing — TBA

SCHEDULING

<http://schedule.drew.edu>
(Online Calendar)
Calendar Coordinator, x3308

HCH is responsible for reserving spaces for meetings, activities, and events throughout the campus. Members of the campus community can request reservations through the online calendar or through the Campus Web homepage. Staff will also assist with set-up needs and coordination of resources for events.

MAIL & DUPLICATING SERVICES

Kevin Healy, Manager
Pepin Mail Center, x3601
UC Mail Center, x1449

SEMESTER HOURS

Pepin	8 a.m.–5 p.m.
Monday–Friday	9 a.m.–5 p.m.
UC Window Service	9 a.m.–5 p.m.
Saturdays	11:30 a.m.–5 p.m.

All students are expected to check their campus mail box regularly, as important mail may be waiting.

The Millennium Group, a professional mail-management company, provides mail service. Letters and small packages will be delivered to the UC mail center; oversized packages will be kept at the Pepin mail center. A yellow card in your campus mail box means your package is at Pepin. A valid student ID is required to pick up your package.

Addressing Mail Correctly: For accurate and timely delivery, all in-bound mail should be addressed as follows:

Your Name
Drew University/CMB #
P. O. Box 802
Madison, NJ 07940-0802

DUPLICATING

Pepin, x3240

Students who need to make multiple copies of flyers and such can bring them to the Duplicating Office (next to the Pepin mail room) where they will be charged \$.03/impression. Duplicating will not copy books for students.

MEDIA RESOURCE CENTER (MRC)

www.depts.drew.edu/its/mrc

Jeannie Kosakowski, Coordinator of Media Services, Library/Lower Level, x3521

Bob Gainey, Media Services Manager, x3858

SEMESTER HOURS

Monday–Friday 8:30 a.m.–5 p.m.

The MRC (a part of Instructional Technology Services) supports classroom media technology and houses a wide variety of both media materials and media equipment. Services include: a non-print media collection and related support services; audio and video production and duplication; consultation/technical support; and an assortment of media-support supplies (such as audio and video tapes). The Center also has rooms available to preview audio or video tapes. *See also "Television," page 54.*

NOTARY SERVICE

If you need a document notarized, you may take it to Maryann Errico (x3233) in Alumni/ae House, Erin Hennessy (x3580) in Mead Hall, or Diane Zsombik (x3328) in Accounts Payable in Madison House during regular business hours. Call first to be sure they are in before you trek over there.

PUBLIC SAFETY IS OPEN 24/7

x3379

PUBLIC SAFETY AND PARKING

<http://depts.drew.edu/safety>

Email: pubsafety@drew.edu

Chief Tom Evans, Director of Public Safety, x3379

Crime Stoppers Line, x5656

Emergencies, x4444

SEMESTER HOURS

24 hours a day
7 days a week

The Department of Public Safety provides the Drew community and its students with a safe environment in which to live, study, and pursue educational goals. Public Safety is open 24 hours a day, seven days a week, and responds to all emergency calls. Responsibilities include crime prevention and investigation, fire safety, parking, and enforcement of other campus regulations. The department is recognized throughout the state for its highly trained staff of professional men and women and it provides a level of service usually associated with larger campus communities. For complete information about the Department of Public Safety and the services it provides, visit the department Web site. Here is a list of frequently asked questions and an overview of University parking regulations.

FREQUENTLY ASKED QUESTIONS:

- 1. If I encounter an emergency situation on campus, should I first call the Madison Police?**
NO. Call the Public Safety emergency extension, x4444. The Public Safety dispatcher will send an officer immediately. He/she has a direct line to the Madison police and fire departments if further assistance is needed.
- 2. I know some people involved in an incident that should be reported, but I'm concerned about retaliation. What should I do?**

Public Safety has a voice mailbox, x5656, dedicated to crime tips. Students may leave confidential messages regarding an incident without identifying themselves.

3. I am a first year student and want to bring my car to campus for a few days. May I make arrangements for this?

YES. Freshmen and sophomores may get temporary parking permits only, from Friday at 5 p.m. to Sunday at 5 p.m., for a charge of \$2 per night. They will not be given temporary permits for any other times unless they receive special approval in advance from the Director of Public Safety.

4. Does it matter how many tickets I get so long as I pay them?

YES, it matters. Students who receive more than three (3) summonses in less than one academic year may lose their future parking privileges and additional fines may be issued. Furthermore, students may be referred to the Associate Dean of Educational and Student Affairs for additional disciplinary action. (See Parking/Vehicle Regulations, #9, on page 53.)

5. I will be having a guest for the weekend. What should I do to register the car?

When your guest arrives, go with him/her to Public Safety and purchase a guest pass for \$2 a night. Your guest must provide the vehicle's registration and insurance card. Your guest will be given a decal for the Tilghman lot.

6. I am a senior but do not have a car on campus. May I register my friend's car in my name?

NO. You may not register a car for anyone but yourself, and the car must belong to you or to the person who pays your student bill.

7. If it's nighttime and the only available parking spaces are in the Tilghman lot, far away from my residence hall, what can I do to feel safe?

Park your car in the Tilghman lot and then go to either the gatehouse or the Department of Public Safety in Pepin. A Public Safety officer will escort you back to your residence hall.

8. I received a parking ticket but I want to appeal it. What should I do?

You may appeal your citation within seven days of issuance through the Parking Appeals Committee (made up of students from the Student Conduct Board, the Associate Dean of Educational and Student

Affairs, and a Public Safety staff member) which meets regularly throughout the school year. For further details, see below.

PARKING APPEALS

Sycamore Cottage, x3986

If you think you have received a parking ticket unjustly, you may appeal the violation. Your appeal must be made in writing within seven days of receiving the ticket and should be submitted to the Office of the Associate Dean of Educational and Student Affairs in Sycamore Cottage, first floor, rear office. Public Safety will provide you with the information and forms necessary to appeal your ticket. Appeals are heard by the Parking Appeals Committee of the Student Conduct Board, which is made up of fellow students, members of the Department of Public Safety, and the Associate Dean of Educational and Student Affairs. The committee meets regularly throughout the school year and all decisions are final and binding.

Please make yourself familiar with all University parking regulations. For a complete list and full description of regulations governing vehicles on campus, refer to the Public Safety Web site or obtain a copy of the Motor Vehicle Regulations Handbook available at the Department of Public Safety.

TRANSPORTATION FROM MORRISTOWN MEMORIAL HOSPITAL TO DREW

For details on taxi service, see Health Service, page 33.

PARKING/VEHICLE REGULATIONS

www.depts.drew.edu/safety/mv

For a complete list and full description of regulations governing vehicles on campus, refer to the Public Safety Web site or the Motor Vehicle Regulations Handbook, available at the Department of Public Safety in the Pepin building. All students are expected to understand these rules and regulations. They are not intended to hassle! They are designed to promote the safe flow of traffic and to provide as much on-campus parking as possible. The following are a few guidelines:

1. Acceptance of a parking permit constitutes agreement on the part of the person to whom the permit is issued to obey all regulations or incur the penalties imposed.
2. Only grad/theo students, resident seniors and juniors, and commuters are allowed to purchase annual parking permits. Resident freshmen and sophomores are not eligible for annual parking privileges.
3. You may not register a vehicle for someone other than yourself. Students allowed to obtain a permit may do so only for their own vehicles, and the car must belong to that student or to the person paying the student's University bill.
4. All students, including freshmen and sophomores, may obtain weekend temporary permits (Friday night at 5 p.m. until Sunday at 5 p.m.) for themselves or for their guests. They must register and pay at the gatehouse or at Public Safety.



This temporary pass will allow parking privileges only in the designated area. University hosts are responsible for the motor vehicle violations of their guests.

5. Permission to drive or park a vehicle on campus is a privilege and not a right to which one is entitled by reason of enrollment in the University. The granting of a parking permit does not insure any permit holder a parking place. Insufficient parking places in any one lot are no excuse for illegal parking!
6. Violations may be appealed within seven days of issuance through the Parking Appeals Board. Obtain forms and information at Public Safety.
7. The University assumes no responsibility for a motor vehicle or its contents in regards to fire, theft, or other damage.
8. Any unregistered or illegally parked vehicle is subject to being towed at the violator's expense.
9. Students who receive more than three (3) summonses in less than one academic year

may lose their parking privileges for the entire calendar year—and additional fines may be issued. (Summonses that are appealed and granted will not be included in this count). Students may also be referred to the Associate Dean of Educational and Student Affairs for additional disciplinary action.

REGISTRATION PROCEDURES AND FEES

When registering a vehicle please bring the following to Public Safety: vehicle, driver's license and registration, insurance card, Drew ID, and cash or a check (no charge cards).

- The cost for an annual decal, valid from September to August, is \$100.
- Grad/Theo students only are allowed to register a second vehicle. The cost is \$100.
- Guest and weekend temporary permits cost \$2 a night.

DIAL DUSC

to see if school has been closed for bad weather or other emergency

GATE HOURS

Main gate and church gate:
5 a.m. to 8 p.m.

Glenwild gate: 5 a.m. to 8 p.m.
(Closed from 8 to 9 a.m. and 3 to 4 p.m. for the safety of nearby elementary school students).

CORDLESS PHONES ARE PROHIBITED

Only cell phones and wired (non-cordless) phones are permitted in the residence halls

TELEPHONES

www.depts.drew.edu/telecom

Telecommunications Office, LC 69
(Library/lower level, rear ramp)

Balance info, x7820

Bills, x7821

Problems (with voicemail, authcode, email, or cable TV) x3333

Harassing calls x3379 (Public Safety) or x3390 (Associate Dean of Educational and Student Affairs)

You provide the telephone (no cordless phones, please) and Telecom. will provide phone service, establish your personal voice mailbox, provide an authorization code so you can make off-campus calls, and create an account on Drew's network (which includes email).

Only cell phones and wired (non-cordless) phones are permitted in the residence halls. Cordless phones are prohibited.

Special Features: For example, in a single call, you can pick up messages



sent to you, send messages to others, or send a copy of a message to someone else. If you want to send the same message to several people, you can record your message once and send it to any number of extensions. If you send messages to the same group of people regularly (for example, to club members or floor residents) you can create a "distribution list" which will send a recorded message to a list of people in one stroke. If you have an important message, you can mark it "urgent." If you want to be certain the person receives your message, you can request a "delivery report." And this is just the beginning!

Please refer to the Telecom. Web page for up-to-the-minute information.

Voice Mail: All students, faculty, and staff have personal voice mailboxes for sending and receiving messages. The voicemail system acts as an answering machine, protected by a password, which automatically records messages to be picked up at the student's convenience, whether on or off campus.

Campus-Wide Messages: Students are welcome to send voice messages to the entire campus (or large segments of campus) using University-maintained distribution lists (such as "all students," "faculty," "staff") to publicize an upcoming event. Instructions are on the Telecom. Web page.

- Fill out a voice message form available on the Telecom. Web page. A copy will be sent automatically for approval to the Office of the Associate Dean of Educational and Student Affairs.

Be sure to specify when and to whom the message should be sent.

- After sending the electronic form, record your message and send it to voicemail box 9999.
- Give Telecom. advance notice since a maximum of four messages is sent out each day. Plan ahead to get your preferred time slot. Seven-day notice is preferable, but two to three days is often workable.
- Events to which the entire campus (or virtually the entire campus) is invited must be held in handicap-accessible locations. Contact HCH (x3103) if you are uncertain about which spaces conform to ADA accessibility standards.

Off-Campus Calls: Each student is provided with a personal authorization code (authcode). Guard it carefully! It is not necessary or advisable to tell anyone (even your roommate) what it is. Do not write it down where it can be easily seen. You will be billed for all calls outside the local calling area (for specifics, see the Telecom. Web page). Do not use anyone else's authcode. Disciplinary action and/or fines will apply. (See "Academic Technology Policy" in the Appendix.)

Telephone Bills: Phone billing is provided by Strategic Telecommunications Consulting (STC). Itemized bills are sent via email. Failure to pay will result in cancellation of the authcode.

For service questions, account balances, or phone-billing problems, you can call campus extension 7821 between the hours of 9 a.m. and 6 p.m. (EST). There is also a 24-

hour hotline for balance information only: x7820.

If you are unable to resolve a problem with STC, please contact Telecommunications, x3333.

Harassing Phone Calls: If you receive a harassing or threatening call, you should report it immediately to Public Safety (x3379) or to the Associate Dean of Student Life (x3390). At your request, Public Safety will investigate the call(s). When reporting a threatening call, please provide the following information, if possible:

- The time and date the call was received. Note: If the call came to your voice mailbox, do not archive or delete it! Instead, skip the message.
- Note if the call came from on campus (indicated by a single ring) or off campus (indicated by a double ring).
- Make note of anything distinct about the voice (i.e. male/female, accent, phrases, etc.).

TELEVISION

Telecommunications and the MRC provide cable TV service. At this time, Drew offers more than 25 stations, including many area and satellite channels, as well as a Drew local-origination channel and two Drew-controlled educational channels. Each residence hall room is wired for cable-TV access. Students must provide their own cables and TVs.

APPENDIX

www.depts.drew.edu/esa/handbook/cla/policies

UNIVERSITY POLICIES

1. Human Rights Policy
2. Academic Integrity
3. Affirmative Action
4. Citizenship
5. Commuting Students
6. Disabled Access
7. Emergency Procedures
8. Statement of Rights and Responsibilities of Students
9. Student Conduct Policy
10. Alcohol Policy
11. Drug Policy
12. Sexual Harassment Policy
13. Regulations for Search and Routine Room Inspection
14. Policy Regarding Use of University Facilities and Buildings
15. Academic Technology Policy (Computers, Email, Internet, Telephones)

1. DREW UNIVERSITY HUMAN RIGHTS POLICY

STATEMENT AGAINST VERBAL HARASSMENT AND HOSTILE PHYSICAL CONDUCT

Each member of the University community is expressly prohibited from severe or pervasive verbal or physical conduct that creates for other members of the community an intimidating, hostile, or offensive environment for living, working, or learning.

STATEMENT AGAINST DISCRIMINATION

Discrimination in education or employment on the basis of age, ethnicity, gender, national origin, physical disability, race, religion, or sexual orientation is also prohibited.

STATEMENT AGAINST SEXUAL HARASSMENT

Sexual discrimination in the form of sexual harassment is defined as the use of one's authority or power to coerce another person into unwanted sexual relations or to punish another person for that individual's refusal, or the creation of an intimidating, hostile, or offensive environment for living, working, or learning by a member of the University community through repetitive verbal or physical conduct of a sexual nature.

WHAT YOU SHOULD DO

A student who believes he or she has been discriminated against by another student or by a faculty or staff member has the right to register a complaint and seek redress of his/her grievance, following the procedures outlined in the Sexual Harassment policy (12).

Dr. George-Harold Jennings

University Affirmative Action Officer
Sycamore Cottage, 1st floor
gjenning@drew.edu
973/408-3392

Dr. Edye Lawler, Dean of Educational and Student Affairs
Brothers College 113
elawler@drew.edu
973/408-3390 or 973/408-3327

Frank C. Merckx, Associate Dean of Educational and Student Affairs
Sycamore Cottage, 1st floor
fcmerckx@drew.edu
973/408-3390

All sexual harassment complaints will be dealt with following the procedures outlined in the University's Sexual Harassment Policy, 12.

2. ACADEMIC INTEGRITY

Students attend college in order to educate themselves. The various exercises that absorb so much time and energy during the semester—tests, reports, problem sets, essays, and term papers—are all purposeful opportunities enabling students to develop and display their acquired skills, knowledge, and capacity for critical thinking and creative analysis. Since academic dishonesty necessarily hinders such development, it cannot be tolerated under any circumstances. Accordingly, Drew University has established standards of academic integrity and procedures governing violations of them. These basic standards apply to all work done at Drew.

In response to an allegation of academic dishonesty, the Dean of the College will convene and chair a hearing of the Academic Integrity Committee, which will be made up of two faculty members and one student from the College Student Conduct Board plus the accused student's academic adviser or

another faculty member of the accused student's choosing. Sanctions range from probationary measures to expulsion from the University.

a. First offense: maximum penalty, suspension from the College; disqualification from Honors may be one of the penalties exacted.

b. Second offense: maximum penalty, dismissal from the College.

Students are expected to study and comply with these principles as detailed in a separate "Standards of Academic Integrity" booklet distributed to new students at the beginning of the school year.

3. AFFIRMATIVE ACTION

www.depts.drew.edu/affirmativeaction

Prof. George-Harold Jennings
UAAO, Sycamore Cottage, x3392

The University supports the view that there is strength in diversity and toward this end it has developed an affirmative action policy that promotes and celebrates multiculturalism. If you feel you (or someone you know) have been subjected to acts of discrimination based on gender, race, ethnicity, age, religion, national origin, disability, or sexual orientation—or if you become aware of situations in which the University's support of multiculturalism and affirmative action is violated—contact the University Affirmative Action Officer (UAAO) or the Associate Dean of Educational and Student Affairs.

4. CITIZENSHIP

Students, as both citizens and members of the academic community, enjoy the same freedoms of speech (as stated in the Human Rights Policy above)—peaceful assembly, right to privacy, and right of petition—that other citizens enjoy, and they are subject to the obligations that accrue to them by virtue of their membership. See also Rights and Responsibilities of Students, policy 8 in the Appendix.

5. COMMUTING STUDENTS

www.groups.drew.edu/commuters

Commuters are entitled to all the privileges of resident students (except room and board) and are subject to the same restrictions. Therefore, commuters should read this handbook carefully and, if questions arise, refer to the Associate Dean of Educational and Student Affairs for further clarification.

Commuters are welcome to stay overnight with friends in a residence hall, especially if they are planning to stay late on campus. They may apply for voicemail boxes (contact Telecommunications at x3333) from which they can access messages sent by friends and administrators. There is a "Commuter Corner" in the University Center and an active commuters club called *Commuters@Drew*.

6. DISABLED ACCESS

Peggi Howard, 504 Compliance Officer, Mead Hall, x3100

Drew strives to accommodate the needs of individuals whose disabilities range from mild to severely limiting. As is Drew's intent in dealing with all students, disabled students are accommodated with personal attention and the University tries to employ its resources to ensure that each disabled student has equal access to a Drew education. Several staff members have an overview of provisions at Drew for disabled students. Students seeking information on accessibility may also contact the Dean of Educational and Student Affairs, x3327.

7. EMERGENCY PROCEDURES

In case of a fire, medical, or police emergency, use any Drew network phone and dial **x4444** (973/408-4444 from non-network phones) to reach the Department of Public Safety. Describe the location and nature of the emergency to the dispatcher, who will summon appropriate help immediately. The dispatcher on duty has direct contact with emergency officials. Dispatchers report all emergency calls to the Director of Public Safety even if assistance is ultimately provided from outside the University.

8. STATEMENT OF RIGHTS AND RESPONSIBILITIES OF STUDENTS

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. At Drew, we believe that free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in sustained and independent search for truth.

Freedom to teach and freedom to learn are axioms of academic freedom. As the freedom to learn is dependent upon appropriate opportunities and conditions (in the classroom, on the campus, and in the larger community) it is our goal to provide such an environment. However, the responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community.

The statements of policy set forth here are intended as a framework within which this mutual responsibility may be exercised with a minimum of misunderstanding and confusion.

I. ACCESS TO UNIVERSITY FACILITIES

A. The facilities of Drew University shall be open to all of its duly matriculated students and members of students' immediate family residing on campus. The invited guests of matriculated

students shall be welcomed on campus subject to specific regulations governing the use of its several buildings and facilities, and provided that the guest respects the University's standards of individual responsibility and conduct at all times. Invited guests must be accompanied by a matriculated-student host at all times.

B. Students of the University currently have free access to the book stacks of the general collection in the Rose Memorial Library. Continuance of such freedom of access is contingent upon student acceptance of responsibility for the collection and respect for the procedures established for its proper use.

C. Regulations regarding the use of Drew University's property and facilities for solicitation, commercial sales, fund raising, distribution of literature, and the like by other than duly matriculated students, faculty, and staff are available in the Office of the Associate Dean of Educational and Student Affairs and in this Appendix. Any person or organization violating such regulations shall be considered a trespasser by the University.
(Please see policy regarding use of Drew University facilities and buildings (Policy 14).

II. ACADEMIC PURSUIT

All members of the academic community shall encourage free discussion, inquiry, and expression in all phases of academic life. Student performances shall be

evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression: Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion.

B. Protection Against Improper Academic Evaluation: Students shall have protection through orderly procedures established by faculty against prejudiced or capricious academic evaluation. At the same time, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

III. PRIVACY OF STUDENT RECORDS

A. Drew University respects and seeks to safeguard the confidential nature of the following materials that comprise a student's record:

1. Such documents as have been submitted in application for admission to the University or in application for financial aid
2. The transcript of a student's academic record at the University and at other places where the student may have studied
3. The record of a student's disciplinary history at the University
4. Medical and psychological-counseling records compiled during the course of a student's career at the University

B. Such confidential information will be made available only to authorized persons on campus.

1. Authorized persons on campus (with universal access to all students' records except those specified in No. 4 above, unless the student gives permission) are defined as the President of the University and all respective academic deans, the Dean of Educational and Student Affairs, the Associate Dean of Educational and Student Affairs, and their designees.

2. Because of the nature of their responsibilities, the following persons shall be authorized to have access to the records as specified in No. 1 and No. 3 above: admissions committee, financial aid committee, registrar, and counseling personnel

3. Advisers have access to admission folders and transcripts, and faculty has access to transcripts on the direct or implied request of the student

C. Confidential information contained in a student's records shall not be made available to persons or institutions off campus without the written permission of the student pursuant to court order or subpoena, or according to FERPA regulations.

1. In the case of a court order, the University shall with reasonable promptness attempt to notify the student concerned.

2. In cases involving the physical or mental illness of a student, the University may act

without student consent in providing such medical or psychological records as may be deemed professionally necessary by the attending physician or counselor.

3. Students shall have access to all information in their files with the exception of letters of recommendation that they have requested be written on a confidential basis. Students should contact the Associate Dean of Educational and Student Affairs at x3390 to review their files.

D. According to a record-retention schedule maintained by the University, all references to disciplinary history and other material having no direct bearing on the academic record shall be destroyed three years after a student's graduation (or separation from Drew).

1. This provision is to be understood as permitting the recording of any institutional action, such as suspension and expulsion for academic or disciplinary reasons, which affects a student's eligibility to re-register at the institution.

2. Drew University shall maintain no records of a student's political activity or beliefs.

E. The Office of the Registrar reserves the right to issue copies of a student's academic record to that student's high school or previous college when such information is requested for use in evaluating the educational program.

IV. STUDENT AFFAIRS

In student affairs, certain standards must be maintained if the freedom of students is to be preserved. An individual, by virtue of his/her status as a student, is a member of a community, the very existence of which is contingent upon the responsible behavior of the individual members; namely, that their exercise of freedom takes full cognizance of the rights of others.

A. Campus Organizations

Students bring to the campus a variety of interests previously acquired, and, as members of the academic community, they often develop new interests as well. They shall be free to organize and join associations to promote these interests.

Organizations having or seeking institutional recognition shall be required to submit to the appropriate board, such as the Extra-Curricular Activities Board (ECAB), a statement of purpose, criteria for membership, rules of procedures (including those for financial accountability), and a current list of officers. When seeking institutional recognition, a membership list may be requested to establish noted support for an organization and to ensure lack of duplication of organizations; in addition, all groups seeking recognition must name an adviser who will be active and knowledgeable about the group's activities. The University, by permitting recognition, does not necessarily signify its approval or endorsement of the organization's values.

1. Campus organizations, including those affiliated with an extramural association, shall be open to all students without respect to race, ethnicity, gender, creed, sexual orientation, or national origin.

2. Membership, policies, and actions of student organizations shall be determined by vote of only those persons who hold *bona fide* membership in the College or University community, following guidelines established by the appropriate committee of each school within the University.

3. Affiliation with an extramural organization shall not of itself disqualify a student organization from institutional recognition.

4. With the exception of certain activities where advisory duties are part of an individual's employment contract with the University (such as in athletics and dramatics), each organization shall be free to choose its own adviser. It is required of all groups seeking recognition, and strongly encouraged of existing organizations, to identify an adviser. Institutional recognition and/or approval of certain activities (such as travel) may be withheld or withdrawn due to the inability of a student organization to secure an adviser. The adviser shall guide the organization in the exercise of responsibility but shall not have the authority to control the policy of the organization (unless it is to uphold University, local, state, or federal rules and regulations).

B. Inquiry and Expression

Freedom of inquiry and expression is integral to the definition of a university. As an academic community, the University is devoted to the objective, reasoned, and fair study of all issues and questions. There are times when the study of certain questions will be the subject of disagreement and controversy. While free to voice their objections and to protest, students shall be responsible for helping to maintain an atmosphere in which objective and rational study can continue.

1. Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately by demonstrations or in other ways, conducted in an orderly and non-obstructive manner. Students should be free, and no special permission should be required, to distribute pamphlets or collect names for petitions and solicit support.

2. Students shall be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the University before a guest speaker is invited to appear on campus shall be designed to ensure that there is orderly scheduling of facilities and adequate preparation for the event, including the financial requirements, and that the occasion is conducted in a manner appropriate to an academic community. Non-recognized organizations should be aware of the procedure for

ad hoc groups to follow in their programming.

3. Students have the responsibility to make clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed by either the sponsoring group or the institution. All publicity shall clearly indicate that the views expressed or to be expressed are those of the guest speaker and are not necessarily those of Drew University.

4. No publicity may be released to the public, press, radio, or television except through the Office of University Relations.

5. No student may enter into or sign a contract in the name of Drew University (or for any group within the University) without first seeking approval (and the signature) of the Director of Student Activities and/or his/her designee.

C. Student Participation in Institutional Government

1. As constituents of the academic community, students shall be free individually and collectively to express their views on issues of institutional policy and on matters of general interest to the student body. Students should participate in the formulation and application of institutional policy affecting academic and student affairs.

The participation of the student body “in the formulation and application of institutional policy affecting academic and student affairs” may involve a variety of activities ranging from student discussion of proposed policy in committees and in organized agencies of student government or through the student press, to the more formal determination of policy by groups that include student members or, where and if delegated by appropriate authority, by groups that are composed only of students. Such participation is a responsibility as well as a right. Through such participation, students share in the responsibility of responding to the needs and wishes of all members of the academic community.

2. Student associations may be organized to act as the central deliberative body of the students of each of the schools of the University and to exercise such legislative powers as are delegated by the respective faculties and the trustees. It is understood that the faculty and administration will consult with the student body or with individual students when requested, and when it is deemed appropriate will review proposed student legislation. The faculty, administration, and student associations retain the right of final review in matters pertaining to their respective jurisdictions.

3. Student Publications: Student publications and the

student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the University community, authorities, and of formulating student opinion on various issues on the campus and in the world at large.

V. STUDENTS AS CITIZENS

A. Exercise of Rights of Citizenship: Drew University students, as both citizens and members of the academic community, shall enjoy the same freedom of speech, peaceful assembly, right to privacy, and right of petition that other citizens enjoy and they are subject to the obligations that accrue to them by virtue of their membership.

Faculty members and administrative officials shall ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus. Specifically, students who absent themselves from class as an exercise of conscience or in support of their rights of citizenship should receive no penalties other than those normally resulting from class absence.

B. Institutional Authority and Civil Penalties: Students who violate the law may incur penalties prescribed by civil authorities. Drew University's institutional authority shall never be used

merely to duplicate the function of general laws. Only where the interests of Drew University as an academic community are distinctly and clearly involved should the special authority of the institution be asserted according to regular student conduct procedures.

Disciplinary actions undertaken by Drew University will normally proceed during the pendency of any criminal proceedings, and the University's disciplinary actions shall not be subject to challenge on the ground that a criminal allegation involving the same incident is pending, has been dismissed, or has been reduced.

The status of a student shall not be altered, or the right to be present on the campus and to attend classes suspended, except when it is clear that a threat exists to the health, safety, or well-being of the campus community. Either the President or the Dean of Educational and Student Affairs may, upon finding that such a threat exists, revoke a student's right to be on campus or suspend a student from class for an interim period pending a prompt hearing pursuant to University disciplinary procedures. Any such interim revocation or suspension shall become immediately effective upon the required finding being made without prior notice to the affected student. On application of the affected student, the University official invoking the interim revocation or suspension shall, within five (5) business days, meet with the suspended student to consider only the reliability of the information regarding the student's conduct and whether

the conduct and surrounding circumstances reasonably indicate that the presence of the student on campus or in class continues to threaten the health, safety, or well-being of the campus community.

9. STUDENT CONDUCT POLICY

The disciplinary process shall, insofar as the setting of the University permits, strive to allow procedural fairness. The University does not have full judicial authority so far as the law is concerned and, therefore, does not intend to replicate judicial proceedings as followed in civil or criminal legal proceedings. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings. The University will, however, make every effort to protect students from arbitrary or capricious disciplinary action, to ensure fairness to all parties involved, and to achieve an informed and equitable result from the process.

Confidentiality: All meetings and all information gathered during the student conduct review process is confidential to the extent outlined by FERPA and University policy (see Privacy of Student Records, page 20) and shall not be released except with cause through the Office of the Associate Dean of Educational and Student Affairs. Any question of interpretation or application of the Student Conduct Policy shall be referred to the Dean of Educational and Student Affairs, or the Dean's designee, for final determination.

Information regarding sanctions will not be released to faculty or staff except in the following circumstances:

- An educational need is identified
- Disclosure is one of the sanctions
- A student is thought to be a risk to him/herself or others

Attorneys and/or non-University advisers may not participate in, or attend, student conduct hearings.

Student Conduct Board hearings and administrative meetings are separate from local, state, and federal court proceedings.

I. ACADEMIC DISCIPLINE is discipline resulting from violations of academic matters and is the responsibility of the faculty, following these procedures:

A. Matters of Academic Dishonesty

See the Standards of Academic Integrity booklet that is distributed to each student by the First Year Seminar instructor. (Transfer students with sophomore standing or higher receive it from their adviser.) This booklet describes academic violations (such as plagiarism, duplicate submission, cheating) and the process by which violations are adjudicated.

B. Matters of Academic Standing:

The Committee on Academic Standing determines status when a student's GPA falls below 2.00 or the student does not, at the end of the academic year, successfully complete the proper multiple of at least 12 credits.

1. Committee Process

- a. This year, the members of the Committee on Academic

Standing are four faculty members, the Dean of the College, the Dean of Educational and Student Affairs, two students, and the Registrar.

2. Sanctions

a. Warning or academic probation

b. Required leave of absence or dismissal of the student from the College on academic grounds. Student may be required to withdraw or take a leave of absence from the College for unsatisfactory scholarship:

- i. For failure to maintain satisfactory progress as defined above
- ii. For failure to improve after one semester on probation
- iii. For failure to qualify for good standing after two semesters on probation
- iv. Irrespective of the general average, for any semester in which no credit is earned or semester GPA is below 1.4

II. NON-ACADEMIC DISCIPLINE

stems from violations of the Student Conduct Policy and is generally under the jurisdiction of the Associate Dean of Educational and Student Affairs.

A. University Jurisdiction:

The University will exercise jurisdiction over any and all offenses against the University and its community whether the offense is committed on or off the campus.

B. Offenses Against the University and the Drew Community:

The following may be regarded as offenses against the University and its community, whether the offense is attempted or completed. Members of the Drew community and their guests are bound by the following rules. Sanctions may result as set forth in Section G, including suspension or expulsion:

1. Behavior Disruptive to University Functions:

Obstruction or disruption of any regular or special function of the University; participation in, or encouragement of, any effort to disrupt a class; creating a public inconvenience, annoyance, or alarm; unreasonable noise.

2. Assault/Battery: The use (or threat of use) of physical force against any member of the University community; intentionally or recklessly causing physical harm to any person on the University campus or at a University-sponsored activity; intentionally or recklessly causing an individual to inflict physical harm on another person or on him/herself; verbal coercion; intimidation.

3. Abuse of Self or Others: Inflicting mental or bodily harm upon any person (including one's self); engaging in any intentional or reckless action from which mental or bodily harm could result (including one's self); causing a person to believe that the offender may cause mental or bodily harm.

4. Sexual Assault: Sexual assault and sexual harassment are defined in the Sexual Harassment Policy (section 12) and will be dealt with by the University Sexual Harassment Committee. The entire policy (including procedures) is available at the UC Desk and in the University Library.

5. Disorderly Conduct:

Engaging in fighting or threatening, displaying violent or tumultuous behavior, or creating an unreasonably hazardous or physically dangerous condition while on the University campus or at a University-sponsored event.

6. Weapons and Explosives:

The sale, purchase, possession, distribution, or use of any firearm, explosive, firecracker, incendiary materials, knives (other than pocket knives), or other weapons.

7. Alcohol Infractions: Any violation of the University's Alcohol Policy as defined in the Appendix, section 10. This includes any violation of the law concerning consumption, possession, and purchase of alcohol as mandated by the State of New Jersey.

8. Drug Infractions: The sale, purchase, possession, distribution, or use of any controlled dangerous substances and/or drug paraphernalia, as defined in the Appendix, section 11.

9. Failure to Provide Identification: Failure to produce valid identification (such as a student ID) when requested by the proper authorities.

10. Misuse of Documents:

Forgery, alteration, misappropriation, or unauthorized disclosure of University documents/records, official student documents/records, or student identification cards (IDs).

11. Theft: Intentionally, carelessly, or recklessly taking, or attempting to take, or borrowing without authorization, any University property or any private property of a member of the University community. The unauthorized use of the name "Drew University" or the University seal is considered theft.

12. Damage/Vandalism:

Intentionally, carelessly, or recklessly damaging or destroying any University property or any private property of a member of the Drew community.

13. Stolen Goods: The sale, distribution, or knowing purchase or possession of any property illegally obtained either on or off campus.

14. Unauthorized Entry: The unauthorized entry into any University-owned property or privately owned property on the University campus, either forcibly or non-forcibly; unauthorized entry into any designated restricted area; unauthorized use of keys (including electronic keys).

15. Human Rights Violations:

Any violation of the Human Rights Policy as enumerated in the Appendix of this handbook, Section 1. This includes severe or pervasive verbal or physical

conduct or the display or publication of words, pictures, or symbols intended to offend personally or to create an intimidating, hostile, or offensive working or educational environment for members of the other sex, other races, religions, ethnic groups, or persons of differing views or sexual orientation.

16. Interfering with Freedom of Expression: Intentionally or substantially interfering with the freedom of expression of others on the University campus or at University-sponsored activities.

17. Failure to Comply with the Directive of a University Official: To disregard or ignore the directions of University officials acting in the performance of their duties; to demonstrate disrespect through verbal or physical abuse.

18. Interfering with Fire Safety: Intentionally, carelessly, or recklessly tampering with, damaging, or misusing fire-safety equipment such as, but not limited to, fire extinguishers, smoke alarms, sprinkler systems, or exit signs; unauthorized burning of any material in any University building or on or near University property; disregarding a fire alarm or refusing to evacuate a building or section of a building when a fire alarm is sounding; intentionally registering or causing to be initiated any false report, alarm, warning or threat of fire, explosion, or other emergency on the University campus or at University-sponsored activities. Obstruction of fire escapes, corridors, or stairways.

19. Misuse of Computer, Network, or Telephone Equipment:

Any misuse of the computing network or equipment as explained in the Appendix, Section 15, including the telephone network or equipment. Placing an obscene or abusive phone call is illegal and may violate federal (as well as University) regulations.

20. Hazing: Any action taken, or situation created intentionally, whether on or off campus, which produces mental or physical discomfort, embarrassment, or ridicule; where participants are endangered physically or mentally; where participants are pressured against their will to participate; where the participants are targeted based on class year or other criteria; which is a violation of the participant's human rights; that is not in compliance with the University's general mission, philosophy, and policies. The express or implied consent of the victim will not be a defense. Apathy, indifference, or acquiescence in the presence of hazing are not neutral acts, and therefore are a violation of this rule.

21. Improper Solicitation: The unauthorized sale of goods on the University campus without University-issued permission or license; the unauthorized request for donations on or off the University campus.

22. Violation of Sanctions: Knowingly violating the terms of any disciplinary sanction (such as probation) previously imposed by the University.

23. Assisting Another to Commit an Offense: Aiding, abetting, or assisting another to commit, to plan, or to attempt to commit any of the above offenses against the University community.

24. False, Vicious, Malicious Allegations: Knowingly bringing false allegations against the University or another person for any reason.

25. Providing False Information: Intentionally counterfeiting and/or misrepresenting information to the University, including incidents of fraud and embezzlement.

26. Violation of Campus Housing Regulations (Community Standards): Violations of campus housing regulations, as enumerated in the Residence Life/Rules and Regulations section of this handbook and the housing agreement, including additional regulations imposed during break housing.

27. Violation of Campus Car/Parking Regulations: Violations of the campus car/parking regulations as enumerated in the Drew University Traffic and Motor Vehicle Regulations Handbook, available online and from the Department of Public Safety.

28. Violation of Public Law: All Drew University students are bound by local, state, and federal laws. The University will not interfere with the administration of public law and, in cases that affect the Drew community, may impose

sanctions even for violations that occur off campus.

29. Intimidation of Witnesses:

In instances of alleged intimidation of witnesses, the Associate Dean of Educational and Student Affairs will investigate the allegations. All parties involved will be heard separately. If intimidation allegations are substantiated, the student(s) accused of intimidation is automatically subject to suspension or expulsion. If intimidation allegations are not substantiated, no disciplinary sanctions will be instituted.

C. Procedures for Student Conduct Policy Violations:

1. Any member of the Drew community may allege that a student has violated University policy. Except in cases of sexual assault and sexual harassment, the University also may choose to file allegations on behalf of another person or on its own behalf. (See the Sexual Harassment Policy for further clarification.) All allegations of violations must be submitted to the Associate Dean of Educational and Student Affairs. Formal allegations must be made in writing, such as a letter or incident report. The incident report form is available on the Residence Life Web site <http://depts.drew.edu/reslife/incident.htm>.

2. Under normal circumstances, the Associate Dean of Educational and Student Affairs shall be the primary discipline administrator. The Associate

Dean will determine the appropriate follow-up based upon factors such as the nature and seriousness of the offense, whether or not it is a repeat violation, etc. In cases where the Associate Dean or designee) is unable to schedule a meeting (due to a conflict of interest or other reason), the Dean of Educational and Student Affairs shall assume those duties. Under special circumstances, the University President may designate a discipline administrator.

3. If a student poses an immediate danger or threat to the health, safety, or well-being of the University community, the President or the President's designee may impose a suspension or other separation from the University with no prior notice, effective until due process is concluded.

4. A student accused of a violation will be contacted by the Associate Dean of Educational and Student Affairs (or designated discipline administrator) to discuss the allegations. Lesser offenses (those which do not warrant removal from the residence halls or suspension/ expulsion from the University) will be resolved in an administrative meeting.

a. Administrative Meeting. Depending on the seriousness of the offense, an administrative meeting occurs with a staff member such as an RD, the Director of Residence Life, or the Associate Dean of Educational and Student Affairs.

The goal of an administrative meeting is to arrive at a finding of “responsible” or “not responsible”, and to assign sanctions if necessary.

Major and/or repeat offenses (those which potentially could result in removal from the residence halls or suspension/ expulsion from the University) may be resolved in an administrative meeting with the Associate Dean of Educational and Student Affairs or in a formal Student Conduct Board hearing.

b. Student Conduct Board Hearing. The goal of a formal Student Conduct Board hearing is to determine responsibility and impose appropriate sanctions in a timely and fair manner.

5. A student charged with a serious University offense may withdraw from the University in writing, effective immediately upon receipt by the Associate Dean of Educational and Student Affairs, thereby forfeiting all tuition, fees, and any opportunity to enroll at a future date to the University. This option may be exercised only **before** an administrative meeting or Student Conduct Board hearing takes place.

6. If there is more than one allegation and the student pleads “responsible” to one allegation and “not responsible” to the other, the administrator shall determine if the case needs to be referred to the Student Conduct Board, which will follow the procedures set forth in sections **E/F** below.

7. Failure to Respond. Should a student fail to schedule and attend an administrative or Student Conduct Board meeting in the time designated by the Associate Dean (or designee), the student's case will be decided in his/her absence.

D. Procedures for an Administrative Meeting

Students charged with a violation of the Student Conduct Policy or other University policy who are directed to meet with a discipline administrator will receive oral or written notice of the alleged violations prior to a meeting.

The discipline administrator will meet with the student(s) to:

- 1.** Discuss the complaint and alleged conduct.
- 2.** Allow the student to review the complaint and present his/her understanding of the events related to the incident(s).
- 3.** Determine an appropriate finding:
 - a.** That it is more likely than not that the alleged conduct *did not* occur and the respondent is *not responsible* for violating the University Student Conduct Policy, or
 - b.** It is more likely than not that the alleged conduct *did* occur and that the respondent is *responsible* for violating the University/Student Conduct Policy, thus necessitating the imposition of sanctions as appropriate.
- 4.** After a decision has been rendered, the respondent will receive a letter summarizing

the outcome and sanctions as discussed in the administrative meeting.

5. If a sanction has been imposed, it is the responsibility of the student to ensure that the Associate Dean of Educational and Student Affairs, or the designated discipline administrator, is notified of the completion of the sanction. Failure to complete a sanction may result in the assessment of additional sanctions.

E. Procedures for a Student Conduct Board Hearing

- 1.** A Student Conduct Board hearing committee can be convened by the Associate Dean of Student Affairs (or designee). In situations where the Associate Dean/designee is unable to convene a committee due to a conflict of interest, or any other reason, the Dean of Educational and Student Affairs shall assume those duties. In special circumstances, the University President may designate a convener.
- 2.** A Student Conduct Board hearing committee is comprised of four students from the Student Conduct Board and three faculty members selected according to faculty regulations. At the request of either the complainant or the accused, up to two board members may be replaced due to conflict of interest. The convener will attempt to rotate the members who serve in hearings in such fashion as to give all members an equal opportunity to participate.

3. It is the convener's duty to make all parties aware of how the proceedings will be conducted. The hearing committee has the following obligations to parties involved in the hearing:

- a.** To provide
 - i.** A statement of the allegations
 - ii.** Disclosure of the results of an investigation, if any
 - iii.** A summary of the procedures to be followed
 - iv.** A statement that the choice of hearing officer or convener may be challenged in writing to the Dean of Educational and Student Affairs within 48 hours of notification
- b.** To conduct the process in a timely fashion. (In cases where incidents occur near the end of a semester, the case may need to be adjudicated at the beginning of the next semester).
- c.** To notify the accused student in writing of the reasons for the proposed disciplinary action and to allow sufficient time to prepare
- d.** To permit the student to be advised by someone of his/her choice from within the University community, such as the SGA Attorney General
- e.** To allow the accused student to consult with an adviser during the hearing (the adviser will not take part in the proceedings)

f. To permit the accused to speak on his/her own behalf and present evidence and witnesses. The accused may decline to answer questions

g. To advise the accused student of all available evidence and testimony with opportunity for rebuttal

h. To permit all accused parties to be present throughout the hearing with the opportunity to question witnesses

i. To present all relevant evidence as determined by the Associate Dean of Student Affairs (or designee)

j. To render a decision based solely upon the preponderance of evidence and give written notification of that decision to the accused, the Associate Dean of Educational and Student Affairs, and relevant University officials.

k. To provide a tape recording or transcript of the proceedings to be kept by the Office of the Associate Dean of Educational and Student Affairs, use of which will normally be limited to an appeal

l. In certain cases deemed appropriate by the proper authorities, information on an offense may be disclosed to individuals or to the entire University community

m. If an accused student, with notice, does not attend the proceeding, the information

in support of the charges shall be presented and considered even though the accused student is not present

n. The convener may accommodate concerns for personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or permitting participation by telephone, videophone, video conferencing, videotape, audio tape, written statement, or other means as determined in the sole judgment of the convener to be appropriate.

F. Appeals

1. The right of both the complainant or accused student to appeal a decision (whether by an administrator or the Student Conduct Board) is guaranteed. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the hearing and supporting documents. Appeals may be granted for the following reasons only:

a. Relevant new evidence or information is available because such information and/or facts were not known to the person appealing at the time of the original hearing

b. A procedural error was made that precluded fair and impartial hearing. Deviations from designated procedures

will not be a basis for sustaining an appeal unless significant prejudice results

2. Decisions following an administrative hearing or Student Conduct Board hearing must be appealed within two (2) business days of notification. Appeals will be heard by the Dean of Educational and Student Affairs (or designee).

G. Sanctions: The University maintains the right to impose sanctions upon students found responsible for violating the Student Conduct Policy or other University policy to protect the University community. The purpose of these sanctions is educational and rehabilitative. The reasons for the imposition of sanctions will be stated in the student's file and will become a part of the student's record.

Sanctions may also be issued in abeyance, meaning that any further violation will result in the implementation of the sanction in abeyance. Prior sanctions will be disclosed to the Student Conduct Board by the convener and may be considered.

Sanctions will increase if a student is already on probation.

1. Revocation of admission and/or degree: Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

2. Withholding Degree: The University may withhold the awarding of a degree otherwise earned until the completion of the process set forth in the Student Conduct Policy, including the completion of all sanctions imposed, if any.

3. Expulsion: Unconditional separation from the University. The expelled student shall be barred from the University campus and all University-sponsored activities.

4. Expulsion from the Residence Halls: Permanent separation of the student from residing in or visiting the residence halls.

5. Suspension from the University: The student is separated from the University for a specified period of time with the privilege of applying for re-entry after the period of suspension. In making a determination on the re-entry application, the University will evaluate the documented (as appropriate) progress the student has made and/or any positive indication that the student is ready for re-entry.

6. Suspension from the Residence Halls: The student is required to move out of the residence halls for a specified period of time. Re-entry as a residential student must be evaluated. In making a determination on re-entry as a residential student, the University will evaluate the documented (as appropriate)

progress the student has made and/or any positive indication that the student is ready to return to the residence halls.

7. Restriction: The student is restricted from participating in certain University events and activities or from remaining a resident on campus. The imposition of this sanction should not ordinarily have the effect of harming other students or disrupting planned activities. Restriction is imposed for a specified period of time.

8. Disciplinary Probation: The student is placed under a status whereby any further violation of University regulations is considered in the context of the original violation and with prejudice. The period of probation lasts for a specified period of time.

9. Relocation: Assignment to another residence hall.

10. Warning: Written or verbal caution to the student that any repetition of the behavior will result in more severe disciplinary action, including removal from the residence halls.

11. Restitution: When property is involved, fines may be levied and/or replacement costs assessed. The imposition of this sanction does not preclude the use of other sanctions.

12. Disclosure: In certain cases deemed appropriate by the proper authorities, information on an offense may be disclosed

to individuals or the entire University community.

13. Discretionary Sanctions: Educational assignments, essays, service to the community with a specified length of time, or other related discretionary assignments.

14. Written Reprimand: A written communication to the student concerning the infraction that is placed in the student's file and may be considered should any future violation of regulations occur. The copy will be removed from the student's file upon petition of the student after a specific period of time.

Nothing in this code restricts the right of the President or official designee to suspend a student immediately if, upon investigation, the President finds the continued presence of the student to be a threat to the health, safety, or well-being of the University community or any member of the University community, including the student. The procedures for such action are described in Article V, Section B of the University's "Statement on Rights and Responsibilities of Students" found in this Appendix.

10. ALCOHOL POLICY

I. VISION

The Drew University Alcohol Policy was created as a result of the University's concern for the

education and development of the whole person. The policy provides parameters to keep students safe and is in accord with New Jersey laws regarding alcoholic beverages. According to New Jersey State law, it is illegal for anyone under the age of 21 to:

1. Purchase, possess, consume, manufacture, or distribute alcoholic beverages
2. Enter places licensed to sell alcoholic beverages with the intent to purchase, have served or delivered to them, alcoholic beverages
3. Misrepresent his/her age or the age of anyone else for the purpose of purchasing alcohol or gaining entrance to a place that sells or serves alcohol

It is also illegal for anyone to purchase, manufacture, or distribute alcohol to a person who is under 21 years of age. In addition to criminal sanctions for violations of State law, there is potential civil liability for serving minors or serving a person who is already intoxicated.

II. MISSION

Drew University acknowledges that students are adults and make their own decisions regarding alcohol. However, the University has an obligation to minimize the potential for negative consequences associated with the use, misuse, and abuse of alcohol. This policy sets standards for the community and will be enforced consistently and in accordance with local, state, and federal laws.

In the event of emergency or concern, the Office of Public Safety is located in Pepin Services Center and provides 24-hour help and protection. This service is available seven days a week on a year-round basis. On campus dial x4444.

III. USE OF ALCOHOLIC BEVERAGES IN THE RESIDENCE HALLS

A. Alcohol possession in residence halls is permitted only for students of legal age (21). Alcohol may be consumed only by legal-age students in students' rooms or in common areas during a University-sponsored event. Consumption in student rooms should not infringe on the rights of other students to study or negate any normal student activity. Students of legal age may not give or sell alcohol to minors to transport, possess, or consume. Minors may not transport, possess, consume, or purchase alcohol in any area of the residence halls. Full responsibility for compliance with New Jersey State laws belongs to all students. Student rooms will not be entered unless there is a cause, see "Regulations for Search and Routine Room Inspection," policy 13 in the Appendix.

ALCOHOL COUNSELOR

In view of the University's commitment to educate and support the growth and development of the whole person, the University employs a certified Substance Awareness Counselor who is available full time during the academic year. If you or someone you know may have a problem with alcohol, the counselor provides assessment, education, and individual and group counseling. Referral's off-campus and to local support groups are also available.

Call x3318 for assistance.

B. Alcoholic beverages may not be sold at any time in residence halls.

C. Persons may not transport open containers of alcoholic beverages, nor may they consume alcoholic beverages, in hallways, foyers, stairwells, bathrooms, or other public areas, including outdoor University grounds without an event liquor license.

D. An individual suite will be considered a regular student room, and the rules set forth above will apply.

E. Because of the many different types of housing accommodations provided by the University, Drew identifies the following areas as public:

- General hallways leading to individual rooms, suites, or quads
- Lounges that adjoin complexes or are not directly connected to a student room with access doors either opened or closed
- General floor restrooms
- The area outside a Townhouse
- Outside on University grounds

F. Alcohol in bulk quantities (such as kegs or beer balls) is not permitted in residence halls.

IV. USE OF ALCOHOLIC BEVERAGES BY STUDENTS

A. UC Pub: Alcoholic beverages may be purchased, served, and consumed in the University Center Pub, which is licensed by the State of New Jersey and operates under policies compliant with New Jersey law.

B. Public areas: All other campus areas are considered public and alcoholic beverages may not be present except under special conditions.

C. Guest behavior: Drew students are held responsible for the behavior of their guests, as defined in *Daniel's Dictionary*, "Residence Life Rules and Regulations", Guests/Visitors.

D. One-day liquor license: Student groups selling alcoholic beverages at, charging admission to, or collecting money for an event where alcohol is served must obtain a one-day liquor license issued by the New Jersey Alcoholic Beverage Commission. It is the organization's responsibility for every aspect of such an event. The following procedures must be followed to obtain a one-day alcohol permit:

1. Pick up form at town hall in Madison. The form indicates procedures to be followed.
2. Form must be signed by both the Associate Dean of Educational and Student Affairs and the Director of Public Safety.
3. Form must be mailed at least 3 weeks in advance (or hand carried) to Trenton. If form is incomplete it will be rejected.
4. Form must be accompanied by a diagram of the physical space where the event will be held (including fencing, roping off of an alcohol-free area, etc.) and a letter from the Associate Dean of Educational and

Student Affairs indicating he/she is aware of both the event and the sponsoring organization.

E. Bulk quantities: Alcohol in bulk quantities (such as kegs or beer balls) is permitted on campus only at events for which a liquor license has been obtained from the New Jersey Alcoholic Beverage Commission.

F. Non-carbonated, non-alcoholic beverages: Such beverages must be available and accessible at any event where alcoholic beverages are served.

G. Food: At all events where alcoholic beverages are served, food must also be served.

H. Delivery: Retail delivery of alcoholic beverages is prohibited.

I. Funding for alcoholic beverages: CLA student activities funds may not be used for the purchase of alcoholic beverages.

V. VIOLATIONS AND ENFORCEMENT OF THE ALCOHOL POLICY

A. In addition to criminal sanctions and civil liability under State law, violations of this policy will subject a student to University non-academic disciplinary procedures. These procedures allow for a hearing, and, if the student is found responsible, may result in one, or a combination of the following sanctions:

1. Any student found consuming or in possession of an open container in a public area (i.e.

hallways, bathrooms, University grounds, etc.) will be given a warning and/or documented

- the container will be confiscated
- minors possessing or consuming alcohol in public areas will be subject to further disciplinary action

2. Refusal to hand over the alcohol, show valid ID, any verbal or physical abuse of University officials, or any alcohol-induced inappropriate behaviors will result in a meeting with a member of the Office of Residence Life or the Associate Dean of Educational and Student Affairs or the Dean of Educational and Student Affairs.

3. Serious or repeated violations of the Alcohol Policy will result in one, or a combination, of the following sanctions:

- fine
- counseling
- community service
- restriction of attendance at University functions, athletics, and/or visitations in residence halls
- probation
- parental/guardian notification at the discretion of the Associate Dean of Educational and Student Affairs, or designee
- suspension or expulsion from the residence halls and/or the University without refund

B. Each member of the University community is responsible for his/her own actions. The University will intervene beyond

disciplinary action if a student displays any or all of the following behaviors:

1. Harm to self or others
2. Excessive consumption of alcohol resulting in transport
3. Assault while under the influence (sexual or physical)
4. Blackout behavior (engaging in activity that is against University policy and having no recollection the following day)
5. Vandalism while under the influence
6. Breaking and entering while under the influence
7. Medical conditions exacerbated by alcohol use
8. Needing medical intervention when alcohol is involved
9. Violent behavior while under the influence
10. Other behaviors not listed and considered to be self-injurious or threatening to self and/or others while under the influence

VI. EMERGENCY PROCEDURE

Drew University recognizes that an emergency situation involving drugs and alcohol may arise. In order to

be pro-active in response to a situation, if a student is transported by emergency response team and alcohol and/or drugs is involved, the following procedure is implemented:

1. Public Safety will respond to the initial call.
2. Public Safety will contact the Madison EMT Squad.
3. Public Safety will inform the Health Service of the transport and file a report with the Associate Dean of Educational and Student Affairs.
4. The Office of the Associate Dean of Educational and Student Affairs will contact the Coordinator of Substance Awareness and Educational Programs.
5. The Coordinator will reach out to the student within 24 hours to complete an assessment session.

SIGNS AND SYMPTOMS OF PROBLEMATIC DRINKING

- Increase in alcohol tolerance
- Urgency to have the first drink
- Drinking because you are angry, upset, or stressed
- Your personality is altered when drinking
- Drinking the night before has caused you to miss or to be

late for class

- You sometimes have a drink to help you sleep
- When you drink, you wind up drunk
- You promise yourself you will cut down or stop, but that only lasts a short time, if at all
- Someone has expressed concern over your drinking
- It is difficult to stop after one or two drinks
- The day after drinking you have trouble remembering parts of the night (blackouts)
- You regret things you have said or done while drinking
- Even after others have stopped, you want to continue drinking
- You get irritated when anyone talks about your drinking
- At times, grades have suffered because of drinking
- A significant part of the day is spent getting, using, or recovering from the effects of alcohol
- You have been arrested for DWI or other behavior while under the influence
- You have become violent while drinking
- You have anxiety, shaking hands, hallucinations the day after drinking
- You have switched from one type of alcohol to another to control your "drunk"
- You have neglected classes or responsibilities two or more days in a row because of drinking

If you can relate to three or more of the above criteria, you may have a drinking problem.

"GOOD SAMARITAN" EXCEPTION

To safeguard students so they receive the help they need without fear of penalty or retribution, the "Good Samaritan Clause" has been adopted. This clause may be invoked one time only by the person in need of assistance and by those who provided that person with alcohol. If a student or organization helps an intoxicated student to get assistance from Public Safety, medical professionals, and/or local or state police, both the intoxicated student and the individual(s) assisting may not be subject to formal University disciplinary action for 1) being intoxicated or 2) having provided alcohol.

This policy refers to isolated incidents only and does not excuse or protect those who flagrantly or repeatedly violate the Alcohol Policy.

11. DRUG POLICY

I. VISION

Drew University has an obligation to the students and the entire University community to address and diminish the misuse, abuse, and negative behavior resulting from legal and illegal drug use. Therefore, the University will consistently enforce the Drug Policy as well as comply with local, federal, and state laws pertaining to drug possession/consumption, distribution, or sale/manufacture.

II. MISSION

Drew University is committed to maintaining a safe and healthy environment for the students, staff, faculty, administration, and guests. This drug policy is intended to accomplish the following goals

- To promote a healthy and safe campus community.
- To demonstrate the commitment of Drew to provide education and prevention services, referral services, support services, and treatment.
- To define expectations of student behavior in regard to illicit drug use.
- To identify appropriate disciplinary procedures for those students who engage in illegal drug-related activity.

In view of its commitment to education, prevention, and support in regard to illegal drug use or misuse, the University employs a full time Coordinator of Substance Awareness and Educational Programs who is available throughout the

academic year. The counselor provides assessment, education, and individual and group counseling. Referrals off-campus and to local support groups are also available. You can reach the counselor at x3318.

In the event of emergency or concern, The Department of Public Safety is located in Pepin Services Center and provides 24-hour help and protection. This service is available seven days a week on a year-round basis. On campus dial **x4444**.

III. POLICY

The policy makes clear that students found using or possessing illegal drugs will be disciplined up to and including expulsion from Drew without refund of tuition and fees. Students who supply or sell drugs face immediate expulsion and criminal prosecution. This policy also encompasses the abuse, misuse, or sale of any prescribed medications; under this policy such actions will be treated as possession/consumption, distribution, or sale. **If you are living with a person or persons that use or sell drugs, you will be held responsible; University sanctioning, state, or federal laws may apply.**

Sanctions: The following are minimum sanctions as part of the Drew University policy addressing the possession/consumption, distribution, or sale/manufacture of any controlled dangerous substances and/or paraphernalia. (See *Daniel's Dictionary*, Appendix 9,II,F, "Procedures for Non-Academic Violations," for a full definition and description of disciplinary sanctions.) For students already on probation,

sanctions will increase. These sanctions are in addition to any legal allegations incurred in accordance with state, federal, or local law. That is, a student found responsible for a drug violation can be sanctioned by the University and also charged on a state, federal, or local level.

If an incident is brought to the attention of the University by an outside party or victim, students will be held accountable by the University. It is not "double jeopardy" for both the civil authorities and the University to proceed against, and sanction, a person for the same specified conduct.

Possession/Consumption of Controlled Dangerous Substances

(Definition: Controlled substances include all illegal drugs and misused legal drugs, both over-the-counter and prescription. Possession means that such substances are on one's person, or in one's room, living environment, or automobile. Consumption refers to active use or being under the influence.)

1st Offense

- One year probation
- Housing suspension in abeyance. Commuter students five (5) week residence hall separation
- Required education project to benefit the Drew community and the individual
- Required completion of drug education meeting
- Parental/guardian notification at the discretion of the Associate Dean of Educational and Student Affairs, or designee, for those under 21
- No board positions in co-curricular activities for the duration of probation

2nd Offense

All offenses beyond a first will be considered with prejudice.

- Probation effective for the remainder of time enrolled at Drew
- Suspension from residence halls for duration of the semester
- Required substance abuse assessment and compliance with recommendations
- Community service that is related to the sanction and that is to be completed on campus within a specified time. Off-campus service is an option if approved by the Coordinator of Substance Awareness and Educational Programs; the coordinator will also verify hours served
- Mandatory parental/guardian notification by the Associate Dean of Educational and Student Affairs, or designee
- No board positions in co-curricular activities for the duration of probation.

3rd Offense

All offenses beyond a first will be considered with prejudice.

- Expulsion from the University

Distribution of Controlled Dangerous Substances

(Definition: Providing a person with a drug, legal or illegal, and not accepting or intending to accept money or barter).

1st Offense

- Suspension from the University

2nd Offense

All offenses beyond a first will be considered with prejudice.

- Expulsion from the University

Selling/Manufacturing of Controlled Dangerous Substances

(Definition: Selling of any illegal substances or legal prescription or over-the-counter drugs for money or barter. Manufacturing means purchasing or possessing the materials necessary to make or synthesize certain illegal drugs for personal use, distribution, or sale).

1st Offense

- Expulsion from the University

IV. PROCEDURE

Everyone is asked to assist in keeping the campus a safe place by being alert to suspicious situations and reporting them promptly. If you are a victim or a witness to any on-campus offense, promptly notify the RD on duty or Public Safety at x4444.

Provide the following information:

- Nature of the incident
- Location of the incident
- Description of the people involved
- Description of the property involved

If activity or paraphernalia related to illegal possession/consumption, distribution, or sale/manufacture is detected:

- Public Safety will immediately contact the Dean of Educational and Student Affairs and/or the Associate Dean of Educational and Student Affairs and the Director of Public Safety.
- The Dean of Educational and Student Affairs will contact the Associate Dean of Educational and Student Affairs and the Director of Public Safety.

If it is deemed necessary by Public Safety and/or the Residence Life staff involved, a search may be

requested and approved by the Dean of Educational and Student Affairs or the Associate Dean of Educational and Student Affairs as defined in the Appendix to *Daniel's Dictionary*, "Regulations for Search and Routine Room Inspection").

A report is filed by Public Safety. Residence Life staff may also file a report.

A. The report is sent to the Associate Dean of Educational and Student Affairs.

B. A meeting request will immediately be sent by the Associate Dean of Educational and Student Affairs to those parties involved.

C. If necessary, a student may withdraw from the University prior to the meeting with the Associate Dean of Educational and Student Affairs (see *Daniel's Dictionary*, Appendix 9, C, 4)

D. A meeting with documented party/parties will be held with the Associate Dean of Educational and Student Affairs.

E. The Associate Dean may accept the accused student's plea of responsible or not responsible. A student plea of not responsible will be handled as defined in *Daniel's Dictionary*, Appendix 9, II, C "Procedures for Non-Academic Violations," 2 (a) and 2 (b).

F. A student plea of responsible or a Student Conduct Board finding of responsible will result in the imposition of the sanctions stipulated above.

V. CONTROLLED DANGEROUS SUBSTANCES

Being aware of state and federal laws regarding controlled substance use and possession is very important. The consequences of drug possession, use, and distribution vary depending on the type of drug. Federal law prohibits the possession, use, or distribution of illicit drugs. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, provides an overview of federal penalties.

1. Denial of Federal Benefits (21USC 862)

A federal drug conviction may result in the loss of federal benefits including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in the denial of federal benefits for up to five years for a first conviction, 10 years for a second conviction, and a permanent denial of benefits for a third conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions.

2. Federal Drug Trafficking Penalties (21USC 841)

Penalties for federal drug trafficking convictions vary according to the quantity of the substance involved in the transaction. The list below is a sample of the range and severity of federal penalties

imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled dangerous substance that has been illegally distributed, the person convicted on federal drug charges of distributing the substances faces a mandatory life sentence and fines ranging up to \$8 million. Persons convicted on federal charges of drug trafficking within 1,000 feet of a school (21USC 845a) face penalties of prison terms and fines that are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year.

3. State of New Jersey Laws

The New Jersey Comprehensive Drug Reform Act (N.J.S. 2C: 35-1 *et seq*) created new offenses, increased penalties for some existing offenses to “ensure the imposition of stern, consistent punishment for all drug offenders,” and transferred all drug offenses into the Code of Criminal Justice.

4. Drug-Free School Zone (NJ Statute 2C:35-1.1)

Drew University is within 1,000 feet of an elementary school and a nursery school and, therefore, is within a drug-free school zone as defined by New Jersey law. This means that any person who distributes, dispenses, or possesses with intent to distribute a controlled dangerous substance

anywhere at Drew is subject to arrest, time in jail, and a fine up to \$150,000 depending upon the amount of substance possessed. During part of this term of imprisonment there is no eligibility for parole.

Potential penalties for a conviction:

Simple possession, use, or being under the influence of:

- **Marijuana:** 0-18 months in jail; a fine of \$500 to \$15,000; and a mandatory loss of driver's license for 6 months to 2 years.
- **Cocaine/Crack:** 3-5 years in jail; a fine of \$1,000 to \$25,000; and a mandatory loss of driver's license for 6 months to 2 years.
- **Amphetamine (“Speed”):** 3-5 years in jail, a fine of \$1,000 to \$25,000; and a mandatory loss of driver's license for 6 months to 2 years.
- **Psilocybin (“Shrooms”) and LSD:** 3-5 years in jail; a fine of \$1,000 to \$25,000; and a mandatory loss of driver's license for 6 months to 2 years

Possession of:

- **MDMA/Ecstasy:** .50 oz. or less: maximum fine \$100,000; maximum prison sentence of 5 years in jail, 2½ years without parole; and a mandatory loss of driver's license for 6 months to 2 years.
- **MDMA/Ecstasy:** .50 oz. to 5.0 oz.: maximum fine \$150,000; maximum prison sentence of 10 years in jail, 5 years without parole; and a mandatory loss of driver's license for 6 months to 2 years.
- **MDMA/Ecstasy:** 5.0 oz. or more: maximum fine \$250,000; maximum prison sentence of 20 years in jail, 10 years without parole; and a mandatory loss of driver's license for 6 months to 2 years.

Use or possession with the intent to distribute:

- **Marijuana:** 0-10 years in jail; a fine of \$750 to \$100,000; and a mandatory loss of driver's license for 6 months to 2 years.
- **Cocaine:** 3-20 years in jail (with a 3-5 year mandatory sentence with no parole if the amount exceeds 5oz.); a fine of \$1,000 to \$300,000; and a mandatory loss of driver's license for 6 months to 2 years.
- **Amphetamine ("Speed"):** 3-10 years in jail; a fine of \$1,000 to \$100,000; and a mandatory loss of driver's license for 6 months to 2 years.
- **Psilocybin ("Shrooms") and LSD:** 3-5 years in jail; a fine of \$2,000 to \$300,000; and a mandatory loss of driver's license from 6 months to 2 years.

Possession or distribution:

- **Ketamine:** maximum fine \$100,000; maximum prison sentence of 5 years in jail, 2½ years without parole; mandatory loss of driver's license for 6 months to 2 years.
- **Rohypnol (Flunitrazepam):** maximum fine \$100,000; maximum prison sentence of 5 years in jail, 2½ years without parole; mandatory loss of driver's license for 6 months to 2 years.
- **GHB (Gamma Hydroxybutrate) and GBL (Gamma Butyrolactone):** maximum fine \$100,000; maximum prison sentence of 5 years in jail, 2½ years without parole; revocation of driver's license for a maximum of 6 months; mandatory loss of driver's license for 6 months to 2 years.

In addition to the foregoing fines, every defendant who is convicted of any drug offense or who goes into a

drug diversionary program must pay a mandatory penalty ranging from \$500 to \$3,000 and a mandatory \$50 laboratory fee.

The Act provides that any person, 18 years or older, who uses, solicits, or directs a juvenile (17 years or younger) to manufacture or distribute drugs is guilty of a second degree crime and is subject to imprisonment for 5-10 years and a fine up to \$300,000.

Use or possession of drug paraphernalia:

- Up to 6 months in jail; mandatory fine of \$500 to \$1,000; and a mandatory loss of license for 6 months to 2 years.
- It is unlawful for any person to deliver drug paraphernalia to a person under 18 years of age.

Signs and Symptoms of Problematic Drug Use

- Loss of appetite, increase in appetite, changes in eating habits, unexplained weight loss or gain
- Slowed or staggering walk; poor physical coordination
- Red, watery eyes; pupils larger or smaller than usual; blank stare
- Puffy face, blushing, or paleness
- Smell of substance on breath, body, or clothes
- Extreme hyperactivity; excessive talkativeness
- Runny nose, hacking cough
- Excessive sweating

If you or someone you know may have a problem with drugs or alcohol, Drew University employs a full-time Coordinator of Substance Awareness and Educational Programs available throughout the academic year. The counselor provides assessment, education, individual, and group counseling. Referrals off-campus and to local support groups are also available. Call x3318 on campus.

- Tremors or shakes of hands, feet, or head
- Change in overall attitude/personality
- Change in activities or hobbies
- Drop in grades, skipping class
- Difficulty paying attention; forgetfulness
- General lack of motivation, energy, self-esteem; "I don't care" attitude
- Moodiness, irritability, or nervousness
- Paranoia
- Secretive or suspicious behavior
- Change in personal grooming habits
- Change in peer group or isolation from others

12. SEXUAL HARASSMENT POLICY

Dean Wendy Kolmar, Co-Chair
Sexual Harassment Committee
Brothers College 104, x3944

Dean Virginina Samuel, Co-Chair
Sexual Harassment Committee
Seminary Hall 102, x3418

Sexual harassment, which has been considered tantamount to sexual discrimination under state and federal law, undermines the educational and employment environment of the University. The purpose of this policy is to guarantee all students equal educational access (and all employees equal employment opportunity) in an environment free from sexual harassment of all kinds. This policy seeks to protect the atmosphere of trust and collegiality in the University community, to educate the community about sexual harassment, and to provide students, faculty, and staff who believe that

they have been sexually harassed with a reliable and effective process for seeking a remedy, while affording those accused of a violation a fair opportunity to be heard.

DEFINITION

Sexual harassment is physical or verbal conduct of a sexual nature which has the intent or effect of creating an intimidating or hostile educational or employment environment. Sexual harassment includes a range of behaviors specified below. Common to all of these is that non-compliance or objection by the person(s) being harassed carries with it an implied threat to an individual's employment or academic status or access and/or compliance carries an implicit or explicit offer of advantage or preference.

1. Overt Sexual Advances

Demands for sexual favors; pressure for sexual activity; physical molestation; sexual assault; coerced sexual intercourse, or attempted rape.

2. Other Verbal and Physical Conduct

Behaviors in these categories are most often sexual harassment when they are frequent and repeated or when they continue after someone has asked that they stop.

A. Harassment of an Individual

Pinching and other inappropriate touching; rubbing and brushing against the body; remarks about an individual's body, sexuality or sexual preference; sexist remarks, or humor directed at an individual.

B. Harassment of a Group

Sexist humor or jokes; use of derogatory, denigrating, or belittling terms or stereotypic generalizations of a sexual nature; repeated differential treatment based on gender or sexual preference.

CONFIDENTIALITY

All proceedings, documents, activities, and meetings related to a specific case before the Sexual Harassment Committee are confidential. Disclosure of any information related to a case by the complainant, person complained against, a committee member, or a witness in a case will be considered a violation of the Sexual Harassment Policy and will be subject to disciplinary action.

RETALIATION

This policy seeks to encourage students, staff, and faculty to express freely and responsibly their opinions and feelings about any problem or complaint of sexual harassment. Any act of reprisal, interference, restraint, penalty, discrimination, coercion, or harassment—overtly or covertly—by a University employee or student against a person who uses the policy and procedures responsibly interferes with free expression and openness. This includes both retaliation against a complainant at any point during or after the process and retaliation against a person complained against at any point during or after the process. Accordingly, such acts violate this policy and require appropriate and prompt disciplinary action.

FRIVOLOUS OR MALICIOUS ALLEGATIONS

This policy shall not be used to bring frivolous or malicious allegations against students, faculty, or staff members. Disciplinary action under the appropriate University policy may be taken against any person bringing an allegation of sexual harassment in bad faith.

FREE ACADEMIC INQUIRY

Academic freedom is central to the University's educational mission. Allegations that would undermine free academic inquiry or expression will not be considered under this policy.

The complete text of the Sexual Harassment Policy, including hearing procedures, is available for students at the UC desk and in the Library.

13. REGULATIONS FOR SEARCH AND ROUTINE ROOM INSPECTION

ENTRY INTO RESIDENCE HALL ROOMS

Students living in the residence halls can expect a level of privacy in their rooms and suites, as well as in the community at large. However, the University reserves the right to enter rooms utilizing a master key for reasons related to safety, security, health, fire-code compliance, facility maintenance, legal, reasonable cause, or discipline.

Routine inspection for safety, maintenance, or alteration may occur without notice to room occupants. In such cases, entry shall be preceded by a knock and verbal identification. Entry may

be made even if a student is not present. Such entry does not include the authority to search personal belongings in a student's desk, closet, bureau, etc. However, it does provide authority to perform necessary functions such as safety, maintenance, and room inspection. At the time of such entry, any prohibited articles that are in plain sight may be reported to Public Safety (x3379).

SEARCH AND SEIZURE

Except in an extreme emergency (of such a nature as to cause fear for the physical safety of a room occupant) or in instances of plain-view violations, the room and personal possessions of a student shall not be searched unless appropriate authorization and permission have been obtained.

The conditions for room search are as follows:

Emergencies: The safety and security of students and their guests are top priorities of the University. As such, staff authorized by the University (such as the Associate Dean of Educational and Student Affairs or a designated representative) may enter a student's room without permission in response to

- attempted or suspected suicide
- fire
- significant physical injury
- medical emergency
- situations in which there is a potential or actual threat to the security, health, or welfare of the resident(s) of the room, suite, or surrounding community

Plain View Violation/Searches:

Items that are prohibited, illegal, or stolen, or materials, substances, or

possessions that are in plain view and observed by staff during the normal execution of their duties (within or beyond the confines of a residence hall room) may be confiscated and/or used in a University disciplinary and/or legal proceeding. During such plain-view searches, staff may not open drawers, closets, closed doors, refrigerators, or any sealed area or property owned by a student(s). A student(s) may voluntarily open a closed area or personal belonging for a plain view inspection during the course of a search. Plain-view violations/searches can be conducted in the absence of the resident(s) in accordance with the procedures outlined above. In certain situations, Public Safety may be called upon to assist with confiscation procedures and may act on any violation in plain view.

Voluntary Search: Students have the option to provide written consent to have their room or personal area(s) searched when there is reasonable cause to believe they are in possession of prohibited illegal or stolen items, materials, substances, or possessions, or are aware of or involved in a violation that is criminal in nature. Such searches shall be conducted by a Public Safety officer. Any evidence seized may be used in a University disciplinary and/or legal proceeding.

Involuntary Search: When there is reasonable cause to believe that a student is in possession of prohibited, illegal, or stolen items, materials, or substances, or has knowledge of or involvement with a violation that is criminal in nature, Public Safety may request authorization for a search of a defined area

for a specific reason. Authorization standards are listed below.

Authorization

Authorization may come from a court of competent jurisdiction in the form of a search warrant, if there is an alleged violation of the penal laws of this or any other state. The administration shall request such authorities to inform the President (or a designated representative) of the impending search so that a representative of the University, and when possible, a student government representative (such as the attorney general) may be present at the search to guard against violation of a student's rights.

If there is an alleged violation of University regulations (substantiated by information upon oath or affirmation), authorization may come from the Associate Dean of Educational and Student Affairs (or a designated representative) upon a finding that there is probable cause to believe that such regulations have been violated. Such authorization shall be in the form of a written note that includes the following:

- The name of the student whose room is to be searched and his/her campus address
- The specific violations of University regulations alleged
- The specific object of the search

The Associate Dean of Educational and Student Affairs (or designated representative), along with a representative of the student government association, may be present at the search. Entry shall be preceded by verbal identification of the searchers and the purpose of the search. A copy of the written

authorization for the search shall be furnished to the student. The student shall be compensated for any damage to personal property occurring as a result of any University search procedure.

14. POLICY REGARDING USE OF UNIVERSITY FACILITIES AND BUILDINGS

Drew University encourages its students to participate in the discussion of controversial topics and to listen to speakers representing all shades of opinion. It is not obliged, however, to open its facilities on an unrestricted basis to any and all groups of students who wish to utilize them for public meetings; nor is it appropriate for the University to be put into the position of playing official host for any and all visiting speakers invited to the campus by student groups. The necessity for regulation is obvious. The University cannot permit unregulated use of its campus, especially for the holding of meetings that have no part in its regular curricular or extracurricular activities. While University policy permits full freedom of speech on its campus, it cannot permit itself to be used physically as a public forum open at will to random attendance by persons off the campus. Such use would be inconsistent with the academic purposes and traditions of a University and with facilities available on campus.

1. The University Center (UC) is designated as the only facility open to groups of students formed into *ad hoc* organizations for discussion

or other purposes and not duly-registered and recognized by the officially designated committee of the school or college concerned.

2. Any *ad hoc* group of students wishing to use University Center facilities for an announced meeting must register its name and its list of officers with the UC Director prior to making arrangements for any function. Subject to availability, a room assignment will be made for such a meeting only when it has been scheduled at least 72 hours in advance, the participants noted, and the nature of the meeting clearly stated.

The same regulations regarding publicity of events apply to *ad hoc* groups as to formally recognized groups.

3. When applying for space for the holding of a meeting, lecture, or discussion involving speakers invited from off campus, such an *ad hoc* organization must present signed authorization from a tenured faculty member indicating that he/she will be in attendance at the meeting and take responsibility for extending proper hospitality to the invited guests.
4. The above regulations are not intended to apply to student organizations already recognized by the schools or colleges of the University and carried on the official lists of those schools or colleges as recognized extra-curricular activities in good standing.

5. Duly recognized organizations may be granted permission to use Great Hall, the Hall of Sciences Auditorium, or the Baldwin Gym/Simon Forum and Athletic Center only with the approval of the University after proper application for such use has been made. Such application must state the nature and purpose of the occasion, and whether or not the occasion is to be open to persons outside the University community and an invited audience.
6. In no case, either on behalf of an *ad hoc* group or a duly-recognized organization, will any announcement of an occasion be released to the public, to the press, radio, or television except through the established University Public Relations Office, and after University approval has been obtained.

15. ACADEMIC TECHNOLOGY POLICY (INCLUDING COMPUTERS, EMAIL, INTERNET, AND TELEPHONES)

www.depts.drew.edu/acadtech/netuser.htm

Use of the University computing systems, including the campus LAN (local area network) is governed by the following policy.

Computing resources are provided for the use of faculty, students, and staff for academic purposes. The privilege of use by a student is not transferable to another student, to

an outside individual, or to an outside organization. Misuse of computer facilities is considered a serious offense at Drew and carries sanctions for anyone found in violation of the University's policy.

As a member of the Drew community of campus LAN users, there are rules and policies by which you must abide to keep the network secure and available for all to use and to maintain an atmosphere where all are welcome. Your use of the LAN connects you to the entire Drew community and to the world via the Internet, and therefore reflects on both you and on the institution. Please take these responsibilities seriously.

1. The campus LAN is to be used primarily for purposes of fulfilling the University's academic mission. It is intended to be used as a tool to enhance your education and is not available for unrestricted use for other purposes.
2. The University provides the campus LAN exclusively to you as a registered student. You are not permitted to share your account with anyone else.
3. Protect your account password at all times. You will be held responsible for all activities which occur with your account.
4. The campus LAN is a shared resource. Therefore, network use or applications which inhibit or interfere with the use of the network by others are not permitted. At times, LAN administrators may ask

you to restrict your use of the LAN or not to use the LAN because of a temporary condition. You must comply with those requests. Applications which use an unusually high proportion of network bandwidth for extended periods of time, including, but not limited to running servers or network games, are not permitted.

5. There are University standards for network software and hardware that can be used on the campus LAN. Computers, network cards, and network software issued by Drew become the standard. Use of hardware or network software other than the University standard without permission is not permitted. You will be asked to remove applications that interfere with the operation of the LAN.
6. Users of the campus LAN must comply with federal, state, and local laws and ordinances including U.S. copyright law.
7. Network administrators may access any file on the system in order to maintain network operation or security. Contents of personal files may also be accessed by programs designed to do heuristic searches for materials which could interfere with network operation or security. Files may be individually searched for investigative purposes when ordered by a court of competent jurisdiction, or

when there is an alleged violation of University regulations and the search is authorized by the Dean of the College or the Associate Dean of Educational and Student Affairs or their designated representatives. Search and notification procedures specified in the Appendix (section 14) will be followed.

8. Campus LAN services and wiring may not be modified, tampered with, or extended. This applies to all network wiring, network jacks, and hardware. If you cause damage by modifying or tampering with network wiring, jacks, or hardware, you will be held financially responsible for such damage and may be subject to disciplinary procedures.
9. Sending harassing or threatening messages, attempting to forge messages, crack passwords, or intercept data, and other malicious uses of the network are strictly forbidden by University computer-usage policies.
10. Support of the campus LAN is provided through University staff, student employees, and outside vendors. We will make every reasonable effort to keep the service operational 24 hours a day and to provide problem resolution within 48 hours.

INDEX

Academic advising	12	Confidentiality	20, 28, 32	FERPA	20
Academic honesty	12	Conversation Partners	30	Final Exams	15
Academic internship program	27	Counseling & Psychological Services	28	Financial assistance	48
Academic progress	12	Course withdrawal	14	Fines	36
Academic Technology Policy	77	Cross-registration (teaching certification)	21	Fire safety	36
Add/drop	13	Cultural series (Your Ticket to the Arts)	42	Fobs	38
Affirmative Action	56	Damage (to a room)	35	Food Service	31
Alcohol/drug counselor	28	Daniel Drew	11	Forum, Wm. E. and Carol G. Simon	45
Alcohol permit (one-day)	69	Dean of Educational and Student Affairs	23	Furniture	36
Alcohol Policy	67	Dean's List	14	Good Samaritan Policy	70
All-Campus Card (ID)	46	Declaring a major	19	GPA	16
Alumni/ae affairs	44	Decorations (room)	35	Grade disputes	16
Appendix	55	Deposits/refunds	36	Grade reports	16
Aramark	31	DIS (Drew International Seminars)	18	Grades	16
Art Semester (in New York)	19	Disability services (learning differences)	18	Graduation	16
Associate Dean of Educational and Student Affairs	23	Disabled access	56	Guest policy	37
Athletics	44	Discrimination	56	Halogen lamps	38
Attendance policy	13	Diversity Statement	10	Handicap access	56
Banners	35	Drew Scholars	14	Harassing phone calls	25
Banks	8	Drug/alcohol counselor	28	Harassment, sexual	74
Bed frames (furniture)	36, 40	Drug Policy	71	Health Service	32
Bills	46	Duplicating	50	Hotlines	8
Bookstore	45	Educational Opportunity Scholars (EOS)	15	Honor Societies	17
Buildings & Grounds	45	Email	48	Honors at graduation	17
Business Office	46	Emergency procedures	70, 76	Housing Office	49
Campus card (ID)	46	Employment (on and off campus)	28, 49	Housing, Conferences, and Hospitality	49
Campus Recreation Services	27	EOS (Educational Opportunity Scholars) Program	15	Human Rights Policy	55
Campus-wide messages	54	Escort Service	52	ID (campus card)	46
Career Center	27	ESOL (English for Speakers of Other Languages)	30	Illegal items (see prohibited items)	38
Cashing checks	45	Exams	15	Immigration information	33
Change of status	25	Excused absence	24	Incompletes	18
Chaplain (associate)	33	Expulsion	26	Incident reports	37
Check-in, Check-out	35	Federal community service program	28	Insurance (medical)	46
Checks (bad)	47	Fellowships	15	Insurance (tuition)	46
Checks (cashing)	45			International and off-campus programs	19
Class status	14			International student services	33
Classification of students	14			Internet	47, 77
Clubs and organizations	43			Intramurals	27
Club sports	27			Keys	38
Common areas (damage to)	35			Learning differences	18
Commuters	56				
Commons, The	31				
Computers	47, 77				

Leave of absence	24	Pool	45	Room selection	40
Library, University	19	Posters	42	Scheduling	50
Lofts	38	Privacy of student records	20	Search and Seizure	40
London Semester	18	Prohibited items	38	Sexual Harassment Policy	74
Lost and Found	42	Promissory note	49	Smoking	40
Mail and duplicating services	50	Property damage	35	Snack Bar, The	31
Major, planning a	19	Pub, The	42	Storage	40
Make-up work	19	P/U option	20	Space, The	31, 42
Meal plan	31	Public Safety, Department of	51	Student Activities, Department of	41
Media Resource Center (MRC)	50	Publicity/posters	42	Student Conduct Policy	61
Medical housing	38	Quiet hours	39	Study away (within the US)	24
Microfridges	39	Readership program	42	Study away (outside the US)	18
Microwave ovens	38	Re-admission/re-entry	24	Substance Abuse Counselor	28
Minor, planning a	19	Recreation	27	Substance-free housing	50
Mission statement	10	Refrigerators	39	Suicide	29
Music/private lessons	19	Refunds	47	Suspension	26
Newspapers (free copies). See readership program	42	Registrar	21	Teacher certification	21
Notary service	51	Religious and Spiritual Life	33	Telephones	53
Observatory	20	Repairs (to rooms)	39	Television	54
Off-campus employment	28	Repeating courses	21	Tennis courts	45
Off-campus programs	18	Required leave of absence	13	Theft	48
One-day alcohol permit	69	(academic requirements)	13	Transfer (to another school)	24
PAR (Peer Assistance and Referral)	29	Requirements for graduation	12	Transportation	9
Parking appeals	52	Residence Life, Department of	34	Tutors	27
Parking permits	53	Residence Life, rules/regulations	35	UC Desk	42
Parking regulations	52	Restaurants	9	UN Semester	18
Parking tickets	51	Rights and Responsibilities of Students	57	University Center (UC)	41
Pets	38	Room/roommate changes	49	University Commons	31
Phi Beta Kappa	17	Room search	39	University history	10
				Vacation housing	40, 50
				Vandalism	41
				Varsity teams	44
				Violations (see incident reports)	37
				Visas	33
				Voice messages (campus wide)	54
				Voluntary withdrawal	26
				Volunteer Resource Center	43
				Wall Street Semester	18
				Washington (DC) Semester	18
				West Africa Semester, Drew in	18
				Who's Who	25
				Withdrawal and dismissal policy	26
				Work/Study	49
				Writing Center	22
				Your ticket to the arts	42



ACADEMIC CALENDAR 2005–06

Fall 2005

THURSDAY, SEPTEMBER 1

New students arrive and orientation begins; Academic Convocation, CUE student orientation and registration

FRIDAY, SEPTEMBER 2

Registration for returning students who did not pre-register and for CLA Special Students. (Note: \$125 late registration fee)

SATURDAY, SEPTEMBER 3

Registration for new students

SUNDAY, SEPTEMBER 4

Residence halls open for returning students 12 noon

MONDAY, SEPTEMBER 5

Labor Day, no classes

TUESDAY, SEPTEMBER 6

Classes begin

MONDAY, SEPTEMBER 12

Last day to add a semester-long class without instructor's signature. Last day to add first half-semester classes, to change to P/U option (first half-semester classes), enroll from wait list (first half-semester classes), or drop first half-semester classes without a "W"

MONDAY, SEPTEMBER 19

Last day to add a semester-long class with instructor's signature, to change P/U option, enroll from wait list, or drop a semester-long class without a "W" (Note: No reduction in charges for any reduced load after this date). Outstanding "I" and "NR" grades from the spring 2005 term convert to "U" grades

FRIDAY, OCTOBER 7

Last day to drop first half-semester classes with a "W"

FRIDAY, OCTOBER 7–SUNDAY, OCTOBER 9

Family Weekend

THURSDAY, OCTOBER 13

Yom Kippur, no classes

THURSDAY–FRIDAY, OCTOBER 13–14

Reading days, no classes

TUESDAY, OCTOBER 18

Thursday classes meet

WEDNESDAY, OCTOBER 19

Friday classes meet

FRIDAY, OCTOBER 18

Last day to add second half-semester classes, to drop second half-semester classes without a "W," to enroll from wait list (second half-semester courses), or change P/U option (second half-semester classes)

MONDAY–THURSDAY NOVEMBER 7–17

Registration for spring 2006 semester. Note: No registration on November 15. (*Material available one week before; clear financial account required to register*)

FRIDAY, NOVEMBER 11

Last day to drop semester-long course with a "W." (Courses discontinued after this date earn a grade of "U")

TUESDAY, NOVEMBER 22

Last day to drop second half-semester classes with a "W"

WEDNESDAY, NOVEMBER 23

Thanksgiving recess begins, no classes. Residence halls close 12 noon; halls re-open Sunday, November 27 at 12 noon

MONDAY, NOVEMBER 28

Classes resume

MONDAY, DECEMBER 12

Wednesday classes meet, last classes meet

**TUESDAY–WEDNESDAY
DECEMBER 13–14**

Reading days, no classes

THURSDAY, DECEMBER 15

Final examinations begin

WEDNESDAY, DECEMBER 21

All examinations and semester end.
Residence halls close at 12 noon on
Thursday, December 22.

Spring 2006

FRIDAY, JANUARY 27

Registration/Orientation for new
students, returning students not pre-
registered, non-Drew students and
special students

SATURDAY, JANUARY 28

Residence halls open at 12 noon for
returning students; dining hall opens
with dinner

MONDAY, JANUARY 30

Classes begin. Application due for
May commencement

FRIDAY, FEBRUARY 3

Last day to add a semester-long
class without instructor's signature.
Last day to add first half-semester
classes, to change to P/U option
(first half-semester classes), enroll
from wait list (first half semester
classes) or drop first half-semester
classes without a "W"

FRIDAY, FEBRUARY 10

Last day to add a semester-long
class with instructor's signature, to
change P/U option, enroll from wait
list, or drop a semester-long class
without a "W" (Note: No reduction
in charges for any reduced load after
this date). Outstanding "I" and "NR"
grades from the fall 2005 semester
convert to "U" grades

WEDNESDAY, MARCH 1

Last day to drop first half-semester
classes with a "W"

FRIDAY, MARCH 10

Spring recess begins at 5 p.m.
Residence halls close at 7 p.m.
Residence halls re-open at 12 noon
on Sunday, March 19

MONDAY, MARCH 20

Classes resume

FRIDAY, MARCH 24

Last day to add second half-
semester classes, to drop second
half-semester classes without a "W,"
to enroll from wait list (second half-
semester classes), or change P/U
option (second half-semester
classes)

FRIDAY, APRIL 7

Last day to withdraw from a
semester-long class with a grade of
"W;" classes discontinued after this
date earn the grade of "U"

FRIDAY, APRIL 14

Good Friday, no classes

**MONDAY–WEDNESDAY
APRIL 10–19**

Registration for fall 2006 term
(materials ready one week before;
clear financial accounts required to
register). Returning students who
do not register during this period are
ineligible for fall housing selection

FRIDAY, APRIL 21

Last day to drop second half-
semester classes with a grade of "W"

MONDAY, MAY 8

Last classes meet, Friday
classes meet

**TUESDAY–WEDNESDAY
MAY 9–10**

Reading days, no classes

THURSDAY, MAY 11

Final examinations begin

WEDNESDAY, MAY 17

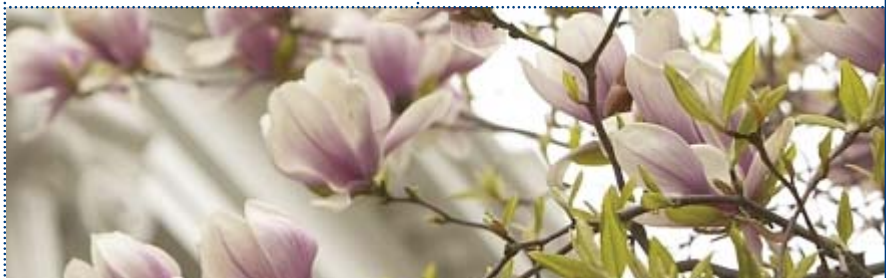
Last day of final examinations,
semester ends. Residence halls
close at 12 noon on Thursday,
May 18, except for graduates

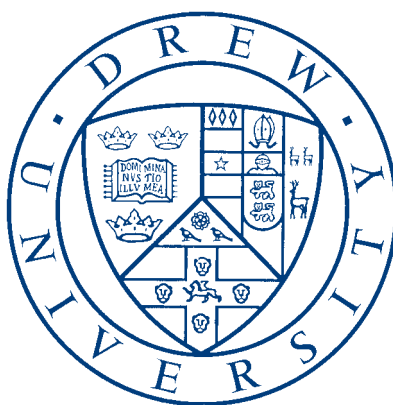
FRIDAY, MAY 19

Baccalaureate service, 5 p.m.

SATURDAY, MAY 20

Commencement, 10:30 a.m.





THIS BOOK BELONGS TO

**DREW UNIVERSITY
MADISON, NEW JERSEY 07940**