

This handbook is brought to you by

THE DEPARTMENT OF EDUCATIONAL AND STUDENT AFFAIRS

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

ASSOCIATE DEAN OF STUDENT LIFE

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 LIFE

President's House Annex, x3597

RESIDENCE LIFE

Holloway Annex, x3394

STUDENT ACTIVITIES AND UNIVERSITY CENTER

x3454

DANIEL'S DICTIONARY

Grad/Theo Edition • 2004-05

HOW TO USE THIS BOOK



This year we have combined the grad and theo handbooks into one comprehensive book filled with useful information for students in both schools.

The paper edition of the handbook will be sent to all incoming students and to all those who request a paper copy. For everyone else, the book is available online at www.depts.drew.edu/stulife/handbook/gradtheo.

The new format begins with information particular to the Caspersen School (pages 5 to 22) followed by information particular to the Theological School (pages 23 to 41).

A common section follows (page 42) with information relevant to both schools. Whenever there is a distinction in policy or information between the two schools, it has been pointed out (in alphabetical order): Caspersen School information first, followed by information for the Theological School.

Your comments and suggestions are welcome. Please contact the editor at aburke@drew.edu. Every student in the Caspersen School and the Theological School is held responsible for knowledge of the material in this book, as well as such additional regulations as may appear in *The Acorn*, the University Catalog, or posted bulletins. By choosing to attend these schools, students agree to abide by Drew's structures and educational policies, even though they are free to criticize and propose change.

Note also: Information and dates are subject to change. A continually updated version of this handbook is available at www.depts.drew.edu/stulife/handbook/gradtheo.

DANIEL'S DICTIONARY • 2004-05

www.depts.drew.edu/stulife/handbook/gradtheo

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Caspersen School

- x3285 Dean James Pain
- x3283 Associate Dean William Rogers
- x3618 TBA, Director of Special Programs
- x3284 Administrative Assistant Linda Blank
- x3285 Secretary Leslie Riordan

Academic Affairs

- x3189 Archives, General Commission
- x3003 Computer Training Resource Center
- x3205 CNS Help Desk
- x3486 Library Circulation Desk
- x3588 Library Reference Desk
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- x3025 Registrar
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Educational and Student Affairs

- x3318 Alcohol/Drug Counselor
- x3390 Associate Dean of Student Life

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- x3398 Counseling and Psychological Services
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- x3318 Drug/Alcohol Counselor
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- x3468 Food Service (Aramark)
- x3441 Forum, Hours and General Information
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FEEL DOWN?
DIAL G-O-O-D (4663)
The PAR hotline run by peer counselors
5 p.m. to 9 a.m.

- x4663 GOOD: Drew Crisis Hotline
- x3055 Grad/Theo Residence Director
- x3414 Health Service
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General Administrative/ University Operations

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2004-2005 CASPERSEN SCHOOL FACULTY/STAFF DIRECTORY

Ariarajah, Wesley

Ecumenical Theology, Davies
House 203, x3979 (on leave fall
and spring semesters)

Bernstein, Frances

History, Gilbert House, x3542

Blank, Linda

Administrative Assistant
S. W. Bowne, x3284

Boesel, Christopher

Christian Theology, Embury 308A
x3789

Brown, Karen McCarthy

Sociology and Anthropology of Religion
12 Campus Drive 208, x3277

Burns, Carla Osit

Director of Graduate Admissions
Wesley House, x3560

Brown, Katherine G.

ESOL, Sycamore Cottage, x3397

Burrus, Virginia

Church History, Embury 303, x3099
(on leave fall 2004)

Campbell, William

Biology, Hall of Sciences 332, x3096

Carter, Ashley

Physics, Hall of Sciences 332, x3687

Christensen, Michael

DMIN, 12 Campus Drive, x3738

Cole, Darrell

Medical Humanities
Faulkner House, x3336

Coless, Gabriel

Theological and Religious Studies
S. W. Bowne 203, x3285

Comings, Jill

Liturgical Studies, Faulkner House 5
x3117

Corrington, Robert

Philosophical Theology
Library 3rd Floor, x3682

Cowell, David

Political Science, Smith House
x3425

Cucchi, Paolo

VP/Dean of the College
Mead Hall 226, x3541
and Brothers College 108, x3321

Davis, Morris

History of Christianity
12 Campus Drive, x3078

Deluca, Kittie

Administrative Assistant, Graduate
Admissions, Wesley House, x3257

Edwards, Lillie

History, Gilbert House, x3013

Elkins, Heather

Davies 101A, x3273

Evans, Wyatt

History, Gilbert House 21, x3329

Fewell, Danna

Hebrew Bible, Embury 310, x3543

Gary, Brett

History, S. W. Bowne, x3879

Graybeal, David

Church and Society
12 Campus Drive 004, x3274

Hala, James

English, S. W. Bowne 100, x3297

Henry-Corrington, Sara

Art, Brothers College 10, x3331

Huffmon, Herbert

Old Testament, Mead Hall 005, x3265

Isasi-Diaz, Ada Maria

Ethics and Theology
12 Campus Drive 203, x3269

Jamieson, Sandra

English, S. W. Bowne 118, x3499

Kearns, Laurel

Sociology of Religion
Davies House 202, x3009

Keller, Catherine

Constructive Theology, Embury 304
x3268 (on leave fall 2004)

Kohn, David

History, Gilbert House, x3204

Kolmar, Wendy

English, S. W. Bowne 112, x3632

Laity, Cassandra

English, S. W. Bowne 106, x3141

Lawler, Edye

Dean of Educational and Student
Affairs, Brothers College 114, x3327

Lenz, John

Classics, Embury, x3275

Levi, Neil

English, S. W. Bowne 100, x3821

Maduro, Otto

World Christianity, 12 Campus Drive
206, x3041

Magnell, Thomas

Philosophy, S. W. Bowne 108, x3843

McKenna, Bernard

English, S. W. Bowne 100, x3177

Messmer, William

Political Science, Smith House 102
x3430

Middleton, Jo Ann

Medical Humanities, Tilghman x3610

Moore, Stephen

New Testament
12 Campus Drive 003, x3313

Noordsij, Johan

Psychiatry, x3284

Occhiogrosso, Frank

English, S. W. Bowne 117, x3301

O'Kane, James

Sociology, Gilbert House, x3409

Ollman, Nadine

English, S. W. Bowne 116, x3300

Pain, James

Dean, S. W. Bowne, x3285

Patterson, Dale

Records Administrator
Methodist Archives, x3195

Peek, Philip

Anthropology, Faulkner House 6
x3383

Phelan, Virginia

Director, Arts and Letters
Tilghman, x3756

Pressley, Arthur

Embury 300, x3594

Reader, Jonathan

Sociology, Gilbert House 23, x3408

Ready, Robert

English, S. W. Bowne 105, x3302

Riordan, Leslie

Secretary, S. W. Bowne, x3285

Rogers, William

Associate Dean, S. W. Bowne, x3283

Romance, Joseph

Political Science, Smith House
x3036

Rose, Jonathan

History, Gilbert House 15, x3545

Rowe, Kenneth

Church History
12 Campus Drive 004, x3910

Saltzman, Ann

Psychology, Hall of Sciences 6
x3354

Samuels, Peggy

English, S. W. Bowne, x3086

Selinger, Suzanne

Associate Librarian, Library 205
x3472

Simon, Douglas

Political Science, Smith House 204
x3424

Skaggs, Merrill

English, S. W. Bowne 125, x3491

Smith-Wright, Geraldine

English, S. W. Bowne 102, x3287

Son, Angella

Psychology and Religion
12 Campus Drive, x3260

Stroker, William

Religion, Faulkner House 8, x3282

Sugerman, Shirley

Religion, S. W. Bowne 203, x3303

Sundue, Sharon

History, Gilbert House 12, x3171

Todd, Jesse (Terry)

American Religious Studies
Davies House 303, x3847

Van Blerkom, Linda

Anthropology, Faulkner House 7
x3701

Varon, Jeremy

History, Gilbert House 14, x3286

West, Traci

Ethics and African/African-American
Studies, Embury 309, x3082

Westfield, Lynne

Christian Education
Embury 312, x3523

White, James

Liturgical Studies, S. W. Bowne
x3285

Yardley, Anne

Associate Academic Dean
Commons 110B, x3647

Yrigoyen, Charles

Methodist Archives, x3193

CASPERSEN SCHOOL

Whom Do I Call About...?

A

ABSENCES

Notify your professor

ACADEMIC ADVISING

See your adviser

NEED AN ADVISER

Dean William B. Rogers, x3283

ACADEMIC PROBLEMS

Dean William B. Rogers, x3283

ADMISSIONS (CASPERSEN SCHOOL)

Carla Osit Burns, x3110

ALCOHOL/DRUG PROBLEMS

Audra Toner, x3318

ALUMNI/AE RELATIONS

TBA, x3838

B

BILL PAYMENT, PROBLEMS

Business Office, x3114

C

CAMPUS EVENTS, SCHEDULING

Calendar Coordinator, x3308

CAR REGISTRATION

Public Safety, x3379



COMMENCEMENT

Dawn Cerciello, x3211

COMPUTER/EMAIL QUESTIONS

CNS Help Desk, x3205

COUNSELING, PSYCHOLOGICAL

Dr. Marianne O'Hare, x3398

D

DISCRIMINATION

George-Harold Jennings, x3392

DRUG/ALCOHOL PROBLEMS

Audra Toner, x3318

DUPLICATING SERVICES

Pepin Services Building/Lower Level
x3240

E

EMERGENCIES

Public Safety Office, x4444

EMPLOYMENT, ON CAMPUS

Zarinah Smith, x3717

EMPLOYMENT, OFF CAMPUS

Career Center, x3710

ESOL

Katherine G. Brown, x3397

F

FINANCIAL ASSISTANCE

Kandice Joyce, x3404

FOOD SERVICE

Tom Lambert, Aramark, x3468

G

GRADUATION

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

H

HEALTH PROBLEMS

Kathleen Nottage, x3414

HOUSING (ON CAMPUS)

Kathy Sutherland, x3037

L

LEAVE OF ABSENCE

Dean William B. Rogers, x3283

LOST AND FOUND

UC Desk, x3456
Pepin/Public Safety, x3379

LOST KEYS

Residence Director (RD), x3055

M

MAIL

UC Mail Room, x3449
Pepin Mail Room, x3601

N

NOTARY SERVICES

Maryann Errico, x3233
Erin Hennessey, x3580 or
Diane Zsombik, x3328

IN AN EMERGENCY

Public Safety can be contacted
24 hours a day at x4444

O

OBSCENE PHONE CALLS

Public Safety, x4444, and/or
Associate Dean Gerry Muir, x3390

P

PARKING PERMITS

Public Safety, x3379

PARKING TICKETS, PAYMENT

Business Office Cashier, x3214

PARKING TICKETS, APPEAL

TBA, x3986

R

RECREATION

Sara Nelson, x3444 or
Simon Forum, x1768

REGISTRATION

Registrar, x3025

REPAIRS, TO RESIDENCE

Service Response Center, x3510

S

SCHEDULING EVENTS

Scheduling Office, x3308

STUDENT ACTIVITIES

Maria Miceli-Jacobson, x3455

SNOW/EMERGENCY CLOSING

x3872 (DUSC)

T

TELEPHONE PROBLEMS

Telecommunications, x3333

TRANSCRIPTS

Judith Rosenbaum, x3025

V

VISAS

Char Lee Kibler, x3182

W

WITHDRAWAL

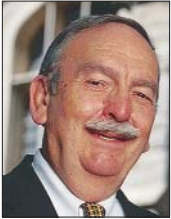
Dean William B. Rogers, x3283

WRITING PROBLEMS

Erek Smith, x3617



A MESSAGE FROM THE DEAN



We are an intentionally small community of scholars, both faculty and students, dedicated to the pursuit of knowledge in an atmosphere that is as free as possible from cant and clamor. We attempt to proceed with ardent regard for truth, beauty, and goodness in a context of mutual respect and camaraderie.

Our curriculum is known for what it excludes as well as for what it offers. We do not presume to do everything. That which we do is done in a collegial, interdisciplinary fashion.

The ideal Drew graduate student is capable of self-disciplined individual research and constructive corporate interchange. The first of these qualities may be reflected in tutorials and dissertation research, the second in seminars and colloquia.

We cultivate creativity while acknowledging our constant obligation to reality. We prize freedom of the spirit within the horizon of academic responsibility.

I trust you will enjoy your stay here.

A handwritten signature in cursive script, appearing to read "D. Pain".

Dean Pain

THE CASPERSEN SCHOOL COMMUNITY

The student body represents a rich mixture of individuals from around the world. The numbers are almost equally divided between men and women and married and single students. Through classes, the Graduate Student Association, and activities planned by conveners, you will get to know students from all disciplines and freely exchange ideas. The intellectual excitement on campus is stimulating and the overall atmosphere is supportive.

The faculty are accessible, friendly, and interested in their students. The social life of Drew is likewise enhanced by the many colloquia, mixers, and receptions hosted annually by the Caspersen School.

There is a vast range of opportunities for students both on and nearby campus, many of which are described in this book. You can easily walk to shops and restaurants and the train station in Madison. There is a bus to New York City which stops at the main gate. Princeton and Philadelphia are within a reasonable driving distance. These cities—with their many libraries, museums, universities,

seminaries, bookstores, theaters, and restaurants—provide almost limitless intellectual, cultural, and social resources.

S. W. BOWNE HALL DEAN'S OFFICE

James Pain, Dean, x3285

**William Rogers, Associate Dean
x3283**

**TBA, Director of Special Programs
x3618**

**Linda Blank, Administrative
Assistant, x3284**

Leslie Riordan, Secretary, x3285

This stately building, originally designed as a dormitory and dining hall, was constructed of New Hampshire granite in 1912 and completed the following year. It is a replica of the magnificent Christ Church Hall in England, where John Wesley and other Methodists had eaten while attending Oxford. Samuel Bowne, who died in 1910, changed his will to provide the necessary funding for the building.

After more than 80 years of service to Drew (first as a refectory and then

as home to the Caspersen School of Graduate Studies), S. W. Bowne is getting some much-needed attention. Phase one, just completed, entailed repairs to the roof, reconstruction of some windows, and stabilization of the stonework (including the towers and gargoyles). Phase two is now underway and involves a 4,500 square foot addition to the building, as well as renovation of first-floor offices. Detailed plans are on display in the lobby outside the deans' offices.

S. W. Bowne is home to the Caspersen School Dean and Associate Dean, the Graduate School Association (GSA) Office, the Women's Studies Resource Center, and the offices of the English and philosophy departments. Academic advisers are appointed through this office, as well as appointments with either of the deans. It is also the place to learn about Grants and Fellowships, calls for papers, job announcements, and GSA committee vacancies. You can relax in Thompson Commons, take your comprehensive exams, and present the oral defense of your dissertation—all in S. W. Bowne.

There are copies of several scholarship/grant books that you may browse, as well as current copies of the "Chronicle of Higher Education" and "AAR/SBL Openings". Just outside the Dean's office, in the lobby, are postings of jobs and scholarships.

Associate Dean Bill Rogers' office is located across from the mailboxes in the hallway. If you have a problem,



do not hesitate to contact him—his advice and counsel are extremely helpful to obtaining your degree from Drew.

THOMPSON COMMONS

Located on the second floor of S.W. Bowne Hall, Thompson Commons (named for former Dean of the Graduate School Bard Thompson) is open to graduate students for studying, socializing, or meetings. Check with Linda Blank in the Caspersen School Office if you wish to reserve this room for a class or area meeting.

Most GSA functions take place in Thompson Commons. The door requires a secret code to unlock it which you will learn during Orientation or at subsequent GSA meetings. If you're really stuck, call one of the GSA officers or ask a fellow student.

Remember to check out the GSA bulletin board located outside Thompson Commons to sign up for GSA committees and announcements of important events.

WOMEN'S STUDIES RESOURCE CENTER

www.depts.drew.edu/wmst

Wendy Kolmar, Adviser
S. W. Bowne, Room 006, x3607
Hours: As posted on door

The center contains a vast amount of information on all facets of women's studies. There is a wide range of books available for student use as well as an in-depth archive of scholarly articles and newspaper clippings.

GRADUATE STUDENT ASSOCIATION (GSA)

www.groups.drew.edu/gsa

Lynne Darden, President
lsdarden@drew.edu

Scott Elliot, Vice President
selliot@con-text.net

Michael Humphreys, Treasurer
mhumphre@drew.edu

David Wright, Secretary
dwright@drew.edu

The Graduate Student Association represents and promotes the interests of the graduate community by taking an active role in Caspersen School governance, coordinating social activities and events, and by supporting the intellectual and professional lives of graduate students.

There is a steering committee comprised of the officers and student conveners from each of the degree programs; student representatives sit on most University-wide committees and actively participate in shaping school policy. In addition, the various GSA committees serve to coordinate and manage ongoing issues related to academic studies and student life at Drew.

At least four general GSA meetings are held during each academic year. These meetings are open to the entire graduate community. Read your email and GSA Newsletter "News and Notes" to keep informed of the dates and times of meetings. It is the active participation of graduate students which makes the GSA an effective student body and a strong voice at Drew University.

The GSA Web site has information on off-campus services to graduate students. Some of these services include information about outside scholarships, the NAGPS (National Association of Graduate and Professional Students), Internet lists and services, and professional organizations such as MLA, AAR, and APA.

The GSA's office is located in the basement of S.W. Bowne and the mailbox is located in the bank of boxes in the upstairs hallway.

CASPERSEN SCHOOL AND UNIVERSITY COMMITTEES

Graduate students can express their opinions and assert their influence by serving on the following committees:

ACADEMIC STANDING

Michael Humphreys
mhumphre@drew.edu

This committee addresses students' academic petitions (for grade changes, language substitution, comprehensives, tutorials, etc.). Contact: Dean James Pain
S.W. Bowne, x3285.



AFFIRMATIVE ACTION

Asa Nausner, representative
anausner@drew.edu

This committee addresses concerns of affirmative action in all three schools. Contact: George-Harold Jennings, Sycamore Cottage, x3392.

EXPENDITURE AND ALLOCATION COMMITTEE/REVENUE COMMITTEE

These committees meet extensively during the fall to plan the University budget. Each has a rotating representative from the grad/theo community. This year, a Theological School representative will serve on the Expenditure Committee and a graduate student representative will serve on the Revenue Committee.

POLICY AND PLANNING

Lynne Darden lsdarden@drew.edu

This body deliberates policies relating to graduate students, faculty, and administration. Contact: Dean James Pain, S.W. Bowne, x3285.

LANGUAGE

Samuel Ngale sngale@drew.edu

The committee examines language classes, the cost of language study, exams, readers, languages offered, and the language requirement itself. Contact: Dean of Educational and Student Affairs Edwina Lawler, Brothers College 114, x3327.

LIBRARY

Lisa Nocks lnocks@drew.edu

One student is invited to participate in discussions of Library policy and hours as they affect grad students. Contact: Prof. Don Cole, Lewis House 103, x3429.

SEXUAL HARASSMENT

Chris Rodkey crodkey@drew.edu

One representative assists in addressing issues of sexual harassment and sexual assault on campus. Contact: Prof. Wendy Kolmar, S. W. Bowne 112, x3632, or Associate Dean Virginia Samuel, Commons 110, x3418.

SPACE COMMITTEE

TBA

This group makes recommendations for improvements in the utilization of Drew's "space" (i.e. residence halls, administrative buildings), especially as it impacts the life and academic work of students. Contact: Peggi Howard, Vice President of Administration and University Relations, Mead Hall, x3071.

STUDENT LIFE ADVISORY BOARD

TBA

This committee serves as a forum for faculty, staff, and students to share information about and experiences with various aspects of life at Drew. Subjects discussed include the need for extended Library hours to the desire for more

entertainment possibilities for grad/theo students. Contact: Dean of Educational and Student Affairs Edye Lawler, Brothers College 114, x3327.

UNIVERSITY PROGRAM BOARD (UPB)

TBA

UPB plans, organizes, and funds campus events of interest to students in all three schools. If you'd like to see more programming for graduate students, this is the committee to join. Contact: Maria Miceli-Jacobson, Director of Student Activities, UC 110, x3455.

UNIVERSITY SENATE

Dawn Digrius ddigrius@drew.edu

The Senate recommends academic and other policies to the President of the University and a grad student is invited to attend meetings and take part. Contact: Prof. Peggy Samuels, S. W. Bowne, x3086.

VOLUNTEER RESOURCE CENTER

Jessica Hausman, liaison
jhausman@drew.edu



GSA COMMITTEES AND INTERESTS

www.groups.drew.edu/gsa

The Graduate School Association (GSA) has its own committees which attempt to better the academic and community life of its students. Other ad hoc committees may be formed as need arises. If you would like to participate in any of these groups, please contact the GSA president. Note: Many positions are left open intentionally, in order to give opportunities to incoming students.

GRANTS AND FELLOWSHIPS LIAISON

Elizabeth Pullen epullen@drew.edu

You will find information regarding scholarships and grants posted in the foyer of S.W. Bowne. For additional information, contact the Grants and Fellowships Liaison by putting a message in the bank of GSA boxes located in the hallway of S.W. Bowne. Weekly listings of available scholarships are also posted via email throughout the academic year, so check regularly!

NAGPS REPRESENTATIVE

Sigrídur Gudmarsdóttir
sgudmars@drew.edu

NAGPS stands for National Association of Graduate and Professional Students. The liaison's job is to send a bimonthly email message to students and represent Drew at the annual conference.

"NEWS AND NOTES" TBA

The GSA publishes a newsletter at least four times during the academic year. It contains information on events in the Graduate School, news from and for each area of the Graduate School, information from GSA officers, news on presentations and books by graduate students and faculty, and occasional editorials.

Meeting times for GSA and Area meetings are announced here. *News and Notes* is distributed to students, faculty, and staff of the Graduate School via campus mail or email. If you do not have a campus mail box, you may request that it be sent to you via US Mail or on email.

If you wish to contribute to the content (we're always open for suggestions and new items to add), contact the editor. The newsletter maintains a box in the bank of mailboxes in the hallway of S.W. Bowne where you can leave your submission. The deadline for submissions varies for

each issue; check the current issue for submission deadlines.

ORIENTATION COMMITTEE

Madera Edwards, Chair
medwards@drew.edu

This committee helps orient incoming students to the Caspersen School, the Drew campus, and the surrounding community. The committee consists

of the chair(s), student Area conveners, and volunteers.

BOOKSTORE

Elizabeth Jarnigan, Representative
ejarniga@drew.edu

INTERNATIONAL STUDENT CONCERNS

Patrick Eby, peby@drew.edu
Kumar Bhattacharya
kbhatta@drew.edu

PUB ADVISORY BOARD

Terrie McCoy, representative
tmccoy@drew.edu

SOCIAL COMMITTEE

TBA

This committee plans parties and other social events for the Caspersen School community.

TEACHING TASK FORCE

Chris Rodkey crodkey@drew.edu

The task force is involved in on-going work to supply teaching positions (TA and adjunct) and research positions (RA) to students on campus or on other campuses in the area.



Grad student involvement is welcome also in other areas of the University, such as:

GRADUATE FACULTY COMMITTEE

Lynne Darden lsdarden@drew.edu

THEO FACULTY COMMITTEE

Lynne Darden lsdarden@drew.edu

**RELIGION DEPARTMENT
COMMITTEE**

Lynne Darden lsdarden@drew.edu

**KOREAN CAUCUS
INTERNATIONAL STUDENT
ORGANIZATION**

See also the list of campus clubs and activities on the Student Activities Web page www.depts.drew.edu/stuactiv/clubs&orgs.html.

**ACADEMIC
ASSISTANTSHIPS**

In April of each year, the Dean of the Caspersen School receives advice from the Areas concerning the appointment of academic assistants. These appointments are designed to provide exceptional students with teaching and/or practical research experience under faculty mentorship. They are, insofar as possible within budget constraints, distributed evenly among the participating Areas.

The CSGS also makes available Research Assistantships utilizing Federal College Work-Study funds. Students selected for these positions by faculty can perform a wide variety of tasks, including assisting in course preparation, engaging in research, or helping with classroom instructional duties.

Appointments are limited to duly registered students in good standing in the Caspersen School. Payment is by stipend and determined annually, in relation to the availability of funds.

ACADEMIC INTEGRITY POLICY

In an effort to standardize practice, the Caspersen School (along with the College and the Theological School) has adopted the following “Standards of Academic Honesty” policy.

**STANDARDS
OF ACADEMIC
HONESTY**

Standards of honesty in the academic world derive from the nature of the academic enterprise itself. Scholars use writing both to create knowledge and to record knowledge, and students are invited into the academic enterprise through an intellectual conversation that occurs primarily in writing. Through the exchange of written texts, students contribute to the academic conversation and develop their intellectual skills. 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. Students are expected to study and comply with these principles as stated below.

**CATEGORIES OF ACADEMIC
DISHONESTY**

The standards of academic integrity apply to information that is presented orally, in writing, or via the computer, in any format ranging from the most informal comment to a formal research paper or a dissertation. These standards apply to source material gathered from other people, from written texts, from computer programs, from the Internet, or from any other location.

• PLAGIARISM

Plagiarism is the act of appropriating or imitating the language, ideas, or thoughts of another and presenting

them as one’s own or without proper acknowledgment. This includes submitting as one’s own a thesis, a paper, or part of a paper written by another person, whether that material was stolen, purchased, or shared freely. It also includes submitting a paper containing insufficient citation or misuse of source material.

• DUPLICATE SUBMISSION

Submitting one work in identical or similar form to fulfill more than one requirement without prior approval of the relevant faculty members is a breach of academic integrity. This includes using a paper for more than one course or submitting material previously used to meet another requirement.

• CHEATING ON EXAMINATIONS

Cheating on examinations by copying material from another person or source or by gaining any advance knowledge of the content or topic of an examination without the permission of the instructor is another breach of academic integrity. In the case of take-home examinations, the guidelines under collaboration (below) apply; failure to follow those guidelines constitutes academic dishonesty.

• FALSE CITATION

Listing an author, title, or page reference as the source for obtained material, when the material actually came from another source or from another location within that source, is a breach of academic integrity. This includes attributing fabricated material to a real or fictitious source.

Basic Requirements for Acknowledging Sources

QUOTATION

All quotations, however short, must be identified as such. In written texts they must be placed in quotation marks or be clearly indented, and the complete source must be cited either in the text or in a footnote or endnote.

PARAPHRASE

Any borrowed material that is summarized, restated, or reworked must be cited as such, whether it is used in written or oral form. The paraphrased material must be clearly indicated by a signal phrase (including the author's name) at the beginning and a page citation or footnote/endnote marker at the end. Students should take careful notes when reading and researching so that they can properly acknowledge sources and produce them upon request. Lapse of time or substantial

reworking of researched material does not eliminate the obligation to give due recognition.

COLLABORATION

If a student has collaborated with another person or group of people and used research data gathered by others or significant ideas developed in collaboration (via notes, conferences, conversations, email communications, etc.) as part of a paper or assignment, the extent and nature of the contribution must be clearly indicated. Students collaborating on an assignment must give proper acknowledgment both to the extent of the collaboration and to any team member whose specific ideas or words played a significant role in the development of the thesis, the argument, or the structure of the finished work. Unless a paper or assignment is collaboratively authored (and acknowledged as such), the presentation of the ideas, the interpretation of the data, and

the organization of sentences and paragraphs should be original and should differ significantly from those in the papers or assignments of others who have collaborated on the research.

MATERIAL IN THE PUBLIC DOMAIN

While facts and concepts borrowed from a source should be properly acknowledged, certain well-known facts, proverbs, and famous quotations are regarded as in the public domain, so their source need not be cited. That the First World War started in 1914 does not require citation, nor does "To be or not to be" call for citation of its exact whereabouts in Hamlet. What constitutes "public domain" varies according to discipline; if in doubt, students should consult the instructor.

BIBLIOGRAPHY/WORKS CITED

All sources consulted in preparing a paper or assignment are to be listed in the bibliography or works cited list, unless other instructions are given. While in some disciplines works listed in the bibliography may not necessarily be directly referred to in the paper or notes, all sources included in the works cited list must appear in the paper. Simply listing a work in the bibliography or works cited list does not remove the obligation to give due recognition for specific use in the body of the paper.

FORMS OF REFERENCE

If individual departments or instructors require that a particular style be used for quotations, footnotes, endnotes, bibliographies, etc., students should be made aware of that requirement. For most theses and dissertations, students will be



asked to follow the guidelines to be found in *The Chicago Manual of Style*, (CMS), 14th ed. (University of Chicago Press, 1993) or the version of CMS in *A Manual for Writers of Term Papers, Theses, and Dissertations*, (Turabian), 5th ed. by Kate Turabian (University of Chicago Press, 1987). Otherwise, for standard forms students may consult: *The MLA Handbook for Writers of Research Papers*, (MLA), 4th ed. (New York: Modern Language Association of America, 1995) in the humanities; or the Publication Manual of the *American Psychological Association* (APA), 4th ed. (New York: American Psychological Association, 1994) in the social sciences.

Examples of Plagiarism

The following examples, from Rebecca Moore Howard's "A Plagiarism Pentimento" (*Journal of Teaching Writing*, Summer 1993), are provided to help prevent any misunderstanding. Please read and analyze them carefully.

SOURCE: Davidson, Robert. *Genesis 1-11*. Cambridge: Cambridge UP, 1973.

ORIGINAL WORDING: "Such 'story myths' are not told for their entertainment value. They provide answers to questions people ask about life, about society and about the world in which they live" (10).

• MISUSE OF SOURCE (1):

Specifically, story myths serve as answers to questions people ask about life, about society and about the world in which they live, not for entertainment purposes.

• COMMENT

This is an example of plagiarism as defined in this booklet. The student copied words and phrases from the original without acknowledging their source. Although the student has rearranged some phrases and made minor stylistic changes, this version still follows the basic wording and structure of the original while the student repeats ideas as if they were his or her own.

• MISUSE OF SOURCE (2):

Davidson explains that story myths answer questions people ask about life, about society and about the world that we live in (10).

• COMMENT

Less obviously, this example is also classified as plagiarism. Although the student cites the source of the ideas, he or she presents Davidson's exact words as if he or she authored them. As is often the case in such plagiarism, where the words are changed, the changes render the material less clear (shifting from "people" to "we" for example).

How to Avoid Unintentional Plagiarism

Unintentional plagiarism is also a breach of academic integrity and may be punished accordingly. Unintentional plagiarism, also known as patchwriting, occurs when students depend too heavily on textual material to make a point rather than making the point themselves and using the text to support it. The second example of plagiarism above is an example of patchwriting; it may be rewritten in several different ways:

• MISUSE OF SOURCE (2):

Davidson explains that story myths answer questions people ask about life, about society and about the world that we live in (10).

(a) Rewritten with Correct Citation:

Davidson explains that "story myths" answer "questions people ask about life, about society and about the world in which they live" (10).

(b) **Paraphrased:** As Davidson explains, the importance of "story myths" is in their relevance to the everyday lives of their readers (10).

(c) Use of Paraphrase and Quotation in a Paragraph:

"Story myths" are powerful because they deal with phenomena that people cannot understand in any other way. As Davidson explains, story myths have direct relevance to the everyday lives of their readers by "provid[ing] answers to questions" (10).

• COMMENT

In the rewritten version of the plagiarized sentence (a), the student has quoted all of the words that came directly from Davidson. Although this is an acceptable sentence, obviously such extensive quotation would not be acceptable throughout a research paper. In the sample paraphrase (b), the writer has maintained and correctly cited the essential idea in Davidson's sentence, but the articulation of that idea is original, very different from the source. This is an example of an appropriate use of source material. In the final example (c), the writer has used Davidson's analysis to support a point he or she is making

about the role of “story myths,” and combined paraphrase and quotation to show how Davidson supports the assertion. This is the most common way to use source material in academic papers.

Notice that in all three examples the writer introduces the source material with a signal phrase naming the author and marks the end of the use of that source material with a parenthetical page reference. Although the exact method of citation varies across the disciplines, the purpose—to mark the beginning and end of material drawn from another source—remains the same.

Procedures for Hearing Cases of Academic Dishonesty

This procedure applies retroactively for theses and dissertations accepted in good faith by the Caspersen School of Graduate Studies toward completion of a degree, but later suspected of being plagiarized in part or in full.

1. Instructors or others suspecting plagiarism shall report alleged cases of academic dishonesty to the Dean of the Caspersen School. Students should help to maintain the standards of the University by reporting all cases of academic dishonesty they observe.
2. When an accusation of academic dishonesty is brought, the Dean of the Caspersen School will convene and chair an Academic Integrity Committee made up of two faculty members and one student chosen to serve in that role for the year by the Graduate

School Association, and the accused student’s academic adviser or another faculty member of the accused student’s choosing. When any member of the Committee believes that he or she should not hear a case because of a possible conflict of interest, that member should recuse him or herself. The accused student may request that a specific faculty member or student not be asked to hear the case; this request will be honored. In either case, the committee will be reconvened using other members from the appropriate pool.

3. The accused student may request, and will be granted, up to a week to prepare his or her response before being called before the committee. In the first stage of the hearing, both the faculty member bringing the allegations and the accused student will be present, and each will make an oral statement to the committee and answer any questions. At this stage, either may ask to address the committee without the other’s being present and will be granted the right to do so.
4. The accused student, the reporting faculty member, and the student’s advocate will be asked to wait outside the room while the committee discusses the case, and any of the three may be called back into the room to answer questions. At the end of their deliberations on the case, the Dean of the Graduate School, the two faculty members and the student will vote on the matter, while the adviser will have a voice but no vote.
5. A decision of responsible or not responsible will be based on a preponderance of the evidence in the case; however, other factors, such as any prior accusations or any mitigating circumstances, may be taken into account in the determination of penalty.
6. In all cases, both the accused student and the faculty member bringing the allegations may appeal the decision as described below.



Penalties

The individual merits of each case are weighed by the committee, which determines the penalty accordingly. The committee considers the purpose of both the hearing and the penalty to be educational; penalties are determined with that in mind.

For theses and dissertations already accepted in partial fulfillment of degrees already conferred:

FIRST OFFENSE: The maximum penalty is suspension from Drew and/or the revocation of a graduate degree issued by Drew. Other penalties may include, but are not limited to, denial of some or all honors conferred by the University, and loss of credit for the assignment or for the course. A letter stating the committee's ruling will be placed in the student's file in the Dean of the Caspersen School's office, where it will remain. Any such letters will be a part of the record in subsequent cases and appeals.

SECOND OFFENSE: The maximum penalty is expulsion from Drew and/or the revocation of a graduate degree issued by Drew.

Appeal Process

1. Decisions of the Academic Integrity Committee may be appealed only if new evidence has been found, or if the original hearing overlooked specific evidence, or committed procedural errors.
2. The Committee on Policy, Planning and Faculty is the final appeals board for cases of academic dishonesty. The appeal, whether sought by the faculty member who brought the

allegations or by the accused student, must be submitted in writing. On the basis of the written appeal, the committee may decide to hear the case or to uphold the original decision if no new evidence has been presented, if no evidence has been shown to have been overlooked, and/or if no procedural errors have been shown to have occurred. Whatever its decision, the committee must provide reasons in writing to both parties. If the committee agrees to hear the case, it has the right to reverse the decision of an earlier hearing.

3. While the Dean of the Caspersen School of Graduate Studies will remain in attendance during such hearings, he or she will have a voice but no vote.
4. When any member of the committee believes he or she should not hear the matter under appeal because of a possible conflict of interest, that member may be excused.
5. During the hearing of the appeal, the faculty member who brought the original allegations will provide information and answer questions. The student may be accompanied and advised by a member of the faculty of his or her choice and will also provide information and answer questions.
6. Decisions will be based on a preponderance of the evidence and will be provided in writing to both parties.

AREAS OF STUDY AND CONVENERS (2004-05)

Each Area within the Caspersen School has both a faculty convener and a student convener. Student conveners are responsible for acting as a liaison between students, faculty, and the administration and represent the Area in the Graduate School Association (GSA). In addition, student conveners plan social and scholarly events. Student conveners serve for one year and are selected by the student body at the end of the spring semester.

FACULTY AND STUDENT CONVENERS

Arts and Letters (M.Litt. and D.Litt.)

Faculty: Prof. Virginia Phelan, x3756
Student: Joyce Conroy
jconroy@hotmail.com

Biblical Studies (M.A., Ph.D.)

Faculty: Prof. Herb Huffmon, x3265
Student (Hebrew Bible):
Charles Rix crix@drew.edu
Student (New Testament):
Scott Elliot selliot@con-text.net

English Literature (M.A., Ph.D.)

Faculty: Prof. Frank Occhiogrosso
x3301
Students: Terrie McCoy
tmccoy@drew.edu
Kevin Huvane khuvane@drew.edu

Liturgical Studies (M.A., Ph.D.)

Faculty: Prof. Heather Elkins, x3273
Student: Jason Haddox
jhaddox@drew.edu

Medical Humanities (Certificate, M.M.H., D.M.H.)

Gabriela Kaplan gkaplan@drew.edu

Modern History and Literature and Book History (M.A., Ph.D.) and Book History (M.A.)

Faculty: Prof. Jonathan Rose, x3545
Student: Sean Mullen
smullen@drew.edu

Religion and Society (M.A., Ph.D.)

Faculty: Prof. Traci West, x3082
Student: Rick Bohannon
rbohanno@drew.edu

Theology and Religion (M.A., Ph.D.)

Faculty: Prof. Terry Todd, x3847
Student: Krista Hughes
kehughes@drew.edu
Chris Rodkey crodney@drew.edu

Wesleyan and Methodist Studies

Faculty: Dean James Pain, x3285
Student: Patrick Eby
peby63@netzero.net

Women's Studies

(M.A., doctoral concentration)
Faculty: Prof. Virginia Burrus, x3099 and Prof. Wendy Kolmar, x3632
Student: Sarbani Bose
sbose@drew.edu

DEGREE PROGRAMS

The Caspersen School offers the following options for advanced study

The Master of Arts (M.A.)

The Doctor of Philosophy (Ph.D.)

The Master of Philosophy (M.Phil.)

The Master of Letters (M. Litt.)

The Doctor of Letters (D. Litt.)

The Certificate Program in Medical Humanities (C.M.H.)

The Master of Medical Humanities (M.M.H.)

The Doctor of Medical Humanities (D.M.H.)

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

www.drew.edu/admin/depts/esol

Katherine G. Brown, Coordinator
Sycamore Cottage, x3397
kgbrown@drew.edu

The ESOL program for students in the Caspersen School of Graduate Studies is a non-credit academic support service designed to assist non-native English-speaking students in language-related tasks at various levels of their academic experience at Drew. Since it is assumed that matriculated students have developed their English language skills to the

level of proficiency required for admission and successful performance on the graduate level, its primary objective is to provide students with supplementary language services that will enable them to further develop their English language skills and to engage more actively and productively in the various tasks related to their professional academic life.

The following services are available, *by appointment only*, to all non-native English-speaking students matriculated in the Caspersen School:

Research paper review: Individual consultations to review the grammar, vocabulary, and appropriate documentation of research papers and reports.

Prospectus preparation and review: Individual consultations for assistance in the development of the doctoral prospectus.

Dissertation review: Individual consultations for assistance in the progressive development of the doctoral dissertation, including the organization, grammar, vocabulary, and review of the documentation of the document.

Professional lecture preparation: Individual consultation for the review of professional papers and preparation for the delivery of public lectures.

Conversation partners: Students have the opportunity to meet with a conversation partner one hour each week to enhance informal conversational skills. See also Conversation Partners on page 53.

For further information regarding the ESOL program, please consult the ESOL Web site.



LANGUAGE COURSES

TBA, S. W. Bowne 5, x3618

Language courses are offered during the summer and January breaks. The cost per course is \$850. Languages typically offered are German, French, Spanish, and Latin. Be sure to check the Caspersen School catalogue for language requirements in your area of study.

LEARNING DIFFERENCES

TBA, S. W. Bowne 5, x3618

Dean Edye Lawler, BC 114, x3327

Drew has developed supports and guidelines for helping enrolled students with learning differences to function effectively in the academic environment. Though learning-disabled students must meet the same academic standards as other students, the University is committed to helping them achieve success.

If you would like to be tested for dyslexia/learning differences, please contact the Counseling Center, x3398.

LEAVE OF ABSENCE AND WITHDRAWAL POLICY

Dean William Rogers, S.W. Bowne x3283

LEAVE OF ABSENCE, VOLUNTARY

Upon written approval of the Dean of the Caspersen School, a student may take a leave of absence for a term not to exceed one year. Students requesting a leave of absence must meet with the Dean before such a request will be

approved. A leave of absence form (available in the Dean's office) should be filled out and the signature of the Dean obtained.

The Dean is empowered to grant leaves of absence on only three bases:

- physical illness
- mental or emotional illness
- extreme financial difficulty

As the student pays no tuition or fees during a leave of absence, he/she is not entitled to use any of the resources of the University—Library, faculty, housing, or grants-in-aid. Time spent in leaves of absence will not be counted as part of the five-year time limitation for the M.A. or the seven-year time limitation for the Ph.D. Repayment for any student loans must begin in a leave of absence, by federal regulation.

RE-ADMISSION/RE-ENTRY

Dean William Rogers, S.W. Bowne x3283

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 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 or disciplinary reasons) should consult with the Dean regarding the conditions under which re-admission may be sought.

WITHDRAWAL AND DISMISSAL POLICY

Dean William Rogers, S. W. Bowne x3283

Students 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 Withdrawal: At the request of the student, the Dean of the Caspersen School (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.

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 were threatening to self and/or others; or were of a disruptive concern to others.

Voluntary Withdrawal: Withdrawal forms are available from both the Office of the Registrar and the Dean of the Caspersen School. It is essential that a student notify the University if he/she is not planning to return. The enrollment deposit and security deposit 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).

Non-Academic Withdrawal:

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

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

Suspension: The student is required to withdraw from the University for a specified period of time not to exceed one calendar year or be less than the remainder of the current semester. Re-admission to the University upon the expiration of the suspension period must be evaluated but is likely. Evaluation is based upon the progress the student has made.

Required Leave of Absence:

The student is separated from the University for an unspecified period of time, with the privilege of applying for re-admission after one year. In making a determination on the re-admission application, the University must consider the circumstances surrounding the original offense and evaluate any positive indication that the student is ready for re-admission.

Any student who has been away from Drew for more than two semesters must also file a petition, available from the Office of the Registrar.

TIME LIMITS FOR EARNING DEGREES

Seven years is the maximum time acceptable for graduate study at Drew. This time limit includes all degrees earned, including an M.A. and an M. Phil. The specific limits for completing degree requirements follow:

Doctor of Philosophy (Ph.D.), Doctor of Letters (D.Litt.), and Doctor of Medical Humanities—seven years

Master of Arts (M.A.), Master of Letters (M.Litt.), and Master of Medical Humanities (M.M.H.)—five years

WHO'S WHO

The Office of the Associate Dean of Student Life mails applications in the fall to all graduate students who have completed at least two years of coursework and have a cumulative GPA of 3.75 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 a ceremony during the spring semester. The students are listed in the annual *Who's Who* publication.



THEOLOGICAL SCHOOL DIRECTORY OF CAMPUS RESOURCES

x4444 Emergencies

Theological School

- x3258 Vice President and Dean
Maxine Clark Beach
- x3419 Associate Academic Dean
Anne Yardley
- x3418 Associate Dean for
Contextual Learning
Virginia Samuel

Academic Affairs

- x3419 Academic Advising
- x3189 Archives, Methodist
- x3003 Computer Training
Resource Center
- x3205 CNS Help Desk
- x3486 Library Circulation Desk
- x3588 Library Reference Desk
- x3875 Library Reserves
- x3025 Registrar
- x3617 Writing Center

Educational and Student Affairs

- x3318 Alcohol/Drug Counselor
- x3390 Associate Dean of Student
Life

- x3444 Campus Recreation
Services
- x3710 Career Center
- x3711 Chaplain, Associate
- x3398 Counseling and
Psychological Services
- x3327 Dean of Educational and
Student Affairs
- x3318 Drug/Alcohol Counselor
- x3397 ESOL (English for
Speakers of Other
Languages)
- x3441 Forum, Hours and General
Information
- x1768 Forum, Security Desk
- x3468 Food Service (Aramark)
- x4663 GOOD: Drew Crisis Hotline
- x3055 Grad/Theo Residence
Director
- x3414 Health Service
- x3182 International Student
Services
- x3394 Residence Life Office
- x3454 Student Activities Office
- x3456 UC Information Desk

General Administrative/ University Operations

- x3224 Alumni/ae Affairs/
Theological School
- x3097 Bookstore
- x3114 Business Office
- x3308 Calendar Coordinator (HCH)
- x3850 Child Development Center
- x3240 Duplicating Services
- x3112 Financial Assistance
- x3510 Facilities (Aramark
Facilities Services)
- x3441 Forum, Simon
- x3103 HCH (Housing, Conferences
and Hospitality)
- x3037 Housing Coordinator/
Grad/Theo Students
- x3601 Mail Room/Pepin
- x3449 Mail Room/UC
- x3342 MRC (Media Resource Center)
- x3233, x3580 or x3328
Notary Services
- X3379 Public Safety Desk
- x3872 Snow/Emergency Closing
- x3574 Sports Information
- x3333 Telecommunications

2004-2005 THEOLOGICAL SCHOOL FACULTY/STAFF DIRECTORY

(Office locations and phone extensions are subject to change.)

Wesley Ariarajah

Professor of Ecumenical Theology
Davies House 203, x3979 WARIARAJ
(on leave fall and spring semesters)

Maxine Beach

Vice President and Dean of the
Theological School, Mead 228 x3258
MBEACH

Tanya Bennett

Chapel Director and Special Events
Assistant, Davies House 203
x3718 TBENNETT

Christopher L. Boesel

Assistant Professor of Christian
Theology, Embury 308A, x3789
CBOESEL

Karen McCarthy Brown

Professor of the Sociology and
Anthropology of Religion
12 Campus Drive 208, x3277
KBROWN

Katherine G. Brown

ESOL, Director of STM Program
Sycamore Cottage 103, x3397
KGBROWN

Virginia Burrus

Associate Professor of Early Church
History, Embury 303, x3099
VBURRUS (on leave fall 2004)

Michelle Campbell

Administrative Assistant to Associate
Dean, Commons 110C, x3418
MECAMPBE

Michael Christensen

Director, Doctor of Ministry Program
12 Campus Drive, x3738 MCHRISTE

Robert Corrington

Professor of Philosophical Theology
Library 3rd floor, x3682 RCORRING

Morris Davis, Jr.

Assistant Professor of History of
Christianity/Wesley Studies
12 Campus Drive 201, x3102
MDAVIS

Lawler, Edye

Dean of Educational and Student
Affairs, Brothers College 114, x3327

Lenz, John

Classics, Embury, x3275
JLENZ

Heather Murray Elkins,

Associate Professor of Worship and
Liturgical Studies, Davies House 101A
x3273 HELKINS

Danna Nolan Fewell

Professor of Hebrew Bible
Embury 310, x3543 DFEWELL

David Graybeal

Professor of Church and Society
12 Campus Drive 004, x3274
DGRAYBEA

Leticia Guardiola-Saenz

Assistant Professor of New
Testament, Embury 301, x3019
LGUARDIO

Herbert Huffmon

Professor of Old Testament
Mead Hall 005, x3265 HHUFFMON

Maria Lise Iannuzzi

Administrative Assistant to the
Theological School, Mead 223 x3582
MIANNUZZ

Ada Maria Isasi-Diaz

Professor of Theology and Ethics
12 Campus Drive 203, x3269 AISASIDI

Laurel Kearns

Associate Professor of Sociology of
Religion, Davies 202, x3009
LKEARNS

Catherine Keller

Professor of Constructive Theology
Embury 304, x3268 CKELLER
(on leave fall 2004)

Gloria Kovach

Administrative Assistant to Director
of Doctor of Ministry program
12 Campus Drive, x3630 GKOVACH

Edye Lawler

Dean of Educational and Student
Affairs, BC 114, x3327 ELAWLER

Otto Maduro

Professor of Latin American
Christianity and World Christianity 12
Campus Drive, x3041 OMADURO

Kevin Miller

Director of Theological School
Admissions, Wesley House, x3109
KMILLER

Mark Miller

Director of Music, Instructor of
Sacred Music, Embury 311, x3844
MAMILLER

Stephen Moore

Professor of New Testament
12 Campus Drive 003, x3313
SMOORE

Leary Murphy

Secretary to the Faculty, 12 Campus
Drive 004, x3279 LMURPHY

Thomas Oden

Henry Anson Buttz Professor of
Theology and Ethics, S.W. Bowne
basement, x3266 TODEN
(retiring December 2004)

Arthur Pressley

Associate Professor of Psychology
and Religion, Embury 300, x3594
APRESSLE

Kenneth Rowe

Bell Scholar in Residence fall 2004
12 Campus Drive 004, x3910
KROWE

Virginia Samuel

Associate Dean for Contextual
Learning, Commons 110E, x3418
VSAMUEL

Carl Savage

Assistant Director of Doctor of
Ministry program, 12 Campus Drive
x3586 CSAVAGE

Suzanne Selinger

Theological Librarian; Associate
Professor of Historical Theology
Library 205, x3472 SSELINGE

Angella Pak Son

Assistant Professor of Psychology
and Religion, 12 Campus Drive
x3260 ASON

Leonard Sweet

E. Stanley Jones Professor of
Evangelism, South Street, Morristown
(call 201/323-6096), x3861 LSWEET

Jesse (Terry) Todd

Associate Professor of American
Religious Studies, Davies 303, x3847
JTODD

Alma Tuitt

Administrative Assistant to the
Academic Dean, Commons 110
x3419 ATUITT

Traci West

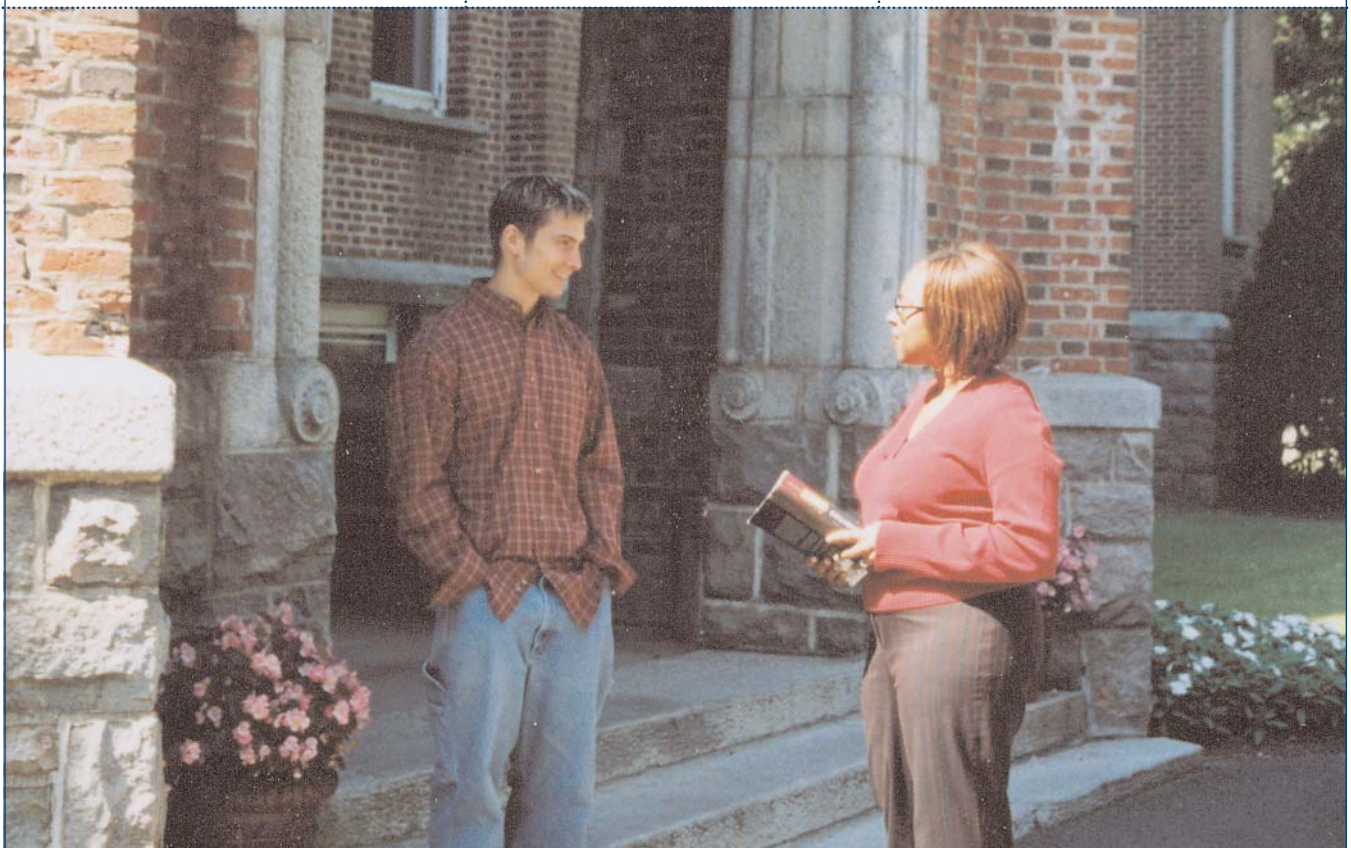
Associate Professor of Ethics and
African American Religion, Embury
309, x3082 TWEST

N. Lynne Westfield

Assistant Professor of Religious
Education, Embury 312, x3523
LWESTFIE

Anne Yardley

Associate Academic Dean and
Associate Professor of Music
Commons 110B, x3419 AYARDLEY



THEOLOGICAL SCHOOL

Whom Do I Call About...?

A

ABSENCES

Notify your professor

ACADEMIC ADVISING

See your adviser

NEED AN ADVISER

Associate Academic Dean
Anne Yardley, x3419

ACADEMIC PROBLEMS

Associate Academic Dean
Anne Yardley, x3419

ADMISSIONS

Kevin Miller, x3109

ALCOHOL/DRUG PROBLEMS

Audra Toner, x3318

ALUMNI/AE RELATIONS

Rita Bermingham, x3227

B

BILL PAYMENT, PROBLEMS

Business Office, x3114

C

CAMPUS EVENTS, SCHEDULING

Calendar Coordinator, x3308

CAR REGISTRATION

Public Safety, x3379

CHAPLAIN, ASSOCIATE

Akiva Roth, x3711

COMMENCEMENT

Dawn Cerciello, x3211

COMPUTER/EMAIL QUESTIONS

CNS Help Desk, x3205

CONTEXTUAL LEARNING

Associate Dean Virginia Samuel
x3418

COUNSELING, PSYCHOLOGICAL

Dr. Marianne O'Hare, x3398

D

DISCRIMINATION

George-Harold Jennings, x3392

DRUG/ALCOHOL PROBLEMS

Audra Toner, x3318

DUPLICATING SERVICES

Pepin Services Building/Lower Level
x3240

E

EMERGENCIES

Public Safety Office, x4444

EMPLOYMENT, ON CAMPUS

Zarinah Smith, x3717

EMPLOYMENT, OFF CAMPUS

Career Center, x3710

ESOL

Katherine G. Brown, x3397

EXAMS, MISSING A FINAL

Associate Academic Dean
Anne Yardley, x3419

F

FINANCIAL ASSISTANCE

Kandice Joyce, x3404

FOOD SERVICE

Tom Lambert, Aramark, x3468

H

HEALTH PROBLEMS

Kathleen Nottage, x3414

HOUSING (ON CAMPUS)

Kathy Sutherland, x3037

L

LEAVE OF ABSENCE

.Associate Dean Virginia Samuel
x3814, and Associate Dean
Anne Yardley, x3419

LOST AND FOUND

UC Desk, x3456
Pepin/Public Safety, x3379

LOST KEYS

Residence Director (RD), x3055

M

MAIL

UC Mail Room, x3449
Pepin Mail Room, x3601

N

NOTARY SERVICES

Maryann Errico (x3233)
Erin Hennessey (x3580) or
Diane Zsombik x3328

O

OBSCENE PHONE CALLS

Public Safety, x4444, and/or
Associate Dean Gerry Muir, x3390

P

PARKING PERMITS

Public Safety, x3379

PARKING TICKETS, PAYMENT

Business Office Cashier, x3214

PARKING TICKETS, APPEAL

TBA, x3986

R

RECREATION

Simon Forum, x3444

REGISTRATION

Registrar, x3025

REPAIRS, TO RESIDENCE

Service Response Center, x3510

S

SCHEDULING EVENTS

Scheduling Office, x3308

STUDENT ACTIVITIES

Maria Miceli-Jacobson, x3455

SNOW/EMERGENCY CLOSING

x3872 (DUSC)

SUPERVISED MINISTRY

Associate Dean Virginia Samuel
x3418

T

TELEPHONE PROBLEMS

Telecommunications, x3333

TRANSCRIPTS

Judith Rosenbaum, x3754

V

VISAS

Char Lee Kibler, x3182

W

WITHDRAWAL

Associate Dean Virginia Samuel
x3418, and Associate Dean
Anne Yardley, x3419

WRITING PROBLEMS

Erek Smith, Writing Center, x3617



A MESSAGE FROM THE DEAN



This “dictionary” will answer many of your questions about life at Drew Theological School. Keep it close by as you are here with us these next years. Along with the catalogue, it provides the map for the journey. This year we will all need a map because the Theological School has moved out of Seminary Hall in order to facilitate the construction of a new wing on the building. So carry this book with you in order to find classes, professors, chapel, and other gatherings!

Drew is a community and you are now part of that community rooted in study, practice, and prayer. We live together with a set of expectations that we make on each other. While your first responsibility is to the work of your classes, we hope you also take full advantage of all the resources and privileges that come to you as a student at Drew University.

Go to the Forum and swim or work out. Put together a team for intramural sports or just support the teams that represent Drew in those sports. Come out of your apartment or stay around for Drew community life events. Get involved in the volunteer opportunities alongside undergraduates. Visit the United Methodist Archives and explore the rich history of our tradition that they house there.

Services for mental and physical health are also available to you. Theological education often places a strain on your physical being. This would be a good time to develop good habits of self care and good nutrition. It is also possible that memories of abuse and addiction or your tendency toward co-dependency will become more pronounced as you deal with the demands of theological reflection in your program. Please see this as a good opportunity to deal with professionals about your unresolved issues. Join groups, seek out counseling, and work on those issues for your own sake and the sake of those you serve.

If you are married and/or have children, we hope that you find ways to include them in your life here on campus. We understand the unique pressure that theological education places on relationships and the strain that comes with full-time Christian vocation for families. We want you to hold those relationships as precious. You will be changing and you need to include them in as many ways as possible.

Get involved—take it all in and enjoy this incredible journey. Thanks for letting us be part of your spiritual development!

A handwritten signature in black ink that reads "Maxine Clarke Beach". The signature is written in a cursive, flowing style.

Maxine Clarke Beach
Vice President and Dean of the Theological School

THE THEOLOGICAL SCHOOL COMMUNITY

The life of the community in the Theological School is an important dimension of theological education and a source of support for all students.

Through chapel services held Tuesday through Thursday, community meals, frequent discussions involving students, faculty, staff, and invited guests, and twice-yearly retreats, students form lasting friendships that cross lines of denomination, race, age, lifestyle, and gender and enter into a dialogue that is informative and formative at the same time. In addition, students are encouraged to become active in the Theological Student Association (TSA) and to serve on school committees as interest and time allow.

SEMINARY HALL

Seminary Hall, home to the Theological School, will be closed during the 2004-05 academic year due to the addition of a new wing to the building. This new wing will include an elevator so that when we re-open, all parts of the building will be wheel-chair accessible. While Seminary Hall is closed, faculty and administrative offices have been dispersed around campus. The list in this booklet, as well as information on the Web site, will help you find everyone you need to find. See page 24.

DEANS' OFFICES (2004-05)

MEAD HALL

Maxine Clark Beach, Dean of the Theological School, x3258

Maria Iannuzzi, Administrative Assistant, x3582

COMMONS 110

Virginia Samuel, Associate Dean for Contextual Learning, x3418

Anne Yardley, Associate Academic Dean, x3419

Michelle Campbell, Administrative Assistant, x3418

Alma Tuitt, Administrative Assistant x3419

STUDENT LOUNGE

Commons 101

Commons 101 will be the home of a lounge for theological students during the 2004-05 academic year. It is conveniently located near the Offices of the Associate Deans of the Theological School and in the building where the main College dining room is located. It does have wireless access for computers and will be one place students can gather to talk and study.

CHAPEL

Madison United Methodist Church

Tanya Bennett, Director of Chapel
Davies House 203, x3718



WEEKLY SERVICES

Tuesday 11:20 a.m.-noon
Community Worship

Wednesday 11:20 a.m.-noon
Community Worship

Thursday 11:20-12:15 p.m.
Service of the Word and Table
(Communion)

During the 2004-05 academic year, seminary chapel services will be held in the United Methodist Church next to campus. The chapel services are a wonderful opportunity to savor the diversity of the Drew community as well as to hear alumni/ae and outside preachers. Rev. Bennett publishes a monthly chapel schedule, and information about the services is available in our online "Theo Weekly" publication.

**CHOIR**

Mark Miller, Director of Music
Embury Hall 312, x3844

The Seminary Choir provides music for worship and other events and goes on tour during January. Members may participate for academic credit or simply for pleasure and personal enrichment.

Rehearsal times are Wednesdays from noon to 12:45 p.m. and Thursdays from 12:15-1 p.m. The choir will meet in the chancel of the United Methodist Church.

COMMUNITY MEALS

The Theological School community gathers to share a community lunch approximately once a week. Sometimes there are speakers for the lunch and other times they are purely for fellowship with each other. Additionally, the Deans of the Theo School hold several open houses each semester where students gather to talk with the hosting Dean and share food. Watch the "TheoWeekly" for information on these events.

JAVA CITY SEMINARS

During the 2004-05 academic year, faculty members will host weekly "Java-Cart Seminars" in the University Center area known as Java City. The hosting faculty member will talk for a bit about his/her vocation as a teacher and then engage students in an open discussion.

LECTURES

There are many opportunities for students to attend lectures on academic topics presented by all three schools.

The Theological School also offers a number of regular lectures and lecture series featuring prominent authorities. Traditionally, alumni/ae class reunions are held during the Tipple/Vosburgh lecture series each October. In addition, there is the Nelle K. Morton lecture, highlighting women's issues in society and religious communities, the Martin Luther King, Jr. lecture, which addresses theological and ethical issues from the perspective of the African-American experience,

the Frederick Shippey lecture in the sociology of religion, and the annual spring lecture sponsored by the Hispanic Institute of Theology.

MAILBOXES**Commons 110**

Students are assigned open mailboxes in Commons 110 near the offices of the Associate Deans to be used for leaving messages and distributing material such as the seminary's newsletter. In keeping with privacy regulations, academic papers will be returned (if not distributed in class) via the secretary to the faculty, Miss Murphy, 12 Campus Drive, Room 002.

Student Organizations**BLACK MINISTERIAL CAUCUS (BMC)**

Sheila Beckford, President
sbeckfor@drew.edu

BMC is an organization whose goal is to educate the community about their culture in order to promote diversity. It does so via chapel services, guest speakers, social programming, and support groups, such as Sister Friends. Sister Friends is a group of women who come together to bond and to speak of their struggles during their studies. If you are interested in joining, please contact Sheila.

HISPANIC CAUCUS

Wendy Pantoja, President

KOREAN CAUCUS

www.groups.drew.edu/k-caucus
Hyoik Kim, President, x4021

One of the most active groups on campus, the Korean Caucus serves the needs of Korean and Korean-American students. It holds regular early-morning worship services and sponsors an annual Korean lecture and cultural festival in the spring.

THEOLOGICAL SCHOOL ASSOCIATION (TSA)

x3698

All theological students are automatically members of the TSA and are invited to be involved in making decisions for the Theological School community. The TSA functions through a committee system. Incoming students are eligible and encouraged to seek membership in committees and as First-Year Representatives during the September elections. If you are an enrolled student, you are a valued member of the TSA and welcome at all general meetings.

Students who serve on a specific committee should remember to report on its activity at TSA general meetings. Useful information for the entire student body can be channeled through the Communications Committee.

OFFICERS (2004-05)

EXECUTIVE COMMITTEE

Jeremiah Williamson, President
jwillia@drew.edu

Michael Sniffen, Vice President
msniffen@drew.edu

Roy Grubbs, Treasurer
rgrubbs@drew.edu

Jennifer Smith, Secretary
jsmith@drew.edu

Peter Barnes, Webmaster
pbarnes@drew.edu

3RD YEAR REPRESENTATIVES (3)

Joy Mounts *jmounts@drew.edu*

Karen Puckett *kpuckett@drew.edu*

Andy Weidner *pweidner@drew.edu*

2ND YEAR REPRESENTATIVES (3)

Sheila Beckford *sbeckfor@drew.edu*

Tessa Russell *tdrusse@drew.edu*

Andrea Mundis *amundis@drew.edu*

ACADEMIC STANDING COMMITTEE REPRESENTATIVE (1)

Dale Ashby *dashby@drew.edu*

ADMISSIONS REPRESENTATIVES (2)

David Edwards *dedwards@drew.edu*

Chris Carrol *ccarrol@drew.edu*

ALUMNI/AE AFFAIRS REPRESENTATIVES (2)

Meredith Gudger *mgudger@drew.edu*

Paulette Thompson
apthomps@drew.edu

CHAPEL REPRESENTATIVES (3)

Joy Mounts *jmounts@drew.edu*

Tessa Russell *tdrusse@drew.edu*

Stewart Moore *smoore1@drew.edu*



**COMMUNITY LIFE
REPRESENTATIVES (4)**

Betty Adams *badams@drew.edu*

Joshua Wall *jwall@drew.edu*

Mark Weber *mweber@drew.edu*

Andy Weidner *pweidner@drew.edu*

CURRICULUM REPRESENTATIVES (2)

Joshua Wall *jwall@drew.edu*

Andrea Mundis *amundis@drew.edu*

FACULTY REPRESENTATIVES (3)

David Edwards *dedwards@drew.edu*

Chris Carroll *ccarroll@drew.edu*

Hyemi Lee *hlee4@drew.edu*

REPRESENTATIVE TO FACULTY (1)

Moses Ahn *mahn@drew.edu*

**SUPERVISED MINISTRY
REPRESENTATIVES (2)**

Joy Mounts *jmounts@drew.edu*

Alice Walsh *afwalsh@drew.edu*

**UNIVERSITY SENATE POSITIONS
ON COMMITTEES (3)**

Pat Schick
pschick@drew.edu

Bookstore Representative (1)

Pearl Bates *revpearl2@earthlink.net*
Library Representative (1)

Russ Wills *rwills@drew.edu*
Media Representative (1)

**REVENUE COMMITTEE
REPRESENTATIVE (1)**

Bill Moore *wmoore@drew.edu*

**SAFETY AND PHYSICAL PLANT
REPRESENTATIVE (1)**

Donna Schreiber
dschreibe@drew.edu

**SEXUAL HARASSMENT
(2 REPRESENTATIVES/
1 ALTERNATE)**

Representative, TBA

Pearl Bates *revpearl2@earthlink.net*

Bill Linhart (Alternate),
wlinhart@drew.edu

**STUDENT AFFAIRS
(1 REPRESENTATIVE/
1 ALTERNATE)**

Representative, TBA

Whitney Cox (Alternate)
wcox@drew.edu

**UNIVERSITY PROGRAM BOARD
REPRESENTATIVE (1)**

Kevin Nelson *knelson@drew.edu*

**CONSTITUTION
REPRESENTATIVES (3)**

Gary Girao *ggiraony@aol.com*

Brian Gath *bdgath@mindspring.com*

Nancy Stanley *nstanley@drew.edu*

**EVENTS COMMITTEE
REPRESENTATIVES (2)**

Eun-Young Park *epark@drew.edu*

Susan McRae *smcrae@drew.edu*



ACADEMIC INFORMATION AND SERVICES

ACADEMIC ADVISING

Anne Yardley, Associate Academic Dean, Commons 110, x3419

Advisers aid students in selecting courses in line with their interests and/or career objectives. If you do not have an adviser, please call Dean Yardley.

ACADEMIC INTEGRITY POLICY

In an effort to standardize practice, the Theological School (along with the College and the Graduate School) has adopted an academic-integrity policy. The following “Standards of Academic Honesty” policy has been approved by the Theological School faculty.

Standards of Academic Honesty

Standards of honesty in the academic world derive from the nature of the academic enterprise itself. Scholars use writing both to create knowledge and to record knowledge, and students are invited into the academic enterprise through an intellectual conversation that occurs primarily in writing.

Through the exchange of written texts, students contribute to the academic conversation and develop their intellectual skills. 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. Students are expected to study and comply with these principles as stated below.

CATEGORIES OF ACADEMIC DISHONESTY

The standards of academic integrity apply to information that is presented orally, in writing, or via the computer, in any format ranging from the most informal comment to a formal research paper or a dissertation.

These standards apply to source material gathered from other people, from written texts, from computer programs, from the Internet, or from any other location.

• PLAGIARISM

Plagiarism is the act of appropriating or imitating the language, ideas, or thoughts of another and presenting them as one’s own or without proper acknowledgment. This includes submitting as one’s own a thesis, a paper, or part of a paper written by another person, whether that material was stolen, purchased, or shared freely. It also includes submitting a paper containing insufficient citation or misuse of source material.

• DUPLICATE SUBMISSION

Submitting one work in identical or similar form to fulfill more than one requirement without prior approval of the relevant faculty members is a breach of academic integrity. This includes using a paper for more than one course or submitting material previously used to meet another requirement.

• CHEATING ON EXAMINATIONS

Cheating on examinations by copying material from another person or source or by gaining any advance knowledge of the content or topic of an examination without the permission of the instructor is another breach of academic integrity. In the case of take-home examinations, the guidelines under collaboration (below) apply; failure to follow those guidelines constitutes academic dishonesty.

• FALSE CITATION

Listing an author, title, or page reference as the source for obtained material, when the material actually came from another source or from another location within that source, is a breach of academic integrity. This includes attributing fabricated material to a real or fictitious source.

Basic Requirements for Acknowledging Sources

QUOTATION

All quotations, however short, must be identified as such. In written texts they must be placed in quotation marks or be clearly indented, and the complete source must be cited either in the text or in a footnote or endnote.

PARAPHRASE

Any borrowed material that is summarized, restated, or reworked must be cited as such, whether it is used in written or oral form. The paraphrased material must be clearly indicated by a signal phrase (including

the author's name) at the beginning and a page citation or footnote/endnote marker at the end. Students should take careful notes when reading and researching so that they can properly acknowledge sources and produce them upon request. Lapse of time or substantial reworking of researched material does not eliminate the obligation to give due recognition.

COLLABORATION

If a student has collaborated with another person or group of people and used research data gathered by others or significant ideas developed in collaboration (via notes, conferences, conversations, email communications, etc.) as part of a paper or assignment, the extent and nature of the contribution must be clearly indicated. Students collaborating on an assignment must give proper acknowledgment both to the extent of the collaboration and to any team member whose specific ideas or words played a significant role in the development of the thesis, the argument, or the structure of the finished work. Unless a paper or assignment is collaboratively authored (and acknowledged as such), the presentation of the ideas, the interpretation of the data, and the organization of sentences and paragraphs should be original and should differ significantly from those in the papers or assignments of others who have collaborated on the research.

MATERIAL IN THE PUBLIC DOMAIN

While facts and concepts borrowed from a source should be properly acknowledged, certain well-known facts, proverbs, and famous quotations

are regarded as in the public domain, so their source need not be cited. That the First World War started in 1914 does not require citation, nor does "To be or not to be" call for citation of its exact whereabouts in Hamlet. What constitutes "public domain" varies according to discipline; if in doubt, students should consult the instructor.

BIBLIOGRAPHY/WORKS CITED

All sources consulted in preparing a paper or assignment are to be listed in the bibliography or works cited list, unless other instructions are given. While in some disciplines works listed in the bibliography may not necessarily be directly referred to in the paper or notes, all sources included in the works cited list must appear in the paper. Simply listing a work in the bibliography or works cited list does not remove the obligation to give due recognition for specific use in the body of the paper.

FORMS OF REFERENCE

If individual departments or instructors require that a particular style be used for quotations, footnotes, endnotes, bibliographies, etc., students should be made aware of that requirement. For most theses and dissertations, students will be asked to follow the guidelines to be found in *The Chicago Manual of Style*, (CMS), 14th ed. (University of Chicago Press, 1993) or the version of CMS in *A Manual for Writers of Term Papers, Theses, and Dissertations*, (Turabian), 5th ed. by Kate Turabian (University of Chicago Press, 1987). Otherwise, for standard forms students may consult: *The MLA Handbook for Writers of Research Papers*, (MLA), 4th ed. (New York: Modern Language Association of America,

1995) in the humanities; or the *Publication Manual of the American Psychological Association* (APA), 4th ed. (New York: American Psychological Association, 1994) in the social sciences.

Examples of Plagiarism

The following examples, from Rebecca Moore Howard's "A Plagiarism Pentimento" (*Journal of Teaching Writing*, Summer 1993), are provided to help prevent any misunderstanding. Please read and analyze them carefully

SOURCE: Davidson, Robert. *Genesis 1-11*. Cambridge: Cambridge UP, 1973..

ORIGINAL WORDING: "Such 'story myths' are not told for their entertainment value. They provide answers to questions people ask about life, about society and about the world in which they live" (10).

• MISUSE OF SOURCE (1):

Specifically, story myths serve as answers to questions people ask about life, about society and about the world in which they live, not for entertainment purposes.

• COMMENT

This is an example of plagiarism as defined in this booklet. The student copied words and phrases from the original without acknowledging their source. Although the student has rearranged some phrases and made minor stylistic changes, this version still follows the basic wording and structure of the original while the student repeats ideas as if they were his or her own.

• **MISUSE OF SOURCE (2):**

Davidson explains that story myths answer questions people ask about life, about society and about the world that we live in (10).

• **COMMENT**

Less obviously, this example is also classified as plagiarism. Although the student cites the source of the ideas, he or she presents Davidson's exact words as if he or she authored them. As is often the case in such plagiarism, where the words are changed, the changes render the material less clear (shifting from "people" to "we" for example).

How To Avoid Unintentional Plagiarism

Unintentional plagiarism is also a breach of academic integrity and

may be punished accordingly. Unintentional plagiarism, also known as patch writing, occurs when students depend too heavily on textual material to make a point rather than making the point themselves and using the text to support it. The second example of plagiarism above is an example of patch writing; it may be rewritten in several different ways:

• **MISUSE OF SOURCE (2):**

Davidson explains that story myths answer questions people ask about life, about society and about the world that we live in (10).

(a) Rewritten with Correct Citation:

Davidson explains that "story myths" answer "questions people ask about life, about society and about the world in which they live" (10).

(b) Paraphrased: As Davidson explains, the importance of "story myths" is in their relevance to the everyday lives of their readers (10).

(c) Use of Paraphrase and Quotation in a Paragraph:

"Story myths" are powerful because they deal with phenomena that people cannot understand in any other way. As Davidson explains, story myths have direct relevance to the everyday lives of their readers by "provid[ing] answers to questions" (10).

• **COMMENT**

In the rewritten version of the plagiarized sentence (a), the student has quoted all of the words that came directly from Davidson. Although this is an acceptable sentence, obviously such extensive quotation would not be acceptable throughout a research paper. In the sample paraphrase (b), the writer has maintained and correctly cited the essential idea in Davidson's sentence, but the articulation of that idea is original, very different from the source. This is an example of an appropriate use of source material. In the final example (c), the writer has used Davidson's analysis to support a point he or she is making about the role of "story myths," and combined paraphrase and quotation to show how Davidson supports the assertion. This is the most common way to use source material in academic papers.

Notice that in all three examples the writer introduces the source material with a signal phrase naming the author and marks the end of the use of that source material with a parenthetical page reference. Although the exact method of



citation varies across the disciplines, the purpose—to mark the beginning and end of material drawn from another source—remains the same.

Procedures for Hearing Cases of Academic Dishonesty

This procedure applies retroactively for theses and dissertations accepted in good faith by the Drew University Theological School toward completion of a degree, but later suspected of being plagiarized in part or in full.

1. Instructors or others suspecting plagiarism shall report alleged cases of academic dishonesty to the Associate Academic Dean of the Theological School. Students should help to maintain the standards of the University by reporting all cases of academic dishonesty they observe.
2. When allegations of academic dishonesty are brought, the Academic Dean will notify the student, convene, and chair a committee made up of one faculty member, the reporting instructor, and one other person of the accused student's choosing. When any member of this committee believes that he or she should not hear a case because of a possible conflict of interest, that member should recuse him or herself.
3. The student may request, and will be granted, up to a week to prepare his or her response before being called before the committee. In the first stage of the hearing, both the faculty member bringing the allegations and the accused student will be present, and each will make an oral statement to the

committee and answer any questions. At this stage, either may ask to address the committee without the other's being present and will be granted the right to do so.

4. The student, the reporting faculty member, and the student's advocate will be asked to wait outside the room while the committee discusses the case, and any of the three may be called back into the room to answer questions. At the end of their deliberations on the case, the Academic Dean, the one faculty member, and the student's adviser will vote on the matter.
5. A decision of responsible or not responsible will be based on a preponderance of the evidence in the case; however, other factors, such as any prior accusations or any mitigating circumstances, may be taken into account in the determination of penalty.
6. In all cases, both the student and the faculty member bringing the allegation may appeal the decision as described below.

Penalties

The individual merits of each case are weighed by the committee, which determines the penalty accordingly. The committee considers the purpose of both the hearing and the penalty to be educational; penalties are determined with that in mind.

FIRST OFFENSE: Failing grade and/or loss of credit for the course. Other penalties may include, but are not limited to, denial of some or all honors conferred by the University, and loss of credit for the assignment

or for the course. A letter stating the committee's ruling will be placed in the student's file. Any such letters will be a part of the record in subsequent cases and appeals.

SECOND OFFENSE: The maximum penalty is expulsion from Drew and/or the revocation of a degree issued by Drew.

Separation From the Theological School

Drew Theological School reserves the right, upon recommendation of the Deans, to separate from the school any student who fails to meet the standards of academic or community life; or whose character or personal maturity raises reasonable doubts about the student's fitness for ministry or theological education. Students may also be separated from the school for failure to meet their financial obligations.

There will be no refund of tuition and fees for a student who is suspended, expelled, or required to withdraw.

Appeal Process

1. Decisions of this committee may be appealed only if new evidence has been found, or if the original hearing overlooked specific evidence, or committed procedural errors.
2. The Dean's Council is the final appeals board for cases of academic dishonesty. The appeal, whether sought by the faculty member who brought the allegations or by the student, must be submitted in writing. On the basis of the written appeal, the committee may decide to hear the case or to uphold the

original decision if no new evidence has been presented, if no evidence has been shown to have been overlooked, and/or if no procedural errors have been shown to have occurred. Whatever its decision, the committee must provide reasons in writing to both parties. If the committee agrees to hear the case, it has the right to reverse the decision of an earlier hearing.

3. When any member of the committee believes he or she should not hear the matter under appeal because of a possible conflict of interest, that member may be excused.
4. During the hearing of the appeal, the faculty member who brought the original allegations will provide information and answer questions. The student may be accompanied and advised by a member of the faculty of his or her choice and will also provide information and answer questions.
5. Decisions will be based on a preponderance of the evidence and will be provided in writing to both parties.



ACADEMIC PROGRESS

Students are expected to maintain satisfactory progress, as determined by the Theological School and the Academic Standing Committee. Students who fall behind in either grades or credit hours will be subject to review, as described below.

WITHDRAWAL

Any student who receives all “U’s” in any one semester may be recommended for withdrawal.

ACADEMIC WARNING

Full-time students in the Master of Divinity (M.Div.), Master of Theological Studies (M.T.S.), or Master of Sacred Theology (S.T.M.) completing less than 9 credit hours/semester. (Students on Terminal Probation are excluded from this qualitative requirement).

PROBATION

M.Div. and M.T.S. students with a semester or cumulative GPA between 1.99 and 1.40. **S.T.M. students** with a semester or cumulative GPA between 3.32 and 3.00. During the probationary semester the student would be restricted to 10 credit hours.

STRICT PROBATION

- (a) **M.Div. and M.T.S. students** with a semester or cumulative GPA between 1.39 and 1.00. **S.T.M. students** with a semester or cumulative GPA between 2.99 and 2.00.
- (b) **Students with two consecutive semesters on Probation.** Students on this status are restricted to 10 credit hours during the probationary semester and must complete at least 9 credit hours. **M.Div. and M.T.S.**

students must maintain a minimum 2.00 for the probationary semester and **S.T.M. students** must maintain a minimum 3.33 for the probationary semester. Students who do not attain these minimums may be recommended for academic leave or withdrawal.

TERMINAL PROBATION

- (a) **M.Div. and M.T.S. students** with a semester or cumulative GPA below 1.00. **S.T.M. students** with a semester or cumulative GPA below 2.00.
- (b) **Students with two non-consecutive semesters on Strict Probation.** Students on this status are restricted to 10 credit hours and must complete at least 6 credit hours. **M.Div. and M.T.S. students** must maintain a minimum 2.00 for the probationary semester and **S.T.M. students** must maintain a minimum 3.33 for the probationary semester. Students who do not attain these minimums may be recommended for withdrawal without appeal.

DIVISION CONVENERS 2004-2005

Division I (Biblical Studies)

Danna Nolan Fewell, Embury 310
x3543

Division II (Church History)

Terry Todd, Davies 303, x3847

Division III (Theology and Philosophy)

Robert Corrington, Library 3rd floor
x3682

Division IV (Church and Society)

Otto Maduro, 12 Campus Drive 206
x3041

Division V (Pastoral Theology)

Angella Son, 12 Campus Drive, x3260

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

www.drew.edu/admin/depts/esol

Katherine G. Brown, Coordinator
Sycamore Cottage, x3397
kgbrown@drew.edu

English Language Program Office
Sycamore Cottage

The English Language Program is offered to non-native English-speaking students by the ESOL Department as a non-credit, academic-support program. The program is designed to assist students in all aspects of their English language development while studying at the Theological School. Since it is assumed that matriculated students have developed their English language skills to the level of proficiency required for admission, its primary objective is to provide students with supplementary developmental language instruction that will enable them to engage both actively and productively in their academic experience at Drew. Participation in the program is open to all students matriculated in the Theological School.

The program is comprised of the following offerings

FOR FIRST-YEAR M.DIV. STUDENTS

Content-based courses designed to further develop speaking and writing

skills, which complement various first-year required courses.

Individual weekly appointments to assist each student to focus on specific tasks and skills.

FOR ALL THEOLOGICAL SCHOOL STUDENTS

Mini-courses which are offered to target specific skills, such as pronunciation, listening comprehension, interviewing techniques, and appropriate methods of documentation for written assignments.

Conversation Partners Program which provides students and spouses of students the opportunity to further develop their ability to engage in informal conversation. Partners meet for one hour, once a week, in a mutually agreed upon location.

Individual consultations, by appointment, for purposes of reviewing the organization, content, and appropriate documentation of research papers, presentations, and reports.

FOR GRADUATING WOMEN AND ALUMNAE

Workshop series to assist students and alumnae as they prepare for their careers in ministry or more advanced graduate programs of study.

For further information on the program, please contact the ESOL Office. See also Conversation Partners and Spouses Program on page 53.

EXTENSIONS FOR COURSES

If you find it impossible to complete all your course requirements on time, you may file a petition for an extension. If the extension is granted, the instructor will give you a grade of "I" (incomplete) for the course. If the work is submitted within the extended period, the instructor will grade it and give you a final grade for the course. The work is to be submitted to the secretary to the faculty (Leary Murphy, 12 Campus Drive 004, x3279) within the extension period. If an extension is not granted, or if it is granted and you fail to submit the work within the extension period, you will receive a "U" for the course.

PROCEDURE FOR PETITION

- Pick up a petition form from the Academic Dean's Office in Commons 110.
- Fill it out, sign it, and secure the approval of your adviser and the instructor of the course.
- Submit the completed petition to the Academic Dean's Office.

Petitions for extension are granted normally only if extenuating circumstances prevent a student from meeting course deadlines. Circumstances such as serious illness which disrupts class attendance, unexpected death in the immediate family, emergency demands made upon a student in a student pastorate (i.e. a call to minister in a sudden bereavement at the same time as an examination). As a general rule, extensions will not be granted to allow students more time for research due to unavailability of material, emotional stress (unless documented by a physician), etc.



INCLUSIVE LANGUAGE

Inclusive language is encouraged in written assignments and in classroom discussions and there are many excellent books and pamphlets that discuss inclusive and emancipatory language. For a short, easy-to-read explanation about the theology behind the practice, we suggest this work by the Task Force on Language Guidelines—“Words That Hurt, Words That Heal: Language About God and People.” Nashville: Graded Press, 1990. (Cokesbury item #147130).

GUIDELINES AND EXAMPLES

(a) Human Beings

1. Use inclusive terms rather than generic language that has the effect of making women invisible and assumes males are more representative of the human race.

Exclusive	Inclusive
Man, Men Mankind	People, all people, persons, men and women humanity, everyone, all of us, we, all, kin, folk,
Sons of God	People of God, daughters and sons of God, children of God

2. Avoid using masculine pronouns generically.

Exclusive	Inclusive
he, him, his	he/she, we, our, their, one, the one, the person, individual

Each leader must do his utmost	Each leader must do the utmost or Leaders must do their utmost
--------------------------------	--

3. Find functional substitutes for problem words. An alternative choice of words often not only avoids abrasion to legitimate sensitivities, but also achieves greater accuracy.

Exclusive	Inclusive
Forefathers	Ancestors, forebears, forerunners

Man hours	Work hours
-----------	------------

The common man	The average person, ordinary citizen
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4. Assume readers and listeners are of both genders.

Exclusive	Inclusive
You and your wife	You and your spouse
The Robert Smiths	Alice Smith and Robert Smith

(b) God

In the “Guidelines” it is stated in the introduction that the normative language of theology and worship limits comprehension of the full nature of God. It notes the neglect of Biblical feminine images of God. The introduction concludes:

The results of this tradition of emphasizing masculine imagery and ignoring feminine aspects of God have been to limit the possibilities for women to understand themselves as created in God’s image, to perpetuate sexist attitudes in our society, to limit our understanding of God.

1. The difficulties of exclusively masculine language are not to be solved by making God impersonal. There are many words for God that embody the reality of our personal relationship with God, yet are not exclusively masculine.

Exclusive Inclusive

Father, king, he	God, Father/Mother, Mother/Father, Creator Holy One
Him, Master	Sustainer, Redeemer, Nurturer, Source of Life, You, Your

2. Jesus Christ was a male and we necessarily use some male nouns and pronouns when referring to Christ. A number of these can certainly be reduced without approaching heresy. In language about Jesus Christ, it is important to use words which emphasize not his maleness but his human nature and which do not undermine the primary import of the Word having become flesh and the Divine having become human.

(c) Elements of Worship

Exclusive

To be true to her calling, the church must open herself to the work of the Holy Spirit who in his graciousness makes her a...

Inclusive

We are made a new people when we open ourselves to the graciousness of the Holy Spirit. It is God who works within us, transforming us according to the...

INTERNET COURSES

The Theological School offers a number of courses on the Internet. Course offerings are available to those who live a distance from campus and/or students who have full-time jobs. Check the Theological Admissions Web site, www.drew.edu, for registration guidelines. The Registrar's Web site, www.depts.drew.edu/regist, carries the listings for each semester.

LEARNING DIFFERENCES

Associate Academic Dean Anne Yardley, Commons 110, x3419

Dean of Educational and Student Affairs Edye Lawler
Brothers College 114, x3327

Drew has developed supports and guidelines for helping enrolled students with learning differences to function effectively in the academic environment. Though learning-disabled students must meet the same academic standards as other students, the University is committed to helping them achieve success.

A student who wishes to request special accommodations due to learning disabilities should provide the Associate Academic Dean with a professional diagnosis accompanied by the professional's suggestions for appropriate alternative educational methods. At the request of the student, the Associate Academic Dean will then notify the student's professors and work with the professors and student to negotiate an appropriate educational solution. For more information see the Associate Academic Dean or the Dean of

Educational and Student Affairs. If you would like to be tested for learning differences, contact the Counseling Center at x3398.

LEAVE OF ABSENCE/ WITHDRAWAL POLICY

Associate Academic Dean Anne Yardley, Commons 110, x3419

Associate Dean for Contextual Learning Virginia Samuel
Commons 110, x3418

LEAVE OF ABSENCE

A leave of absence is occasionally advisable for any number of reasons—family emergency, financial distress, illness, etc. A student may 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 or an associate Dean of the Theological School. You must fill out a leave-of-absence form, available in Commons 110, to avoid being billed for the following term. The form must be signed by the Associate Deans listed above.

RE-ADMISSION/RE-ENTRY

Students on a voluntary leave of absence who wish to return to Drew must fill out a re-entry form and schedule an appointment with an associate Dean of the Theological School (at least one month prior to return). This form must be signed by both Associate Deans (see above).

SEPARATION FROM THE THEOLOGICAL SCHOOL

Drew Theological School reserves the right, upon recommendation of the Deans, to separate from the school any student who fails to meet the standards of academic or community life; or whose character, or personal maturity raises reasonable doubts about the student's fitness for ministry or theological education. Students may also be separated from the school for failure to meet their financial obligations. There will be no refund of tuition and fees for a student who is suspended, expelled, or required to withdraw.



WITHDRAWAL AND DISMISSAL POLICY

A student 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 Academic Standing Committee.

Medical Withdrawal: At the request of the student, the Associate Academic Dean or the Associate Dean of Contextual Learning (in consultation with physicians and counselors) is authorized to effect a withdrawal for reasons of health. The student must schedule an appointment with one of the Associate Deans prior to returning to school.

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, if the student were threatening to self and/or others, or if the student were of a disruptive concern to others.

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

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

- **Suspension:** The student is required to withdraw from the University for a specified period of time not to exceed one calendar year or not to be less than the remainder of the current semester. Upon expiration of the suspension period, re-admission to the University must be evaluated but is likely. Evaluation is based upon the documented progress (as appropriate) the student has made.

- **Required Leave of Absence:** The student is separated from the University for an unspecified period of time, with the privilege of applying for re-admission after one year. In making a determination on the re-admission application, the University must consider the circumstances surrounding the original offense and evaluate any positive indication that the student is ready for re-admission.

Voluntary Withdrawal: A student may choose to withdraw from the Theological School voluntarily. It is essential that he/she notify the University by filling out a withdrawal form (available in Commons 110) and securing the signatures of both Associate Deans. The enrollment deposit and security deposit 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 one of the Associate Deans of the Theological School.

PHYSICAL AND EMOTIONAL ILLNESSES AND FAMILY CRISES

Associate Academic Dean Anne Yardley, Commons 110, x3419

A student who is unable to complete work or attend class due to a physical or emotional illness or family crisis should notify the Office of the Associate Academic Dean and provide appropriate corroboration from a physician or other qualified professional. At the request of the student, the Associate Academic Dean will notify the student's professors and work with the professors and student to negotiate appropriate deadlines for completion of coursework.



UNIVERSITY HISTORY AND HERITAGE

DREW HISTORY (SHORT VERSION)

Building upon the success and reputation of Drew Theological Seminary (which was chartered in 1868), the College admitted its first class of 12 students in 1928. In 1955, The Graduate School, having had a distinguished history at Drew since 1912, was established as a separate division.

During the American War for Independence, General Nathaniel Greene billeted his troops under the great oaks of what is now the Drew Forest. Today that same lush woodland provides a peaceful setting for vigorous intellectual activity.

The Drew University Library, built in 1939, is one of the largest academic libraries in New Jersey with special strengths in religion and theology, English and American literature, and modern European and American intellectual and cultural history. The Archives and History Center of the United Methodist Church opened on the Drew campus in 1982.

In 1984, Drew became the first liberal arts college to provide personal computers to all its students as part of their tuition. The "Computer Initiative" was later expanded to include the Graduate School and then the Theological School. The arrival of the 10th and current president, Thomas H. Kean, in 1990 began another period of extraordinary vitality in the University. In 1994, the William E. and Carol G. Simon Forum and Athletic Center was added.

In 1999, Dr. Barbara Caspersen G'86 and Finn Caspersen provided a \$5 million endowment for the Graduate School, which has had its name changed to the Caspersen School of Graduate Studies in their honor.

Spring 2003 saw the opening of the spectacular Dorothy Young Center for the Arts, containing a black-box theater, directing and acting labs, and studio spaces and galleries for the studio-art program. This fall, construction of the music wing will be complete. This addition to the Arts Center will house a performance hall with stage and seating for more than 400, sound-proof training rooms, an electronics studio, faculty offices, and more.

ACADEMIC DIVISIONS OF DREW UNIVERSITY

Drew University consists of three academic divisions: The College of Liberal Arts (CLA), the Theological School (TS), and

the Caspersen School of Graduate Studies (CSGS).

The College of Liberal Arts offers majors in 26 disciplines, minors in another 17, and enrolls some 1,500 students.

Drew's Theological School enrolls about 300 students, 200 of whom are in traditional, campus-based programs. Other students are enrolled at several off-site centers around the United States, studying for the Doctor of Ministry degree. Founded as a Methodist Seminary, today the school's students and faculty represent an international, ecumenical mix.

The Caspersen School of Graduate Studies consists of about 400 students who seek either a professional academic degree (the Master of Arts [M.A.] or Doctor of Philosophy [Ph.D.] degree or enroll in the Arts and Letters program to pursue a Master of Letters (M.Litt.) or Doctor of Letters (D.Litt.) degree or in



the Medical Humanities Program for a Certificate (C.M.H.), Master's (M.M.H.), or Doctoral (D.M.H.) degree.

- COLORS:** Oxford Blue and
Lincoln Green
- NICKNAME:** The Rangers
- MASCOT:** Ranger Bear

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.

PRESIDENT

The President is the executive head of the University as well as the institution's chief planning officer and the head (and a member) of each of Drew's faculties. Since February 1990, Drew's President has been the Hon. Thomas H. Kean, former governor of New Jersey.

President Kean's office is in Mead Hall. His phone number is x3100.

He holds a weekly open-office hour, announced via voicemail, which any student is welcome to attend. He and his family reside in nearby Far Hills.

ADMINISTRATION

President: The Hon. Thomas H. Kean

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

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

Acting Vice President of Development and Alumni/ae Affairs: Ron Ross

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

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

Associate Dean of the Caspersen School: Dr. William Rogers

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

Associate Dean of the Theological School (Contextual Learning): Dr. Virginia Samuel

Associate Dean of the Theological School (Academics): Dr. Anne Yardley

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

Associate Dean of Student Life: Geraldine (Gerry) Muir

DANIEL DREW, UNIVERSITY FOUNDER



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 was 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 his fellow thieves.”

THE DREW CAMPUS

DOROTHY YOUNG CENTER FOR THE ARTS

Made possible by a \$14 million gift to the University, DoYo (as it's affectionately called by students) opened its doors in January '03. The arts center is home to the studio arts and theatre arts departments.

The art wing includes two art galleries, studios for design, painting, printmaking, sculpture, ceramics, and drawing, in addition to seminar rooms and faculty offices. The theatre arts area includes a “black box” theatre with flexible seating, dressing rooms, scenery and costume shops, directing and acting labs, plus faculty offices and classrooms.

Groundbreaking for the music wing began in August 2003. When completed this fall, the centerpiece of the wing will be a 433-seat concert hall. There will also be a music library, electronics studio, and an ensemble practice room, along with faculty offices.

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 to the right of the Forum and the tennis courts. 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 cross-country ski!). Also of note: The Hardin Oak, a 400-year-old tree named for the immediate past president of Drew.

MEAD HALL

From the time of its construction in 1836 to the present, Mead Hall has lived a storied history. Named for

Daniel Drew’s wife (Roxanna Mead) and built in the Greek Revival style, the mansion 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, the largest coming from the late Jeff Smith (aka the “Frugal Gourmet”), an alumnus of the Theological School and parent of a CLA’ 93 graduate.

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. It is listed on the federal and state registers of historic places. University-wide Commencement exercises are held on the back lawn.

SEMINARY HALL

If Mead Hall is the heart of Drew, unostentatious Seminary Hall is its spiritual foundation. Thirteen months and \$100,000 went into erecting this two-story “imitation collegiate” Gothic structure, faced with Harvard brick and trimmed with pink granite. When it opened a century ago, Seminary classes moved out of Mead Hall and into the building’s six classrooms.

At dedication ceremonies in 1899, Seminary Hall was described in the following manner: “...so perfect are



its arrangements, so harmonious is its architecture, so definite and yet so beautiful are the plans upon which it has been carried out, that, to quote from a hymn with which all good Methodists are familiar, one is fairly 'lost in wonder, love, and pride'."

Today, Seminary Hall is the oldest building on campus and home to the Theological School. It is also in need of a thorough remodeling. Therefore, it will be closed the entire 2004-05 academic year for Phase I, which includes the addition of a new wing, which will hold an elevator making the entire building (including Craig Chapel) accessible. When completed, it will also contain new bathrooms, four new seminar rooms, a preaching lab, a communications lab, and a new student commons area. Construction is expected to be completed by August 2005, so the entire building can be re-occupied for 2005-06.

Phase II (which includes renovation of the current building) and Phase III (a new chapel) are anticipated but are dependent on fundraising.

S. W. BOWNE HALL

This stately building was constructed of New Hampshire granite in 1912 and completed the following year. It is a replica of the magnificent Christ Church Hall in England, where John Wesley and other Methodists had eaten while attending Oxford. Samuel Bowne, who died in 1910, changed his will to provide the necessary funding for the building. Originally designed as a dormitory and dining hall, today it is home to the Caspersen School of Graduate Studies (CSGS).

In addition to the offices of the Dean and Associate Dean, it is home to the Graduate School Association (GSA) Office, the Women's Studies Resource Center, the offices of the English and Philosophy Departments, and Thompson Commons.

STATUE OF FRANCIS ASBURY

The bronze equestrian statue positioned in front of Mead Hall was donated by William S. Pilling, a trustee of the school. It celebrates the mission of Bishop Francis Asbury, who was the first episcopal leader of the Methodist Church in America. Dedicated in 1926, Drew President Ezra Squier Tipple accepted the statue, indicating its "first mission was to give students faith, zeal, and devotion."



UNITED METHODIST ARCHIVES AND HISTORY CENTER

Charles Yrigoyen
General Secretary, x3189

This building, located across the courtyard from the Library, houses the United Methodist Church Archives and is home to the United Methodist Historical Society and the United Methodist Church's General Commission on Archives and History. Informative displays about the history of Methodism can be found in its lobby.

The Center also houses a 100,000-volume collection of books relating to Methodism dating from the 18th century to the present—as well as many periodicals (including current issues). It is a research facility, so materials can be used only in the building, but it is definitely worth a visit.

ZUCK ARBORETUM

Honoring a couple who served on the botany faculty for more than 30 years, the board of trustees established the Florence and Robert Zuck Arboretum in 1980. Situated along the Loantaka Way side of campus, behind the Copper Beech complex, it is a wooded area incorporating two glacial ponds, a mix of native and introduced trees, and a variety of flowering plants and shrubs. Although the arboretum is open to the public for passive recreation, it is not a public park. Rather, it is an outdoor laboratory whose rare and irreplaceable resources serve primarily to enhance students' education. The Department of Biology routinely runs fragile experiments in the arboretum area.

ACADEMIC SUPPORT SERVICES

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

The Library is open for study hours midnight to 2 a.m., Sunday–Thursday, during the semester. No services are provided and a Drew ID is required.

Summer, holiday, and January hours vary; hours will be posted at the Library, Call x3125 for a recording of current Library hours.

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 2,000 periodicals in paper format and thousands more on the Web. The Library's 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.

SPECIAL COLLECTIONS INCLUDE

Willa Cather Collection; Chesler Book Collection of Political and Graphic Satire; Creamer Hymnology Collection; Dornan Collection (Russian Samizdat Archive); Drew University Archives; Haberly Book Arts Collection; Will Herberg Collection; George D. Kelsey Collection; Koehler Collection (Reformation Church History); Bela Kornitzer Collection of Political Journalism; Maser and Prinster Prayer Book Collections; McClintock Rare Book Collection; Carl Michalson Collection; Nineteenth Century Pamphlets Collection; George Simenon Collection; Society of Biblical Literature Archives; United Nations Collection; U.S. Government Document Collection; N.J. Government Documents; Letters of John Wesley and the Wesley Family; World Methodism: Publications, journals, manuscripts, periodicals, documents, papers, records, archives.

CHECKING OUT MATERIALS

Your ID card is your Library card. Theological students in the M.DIV and M.T.S. program have a 30-day borrowing period. S.T.M, D.MIN, and graduate students have two fixed due dates for Library materials: June 1 and December 1. Items may be renewed four times. Students can view or renew their Library materials online through “My Library Account” at <http://catalog.drew.edu>. A \$10 overdue fine is automatically placed on any item 40 days overdue. Long overdue items are considered lost and a \$75 book-replacement fee per item is sent to the Business Office. All items are subject to recall for another user after a 30-day borrowing period. Items needed for Reserve may be recalled at any time. All Library notices and information are sent to the Drew email address. Students are responsible for checking their email and responding to Library notices. Drew email can be forwarded to another email address. See Library Web site for details.



RESEARCH ASSISTANCE

Reference librarians can provide instruction and guidance to students engaged in research. Brief questions can be answered at the Reference Desk and more in-depth assistance is available through research consultations that may be scheduled in advance by asking at the Reference Desk or emailing reference@drew.edu.

RESERVE MATERIALS

Many professors put materials on Closed Reserve to ensure they are available for an entire class. These materials may be checked out for two hours (audio/visual materials may be checked out for four hours) but all Closed Reserve materials must be used inside the Library. The only exception to in-Library use of Reserve materials is that most Drew-owned books may be checked out overnight. For information regarding materials available in the Reserve Room, log on to <http://catalog.drew.edu>, click on the "Reserve Room," and follow the instructions.

STUDY CARRELS/LOCKERS

The Library has a limited number of lockers, private study carrels, and study rooms available to students engaged in extensive, Library-based research. Refer to http://depts.drew.edu/lib/carr_pp.html for policies and procedures. Graduate students in dissertation stage have priority. Application forms and copies of Policies and Procedures are available at the Library circulation counter. Daily study carrels are available; sign up at the Reserve Desk.

CORNELL ROOM

This room on E-level contains the Library's theological reference books as well as materials on church history and religious studies. It is also a quiet, comfortable study space used mainly by grad/theo students.

MUSIC DEPARTMENT

www.depts.drew.edu/music

At least through the fall '04 semester, Sitterly House will be home to the music department and music organizations, which are open to the entire Drew community. Private lessons, both vocal and instrumental, are available with affiliate artists. There are several music groups on campus who would welcome your participation. Check out the Student Activities Web page www.depts.drew.edu/stuactiv/clubs&orgs.html

OBSERVATORY

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

Sean Hendrick, Assistant Professor of Physics, HS 200, x3370

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.

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.

REGISTRAR

www.depts.drew.edu/regist

Horace Tate, Tilghman House, x3025

The Office of the Registrar maintains student records and is responsible for the processing of grades, transcripts, and course registration. In addition, the office compiles academic-standing information. Catalogues and registration materials are distributed from here, as well as information regarding transferring credits from other schools and changing, adding, and dropping classes.

Transcripts are available free of charge to graduate and theological students but must be requested at least seven working days in advance of the date they are to be issued. Same-day or one-day processing may be requested but students will then be charged \$10. Additionally, in order for transcripts to be issued, grad/theo students must first be cleared by the Business Office, as outstanding balances may prevent transcripts from being released.

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

ADD/DROP

Add/drop forms are used whenever you wish to make a change in your schedule after registration has ended. Forms are available in the Office of the Registrar. You must have your adviser's signature on this form before you add or drop a class.

COURSE LISTS

The course list for each semester is published on the Campus Web by the Office of the Registrar. Paper copies are maintained in the Registrar's Office.

GRADUATION, APPLICATION FOR

Monday, January 31st is a red-letter day if you plan to graduate in May 2005. 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.

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 Deans of the Caspersen School and the Theological School. This file is available to all faculty and administrators who have educational reasons for viewing it.

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 and telephone number, major field of study, hometown and state, dates of attendance at Drew, degrees, honors and awards received, 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 also considered directory information.

A student who is unwilling to have this information revealed may notify the Caspersen School/Theological School Dean or the Associate Dean of Student Life in writing. **The University will not make public a student's home address or home 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) contact the Office of the Registrar or check the Registrar's Web page.

See also Rights and Responsibilities of Students in the Appendix.

VETERAN'S ADMINISTRATION CERTIFYING OFFICIAL

Contact the Office of the Registrar at 973/408-3025 for further information.

WRITING CENTER

www.depts.drew.edu/writecen

Erek Smith, Director, Library/2nd floor, x3617

SEMESTER HOURS

Monday–Thursday 10 a.m.–5 p.m.
Evening Hours, TBA

Note: Students must make appointments in advance, particularly in peak periods such as mid-terms and at the end of the semester.

The Writing Center provides one-on-one consultation for all phases of

the writing process—from pre-writing exercises and brainstorming topics, to organizing and writing a draft, to helping revise the final copy.

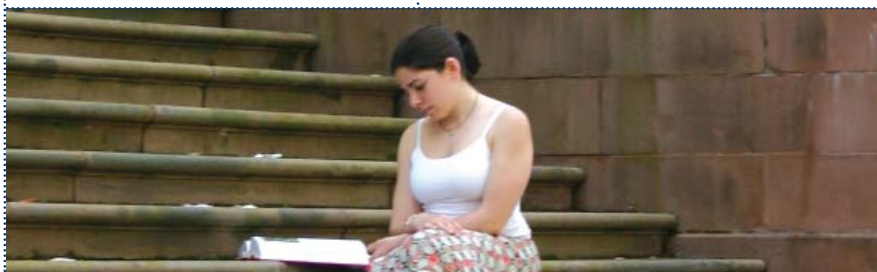
The center helps students develop their own writing styles and ideas. While it offers help with grammar and spelling, it is not a proof-reading service. To benefit from the center, students should bring in a written draft of their paper at least several days in advance of the deadline. The center cannot provide much help if a paper is due in the next hour or in the afternoon.

The Writing Center works with all levels of writing—ranging from students returning to school after many years absence to doctoral candidates writing dissertations. It provides help with daily class assignments and journals, as well as longer essays, papers, methods of documentation, sermons, and Theo-min projects. It will help with resumes, graduate school applications, and articles for publication also.

CONSULTANTS

In addition to the director, there are several College consultants and some from the Caspersen School. Students may request a specific consultant.

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 University by providing support services 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, which is 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/stulife

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

Gerry Muir, Associate Dean of Student Life, Sycamore Cottage x3390

(responsible for judicial affairs, 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 judicial hearings and meal-plan requests)

Elizabeth O'Brien, Assistant Director of Educational Services BC 119, x3608

(responsible for disability services)

Students are welcome to meet with a dean to discuss matters of concern, whether personal or related to non-academic areas such as housing, health services, recreation, etc. Except for emergencies or urgent issues requiring immediate attention, calling in advance to schedule an appointment is recommended.

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

- Campus Recreation Services
- Counseling and Psychological Services
- English for Speakers of Other Languages (ESOL)
- Food Service
- Health Service
- International Student Services
- Judicial Affairs
- Residential Life
- Student Activities
- Student Government

Closely aligned with the department are:

- Career Center
- Educational Opportunity Scholars (EOS)
- Public Safety
- Religious Life

STUDENT CONDUCT AND THE JUDICIAL POLICY

The Department of Educational and Student Affairs is entrusted with enforcement of the University's judicial process. While the process 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

- **For graduate students**, the Dean of the Caspersen School
- **For theo students**, the Dean of the Theological School

Non-academic offenses will be handled by either the Dean of Educational and Student Affairs (Dean Lawler) or the Associate Dean of Student Life (Dean Muir) and,

when necessary, a judicial hearing committee. 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

JUDICIAL SANCTIONS

Regulations governing student conduct are essential to the fulfillment of the University's educational objectives. Thus, when a student enrolls at Drew University, acceptance of the rules and regulations (of the students, faculty, and governing board of the University) is assumed. A violation of any of these rules or regulations subjects the student to disciplinary action. Disciplinary sanctions can include, but are not limited to, the following:

1. Expulsion from Drew University or University housing
2. Suspension from Drew University or University housing
3. Required Leave of Absence

4. Disciplinary Probation
5. Restriction
6. Written Reprimand
7. Restitution
8. Community Service
9. Disclosure

Please see the Appendix for further details on the Judicial Policy.

CAMPUS RECREATION SERVICES

www.depts.drew.edu/crs

Sara Nelson, Interim Director
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 six 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, men's and women's volleyball, and skiing 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 and 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.

Simon Forum and Athletic Center

www.depts.drew.edu/ath

Rosemari Renahan, Secretary and Athletics Business Manager, x3441

Security Desk, x1768

The Simon Forum is open seven days a week for students and their families. It houses a 200-meter track surrounding four multipurpose courts which 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 Simon Forum also contains Aerobics and Dance Rooms and a Fitness Center (offering cardiovascular 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.

Children are welcome but they must present their parent's ID card. Family members under the age of 16 must be accompanied by an adult during family hours.

POOL

www.depts.drew.edu/ath

Rebecca Mitchell
Aquatics Director, x3002

SEMESTER HOURS

Monday–Friday	7:30–9 a.m. 11:30 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 theo/grad students and their families at the hours listed above. During January and summer term, hours vary, so please check the security desk, x1768.

RANGERS

"Rangers" is the name of the Drew athletic teams and a Ranger Bear is the mascot. Go to a game for a study break! Each semester a pocket schedule of all intercollegiate sports contests is published, available at the UC desk.



TENNIS COURTS

Reservations, x1758

Eight lighted tennis courts are available by reservation or on a first-come, first-served basis. To play at night you must have tokens (\$.50 each at the Forum Issue Desk). Tokens are good for one half hour each and there is a limit of 2/customer/day.

CAREER CENTER

www.depts.drew.edu/career

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

Sue Ceravolo, Assistant Director
x3707

SEMESTER HOURS

Monday–Friday 9 a.m.–noon; 1–5 p.m.

LEARN AND EARN

www.depts.drew.edu/career/internships

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.

SEMESTER HOURS

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

FAMILY HOURS

Monday–Thursday	2–4 p.m.
Friday	2–9 p.m.
Saturday/Sunday	All day

SUMMER HOURS

The same hours the building is open.

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—and it's a great resource for babysitters!

NEED A BABYSITTER?

CALL THE CAREER CENTER
X3710

For graduate students, the Career Center assists students in exploring, clarifying, and achieving career goals. In conjunction with the Caspersen School, the Career Center provides the following services:

- Individual career counseling and an extensive career-resource library
- SIGI-Plus, the computerized guidance program
- Resumé and *curriculum vitae* review, interview advice, and job-search planning

COUNSELING AND PSYCHOLOGICAL SERVICES

www.depts.drew.edu/counsel

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

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

SEMESTER HOURS

Monday–Friday 9 a.m.–12 noon;
1–5 p.m.

Evening hours by appointment
Closed during the summer

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, depression, stress, learning disabilities, and marital and family dynamics are just some of the issues the Counseling Center regularly addresses. There is no charge for services other than the mandatory health and counseling 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 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



ALCOHOL/DRUG COUNSELOR

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

The Substance Awareness Counselor (SAC) works with students and plans programs that are educational, preventive, and remedial in nature as related to the use of alcohol and/or other drugs. She does this in the following ways:

Intervention and Prevention:

The SAC assesses a student's use of alcohol/other substances to determine if a problem (or potential problem) exists. Individual and group counseling could be provided or, if necessary, referral to an off-campus program.

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

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/About-PAR.html

Carol Gernat, Adviser
Sycamore Cottage, x3984

"If you feel bad, dial G-O-O-D (x4663) is the motto of a group of student volunteers called PAR (Peer Assistance and Referral).

The "GOOD" Line (x4663) is a helpline staffed by graduate, theological, and College students trained through Counseling and Psychological Services. The hot line operates nightly from 5 p.m. to 9 a.m.

This volunteer service involves the following commitments:

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

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

www.drew.edu/admin/depts/esol

Katherine G. Brown, Coordinator
Sycamore Cottage, x3397
KGBrown@drew.edu

TBA, Conversation Partners Program, 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 speakers who wish to develop their informal English, learn current slang, and become familiar with American pop culture. It is also an opportunity to make new friends within the campus community. Partners meet for a minimum of one-hour per week at a mutually agreed-upon time and location. No preparation is necessary. It is simply an opportunity to get together, enjoy one another's company, and chat!

The program is open to all matriculated students and spouses of students. If you are interested in participating, or wish to have further information about the program, kindly visit the ESOL Office located in Sycamore Cottage.

English Classes for Spouses of Graduate and Theological School Students:

English-language instruction is offered to the spouses of graduate and theological students each semester, during the academic year, free of charge. English classes are arranged at the beginning of each semester and are held twice a week for a 90-minute period. Classes are offered on the beginner and intermediate/advanced levels. For further information, please consult the ESOL Web site or call the ESOL office for further details.

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. While most grad/theo students choose not to eat their meals in The Commons, it is available to them.

THE COMMONS

SEMESTER HOURS

Monday–Thursday	
Breakfast	7:30–9 a.m.
Lunch	11 a.m.–1:15 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	Closed
Sunday	4–9 p.m.

The UC Snack Bar is more apt to attract grad and theo students. It is a convenient location to pick up something on the run or to sit comfortably and socialize with friends. You can choose from the Bane'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.–8 p.m.
Friday	8 a.m.–3 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–Sunday	10 p.m.–2 a.m.
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This is a late-night destination where students can find food, company, and regular entertainment. The Space will also deliver items such as pizza and ice cream to campus housing residents Monday–Friday, 10 p.m. to 1 a.m. Call x3448.

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. (Hours are limited during January and summer session).

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. Please call



ahead for an appointment with either a nurse practitioner or a physician.

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

SERVICES PROVIDED

The Health Service provides health counseling, treatment of most acute illnesses and injuries, management of chronic disease or disability, ordination and employment physicals, international travel advisory, and well-woman care. Vaccines, medical supplies, lab tests, and many prescription medications are discounted and available at the Health Service. *A complete health-history form and immunization record must be on file at the Health Service in order to register for classes.*

ON-CAMPUS SERVICES INCLUDE

- Alcohol/drug information
- Allergy shots
- Birth-control information/products
- Diagnostic tests in on-site lab or outside lab
- Eating-disorder care/information
- Gynecological care
- Health education
- Immunizations, including flu shots
- International travel advisory
- Management of acute illness
- Management of chronic disease/disability

- Medications available on-site (discounted)
- Nutrition counseling
- Physical exams (discounted fees apply)
- Pregnancy testing
- Sexual-health counseling
- Sexually transmitted infection testing/treatment
- Therapeutic massage
- Well-woman care
- X-ray and mammogram referral to local facility

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 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:

- Some communicable diseases must be reported to the Department of Health
- Immunization records must be available to the Registrar and state inspectors
- Request for records by subpoena

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. No student will be refused care because of inability to pay at the time of service.

MEDICAL AND SICKNESS INSURANCE

All full-time students must carry medical insurance to comply with New Jersey state law. Students are billed automatically for this plan according to the rates listed below. Students with comparable medical insurance can opt to waive the student plan online at <http://www.universityhealthplans.com>, or if this is not possible, may request a waiver card by calling University Health Plans at 1-800/437-6448. Full-time students who intend to enroll or eligible students who are not full time but wish to purchase the insurance plan voluntarily should enroll themselves online. The deadline for enrollment or waiver is August 6t.

Families living in University housing must enroll in the plan or show proof that they are enrolled in a comparable insurance plan as a condition of the housing agreement. Non-immigrant international students may enroll online or waive online, but must bring a copy of their other policy to the Health Service for review.

International students should review the Health Service Web site for more information about insurance. <http://www.depts.drew.edu/health/international.htm>

COST OF INSURANCE FOR YEAR 2004-05

Student	\$1,160
Spouse	\$2,020
Child(ren)	\$1,194 (regardless of number)

(Non-immigrants should add \$33 each for repatriation insurance).

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. For more information about insurance and dependent coverage, see <http://depts.drew.edu/health/insurance.htm>

FREQUENTLY ASKED INSURANCE QUESTIONS

1. Can I use the Health Service if I do not enroll in the student plan? YES

All Drew students can use the University Health Service.

2. Does the Drew plan cover everything? NO

The student plan is a "sickness and accident plan" with some wellness services covered. It will cover medical expenses and hospitalizations up to \$50,000. The plan is very low-cost because it presumes you will get most of your care at the University Health Service.

3. Can a spouse obtain health care at Drew? YES and NO

YES, if the spouse is enrolled in the Drew insurance plan for an additional fee (see above). NO, if the spouse is not enrolled in the insurance plan.

4. Can children obtain health care at Drew? NO

The Health Service does not provide pediatric care. Children can be enrolled in the student insurance plan, however, and can be referred to local pediatricians and well-baby clinics by the Health Service. Students with

children on campus are urged to obtain well-baby care and vaccinations at the free clinics offered through local Health Departments. The cost of childhood vaccines is very high (up to \$1000 for the first two years) so students are urged to take advantage of this free service to residents in order to keep our insurance costs low.

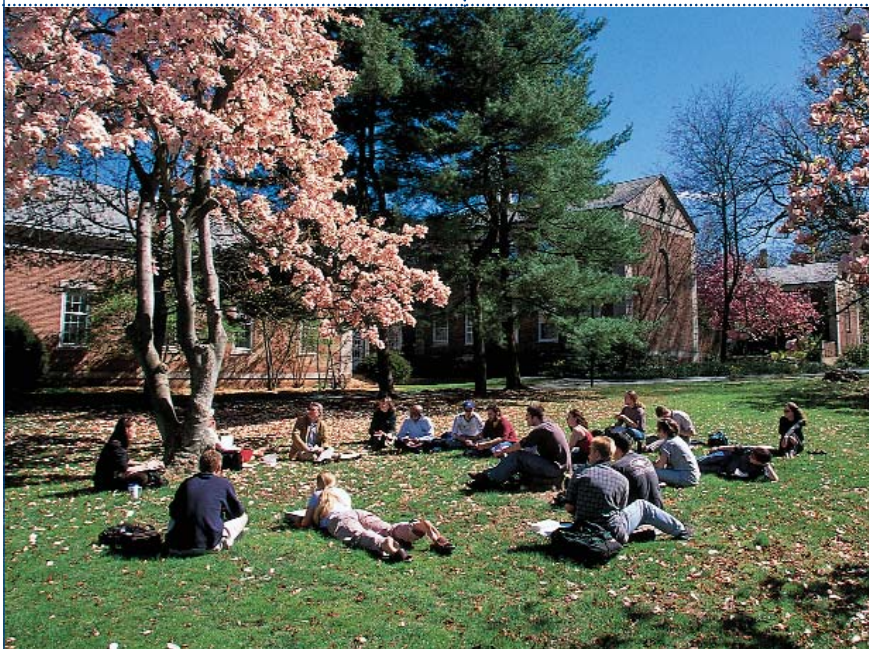
5. Do I have to buy the insurance plan if I have other coverage already? NO

Students may waive the student insurance plan online at www.universityhealthplans.com or by requesting a waiver card at 1-800/437-6448. International students may waive in person at the Business Office after they arrive on campus. Students who waive the plan must demonstrate that they have comparable coverage in person at the Health Service.

6. Should I purchase the optional catastrophic plan? PERHAPS

If the student plan is your only insurance, we strongly recommend that you purchase the catastrophic plan. The cost is just \$275/person and it increases your coverage from \$50,000 to \$250,000/person. You cannot buy the optional plan for just one family member; you must buy it for the entire family if you choose this option.

The catastrophic plan might not be necessary for international students who plan to return home for treatment in the event of a serious health problem.



7. Does the insurance plan cover childbirth? YES and NO

If you or your spouse are enrolled in the insurance plan and one of you becomes pregnant, you will be eligible for maternity coverage. If you (or your spouse) are not enrolled in the plan at the time of pregnancy, the pregnancy will be considered a "pre-existing condition" and you will not be covered.

8. Will the plan cover the entire cost of childbirth? NO

You can expect some out-of-pocket expenses. The plan pays for 80% of charges over the first \$2,500 and you are responsible for the other 20%. (In a "normal delivery," this will amount to approximately \$2,500). The cost of childbirth in the United States averages \$10,000.

9. If I have any questions, whom should I call?

Please check the Health Service Web site first if you are enrolled in the student plan. If you do not find the answer to your questions, you should call your insurance provider or the University Health Service at 973/408-3414 during regular business hours.
<http://depts.drew.edu/health>

Taxi Rides from Morristown Memorial Hospital 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 \$20) within forty-eight hours or have it billed to their student account. To arrange for transport, contact the Public Safety Office, 973/408-3379.

INTERNATIONAL STUDENT SERVICES

www.drew.edu/admin/depts/iss

Char Lee Kibler, Coordinator
Brothers College 119, x3182

This office aids international students when they first arrive 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 immigration advising for F and J status, 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.

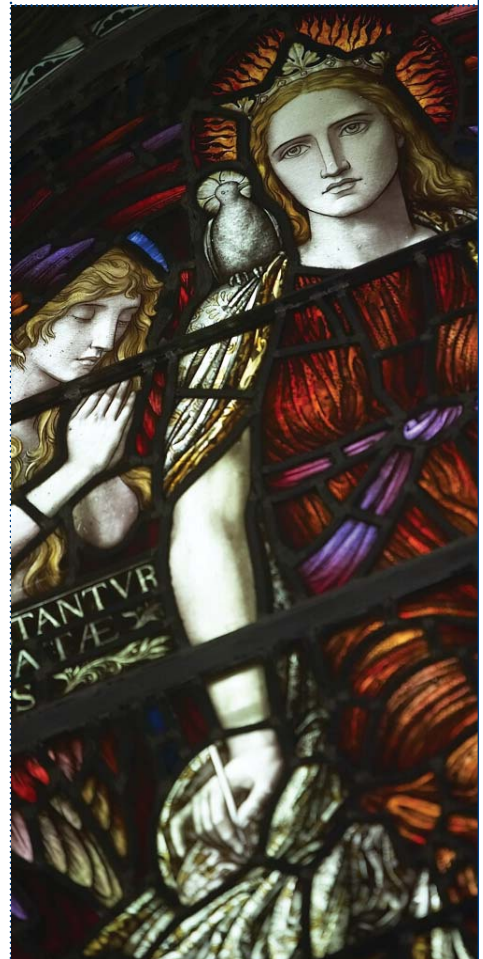
While the ISS Office aids students in many areas, it does not provide assistance with finances or funding for education or living expenses. Please contact the Office of Financial Assistance for help in these areas, x3404.

RELIGIOUS 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 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. This year, while Seminary Hall is under construction, services will be held in the Methodist Church by the Drew front gate.



RELIGIOUS AND SPIRITUAL LIFE

www.depts.drew.edu/chaplain

Rev. Robb Shoaf, Director of Religious Life rshoaf@drew.edu

Akiva Roth, Associate Chaplain
President’s House Annex, x3711

Akiva Roth, Rev. Shoaf, 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:

- Counseling 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

RELIGIOUS LIFE COUNCIL (RLC)

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

Black Ministerial Caucus (Theological School), Sheila Beckford, President, sbeckfor@drew.edu

Catholic Campus Ministry, Fr. Joe Farias, Catholic Chaplain, x3027

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

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

InterVarsity Christian Fellowship Prof. Michael Christensen
Adviser, x3738

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

Religious Life Council, Rev. Robb Shoaf, Director, 973/377-1231

RESIDENCE LIFE, OFFICE OF

www.depts.drew.edu/reslife

Frank C. Merckx, Director of Residence Life, Holloway Annex
fcmerckx@drew.edu, x3394

M. Melissa Friend, Assistant Director (AD) of Residence Life for Graduate and Theological Programs
mfriend@drew.edu, x3055

Service Response Center, Facilities Office, Pepin Service Center, x3510

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, a full-time assistant director (AD) works to enhance the quality of life in grad/theo housing. In an emergency (fire, flood, etc.), if you cannot reach the AD, please contact Public Safety (x4444) for assistance.



To accomplish its mission, Residence Life staff members

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

MOVING INTO YOUR HOUSING UNIT

Before moving into a residence, students must sign a housing agreement and return it to the Housing Office located on the ground floor of the Learning Center. This agreement explains the obligations and responsibilities of resident students at Drew University. See also Housing Office, page 71.

Residence Life staff will check you into your residence, provide you with a key, and prepare a "room condition report" (RCR) for your signature. Be sure to complete each of these steps before assuming occupancy.

Call the Housing Office, x3037, or the Residence Life Office, x3394, if you have any questions.

RESIDENCE LIFE/RULES & REGULATIONS

www.depts.drew.edu/reslife

There is a variety of living arrangements for grad/theo students ranging from private units (apartments in Wendel and Tipple) to shared ones (Green Villa and Loantaka). Hence, some of the regulations below apply more to one type of housing than another. All, however, are intended to make community living more productive and comfortable for everyone.

Air Conditioners: Students may purchase air conditioners, one unit per apartment. Units must be smaller than 9000 BTUs with 120 volt power supply. Installation requests should be made through Facilities, x3510. The unit can be installed only by the Facilities Office and there is a minimal fee for installation and electricity (which is the same whether you use the unit for one month or the entire summer). Place your unit underneath the window in which you wish it to be installed.

Removal of the unit in October is mandatory and a work order will be filed automatically on October 1st. Failure to register an air conditioner (via a work order) will result in a fine, due to the dangerous nature of an improperly installed A/C unit in a window.

Bicycle Storage: Bicycle racks are provided for your use. Be sure to secure your bicycles with a chain; storage is not allowed in stairways or basement hallways. Please

register your bicycle with the Office of Public Safety. Unregistered bikes will be removed.

Check-in/ Check-out: Prior to a student's taking occupancy of a room/apartment, Residence Life staff will perform a careful inspection using an authorized check-in form (RCR). When the student later vacates the unit, it will be re-checked. Students are required to participate in the check-out process because they will be charged if conditions are unacceptable or damage has occurred. Students who fail to check out properly are subject to a fine and waive their right to appeal damage charges. For details, see MOVING OUT OF YOUR HOUSING UNIT below.

Common Areas: Lounges, bathrooms, kitchens, laundry rooms, and hallways must be maintained in acceptable fashion. Abuse can lead to expenses, which will be charged to all floor, or building, residents (see next paragraph).

Damages: Damage beyond normal wear and tear to rooms, furnishings, or other University property will be charged to individual students and may include additional fines for extra cleaning and/or vandalism. All common area damages not charged to individual(s) will be assessed to individual floors, suites, or to the entire residence hall or house. Please consult the Assistant Director on how to avoid damage assessments. As noted above, students who fail to move out properly waive their right to appeal damage charges.

Deposits/Refunds: An enrollment deposit of \$50 (for graduate students); \$150 (for theological students) plus a \$250 housing deposit (totaling \$300

for grads; \$400 for theo students) is 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, their deposit will be forfeited unless a withdrawal form is filed (by August 1 for the fall semester and January 1 for the spring semester).

Extension Cords: Extension cords (other than surge protectors) are not permitted in University-owned housing.

EXTENSION CORDS ARE A NO-NO

Exterminator: An exterminator sprays each campus apartment on a regular basis. Students must allow the exterminator to spray unless they have a valid medical reason for an exemption (a physician's letter will be required for verification). If you require an exterminator, please contact the Service Response Center in the Facilities Office, x3510.

Fines: Fines can be levied for the following reasons:

- Tampering with fire-safety equipment—\$100-\$500
- Failure to vacate room or apartment during fire drill—\$50
- Propping outside doors—\$100 first offense; second offense, removal from housing
- Possession of a prohibited pet—\$50

- Repeat alcohol offenses—up to \$100
- Prohibited keg or beer ball—\$200
- Prohibited appliances/items—up to \$500
- Failure to properly check out of room/apartment—\$125
- Failure to properly clean apartment at check-out—\$50 minimum
- Littering—\$50 minimum
- Excessive noise—\$50, first offense; \$100, second offense
- Vandalism—up to \$500 plus the cost of repair/replacement
- Health and safety inspection violations—\$25/violation
- Wrongful possession of University property—\$50-\$500
- Giving false information to a University official—up to \$100
- Failure to comply with the directive of a University official—up to \$100

Fire Safety: In decorating your living space, be sure posters, draperies, and other flammable items are not located over or near light fixtures/lamps particularly halogen lamps!), or suspended to block the smoke alarm or door, or too close to the stove. Only UL-approved halogen lamps are permitted.

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-alarms, pull boxes,

smoke-detector systems, alarm bells and sirens, fire extinguishers, emergency and electrical panels, etc.) is a serious violation.

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

Fire/Smoke Alarms: There are two different types of fire/smoke detectors in campus residences.

- One type is direct wired and, if activated, triggers a building alarm. Once a building alarm sounds all residents must immediately evacuate the building.
- The second type, battery-operated alarms, “beep” in individual apartments. If yours is activated (perhaps due to a cooking accident) you can quickly de-activate the alarm by opening a window and airing out the apartment. If the alarm continuously beeps for no apparent reason, it probably needs a new battery.

Guests/Visitors: Students are responsible for the conduct of their guests and for any violations (including parking tickets) incurred by their guests. Guests with cars are required to stop in at Pepin/Public Safety for a temporary parking permit. Family members living on campus are considered “permanent” guests of a student and the student is responsible for their actions.

Halogen Lamps: Halogen lamps must be UL-approved. All others are considered fire hazards and are not permitted in University housing.

Heaters: No electric, kerosene, or space heaters of any type are allowed in University housing.

Heating Information: The campus is composed of a variety of buildings of differing age and architecture, hence different heating systems. There is some general knowledge which can be useful, however, in understanding how most buildings are supplied with heat.

Many of the larger buildings are equipped with outside air sensors that serve a variety of functions. Most importantly, these devices signal the appropriate heating unit to supply heat when the outside air drops below 55 degrees F. These sensors also conserve energy when the outside air temperature exceeds 55 degrees F.

During the day, the target temperature for most buildings (whether academic,

residential, or auxiliary) is 68 to 70 degrees F. At night, the heat in most residential buildings is normally between 62 and 65 degrees F.

Heating Problems: It is during seasonal change that fluctuating temperatures often create stress on thermostats, heating systems, and outside air sensors—not to mention residents! As the season progresses and temperatures settle in, heating buildings becomes more routine. To help deal with heating problems, the following procedures have been established:

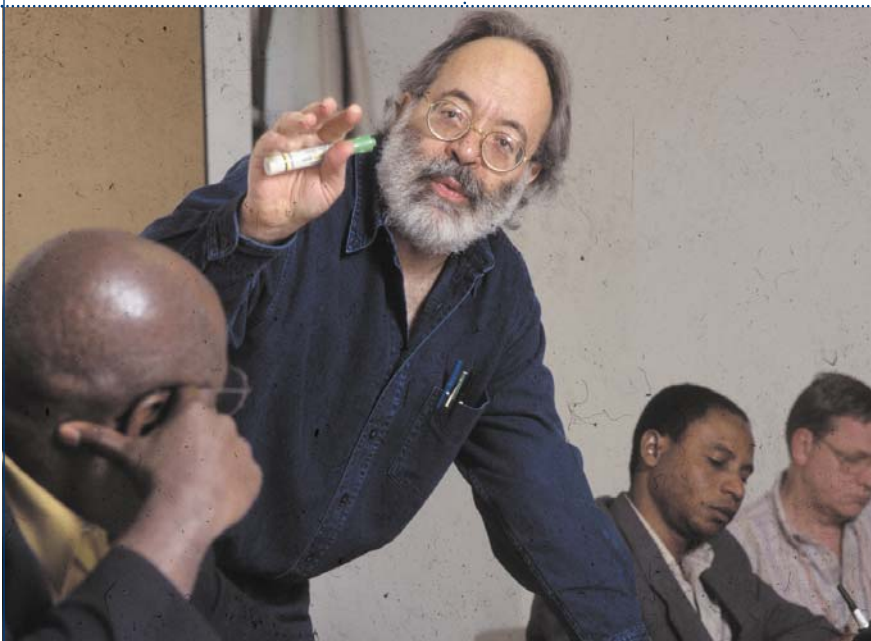
- If you are experiencing a problem, contact Facilities (x3510) who will take a temperature reading with a thermometer. If the reading is below 68 degrees F, a representative from Facilities will attempt to fix the problem. After 5 p.m., all calls should be directed to Public Safety, x3379. In order to receive help, you must identify your exact location. Please include information about the general status of the building and indicate whether only one room is cold or if a whole floor or building is affected.

- Due to the variety of older buildings on campus, variations in temperature from room to room and floor to floor will occur. While the goal is to create a comfortable environment for all, it is not always possible to achieve the heating set points in all rooms and in all locations at all times.

Incident Reports: A form may be obtained from the Residence Life Web site (www.depts.drew.edu/reslife/incident.htm) or from the Office of Residence Life. Forms 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 judicial process.

Keys: Keys are issued by Residence Life staff upon check-in. Extra keys may be purchased at a cost of \$5 per key. They must not be duplicated or loaned to anyone else. If you lose a key, immediately contact the Assistant Director. Children over ten may be issued keys in accordance with the Child Supervision Policy (see below). Keys must be returned when residents move out of rooms. There is a charge of \$55 to change a door lock and have new keys made.

Laundry: Residence areas are equipped with both washers and dryers. Washers and dryers cost \$.75 (three quarters) a load. Refunds for lost money due to a malfunctioning washer and/or dryer are reimbursed through the vendor. Contact the Business Office at x3114 regarding refunds. Personal washers and dryers are prohibited in apartments. Personal items should not be left in the laundry rooms.



Mailboxes: The University Center (UC), located across from S.W. Bowne, is where students receive both campus and US mail. All resident students are assigned campus mail boxes and combinations. Books of stamps are available from The Bookstore. Domestic and international parcels can be weighed in The Bookstore for mailing.

Microwave Ovens: Microwave units are permitted in kitchen areas only.

Musical Instruments: It is important that residents acknowledge they are living in a quiet environment where the primary endeavor is study. There are communal areas with pianos (such as the UC and The Commons) and music practice rooms available on campus. Instruments may be played in rooms and apartments for short periods, not to exceed an hour, during the daytime so long as it is not disruptive to other residents.

Pets: No pets are permitted in any campus residence, with the exception of non-meat-eating fish. Pets can cause allergic reactions in neighbors or future residents, carry certain diseases, have fleas or ticks, cause infestation, create noise, and cause undue damage to apartments and

furnishings. Possession of a pet will result in a fine and possible loss of housing.

Playgrounds: There is a fully equipped playground for the children of grad/theo students located between Wendel and Tipple Halls. Surrounding the play area are picnic tables.

Prohibited Appliances/Items: To protect the health and welfare of the community, the following items are prohibited:

1. Firearms and objects of all kinds with 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. Illegal or non-prescribed drugs
4. Alcoholic beverages in bulk quantities, such as kegs and beer balls
5. Volatile liquids and substances of any kind including, but not limited to, fuels, open cans of paint, paint thinner, and turpentine

6. Mopeds or motorbikes

7. Any appliance exceeding 500 watts (except hair dryers used in bathroom facilities) such as, but not limited to, ceiling fans, washing machines, dryers, freezers, space heaters, or other high-voltage equipment

8. Halogen lamps which are not UL-approved

9. Waterbeds and pools

10. Water purifiers and water softeners

11. Extension cords (other than surge protectors)

Prohibited Modifications:

Residents are not allowed to make permanent modifications to their housing units. Some examples of modifications that are prohibited are:

- Built-in furniture
- Installed carpet
- Doors/partitions

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 obtain personal property insurance.

Quiet Hours: The majority of campus residents are University students. Some have families and small children. To ensure that students, along with their families, have a comfortable studying and living environment, each building has designated "quiet hours." All noise in the building



must be kept to a minimum between the hours of 9 p.m. and 7 a.m. This includes children in the hallways, meetings held in building lounges, the playing of musical instruments, loud radios, and televisions. In short, if activity in one unit can be heard in another, at any time of day, it is probably too loud. Please respect this important community policy. Quiet hours are determined by the Office of Residence Life.

SHHHHHH!

QUIET HOURS 9 p.m.–7 a.m.

Recycling: Recycling is New Jersey State Law and Drew University policy. All residents are required to recycle paper, cardboard, glass, plastic, and metal cans. Recycling containers are provided for most campus buildings throughout campus and information is posted in every living unit. There is a sizable recycling center behind Tipple that is convenient to Wendel and Tipple residents. Please do your share to protect the campus environment.

Repairs: If your unit (or University property within it) is in need of repair, please do not attempt to make repairs yourself. Call the Service Response Center at x3510 between the hours of 8 a.m. and 5 p.m., Monday through Friday, or visit the online site at http://asmisis7198/isis/User_Options.asp. To find the Web site go to <http://home.drew.edu/> choose 'Department Pages,' 'Facilities Operations,' and then 'Requests.' Follow the directions and be sure to note your work-order request number.

In an emergency (such as a serious water leak, overflowing toilet, or absence of water or heat), if Facilities is closed and the Assistant Director is not available immediately, call Public Safety at x3379.

Routine Inspection: The University reserves the right to enter student apartments and rooms without prior notice to make necessary repairs and/or to inspect for required repairs or room conditions. Routine inspection for safety, maintenance, or alteration shall be preceded by a knock and verbal identification.

Entry may be made even if no one is present. Such entry does not include the authority to search personal belongings but, rather, provides the authority to perform necessary functions of safety, maintenance, and room inspection.

Search and Seizure: The rooms and personal possessions of students will not be searched except in extreme emergencies (such as fear for the physical safety of a resident). In those cases in which a search is deemed necessary, appropriate authorization will be obtained and official procedures followed. See the Appendix for "Regulations Regarding Search and Routine Inspection".

Security: Halls are locked twenty-four hours a day. Other campus buildings are locked evenings between 9 and 11 p.m. and reopened between 7 and 9 a.m. Whenever you leave your residence, please carry your key and ID. Do not prop open doors at any time. The fine for doing so is \$100 for the first offense; removal from housing for the second offense.

Smoking: Smoking is not permitted in public areas (lounges, hallways, restrooms, etc.). Smoking is permitted in individual rooms/apartments with the door closed and at the discretion of the room's/apartment's occupants. Students who identify themselves as nonsmokers will be paired with other self-identified, nonsmoking roommates. Students who become smokers during the year may be required to change room assignments.

Storage: Most residential units have limited space for storage of personal property, which is available on a first-come, first-served basis. All items must be clearly tagged with residents' name and apartment number. Items unclaimed after set deadlines will be discarded. Check the AD for the location of the storage area and your space allotment. No items can be stored in hallways, attics, or common-area spaces.

The University is not responsible for lost or stolen property. No flammable poisons, chemicals, or food may be stored. Due to space limitations, furniture and appliances may not be stored in these areas.

Supervision of Children: Supervision and safety of children is a priority of the University. Children should not be left in apartments unsupervised at any time. In addition, children under nine years of age should not be left unsupervised on campus playgrounds, in campus buildings, or in housing units. If a child is found unattended, the procedure will be as follows:

- The Department of Public Safety will be notified concerning the whereabouts of the child and, if deemed necessary, will supervise

the child (or have an appropriate adult supervise the child) until the parents and/or guardian are located

- The AD will be notified of the incident
- A report will be written and given to the parent/guardian
- A copy of this report will be sent to the Associate Dean of Student Life who may contact the Department of Youth and Family Services

If you have any questions about this policy, please contact the AD.

Babysitting: Some parents have found it helpful to form babysitting co-ops to help with child care. You may find this, or a similar arrangement, to be beneficial to you as well. In addition, the Career Center (UC 101) maintains listings of College students interested in babysitting, x3170.

Suspension from Residence Unit: The University reserves the right, for disciplinary reasons, to terminate the housing agreement of any student without refunding his/her room rent or fees.

If a student's/family's behavior in a living unit is unacceptable, the AD has the responsibility to deal with it (warn, place on housing probation) and, if the situation warrants, place the matter before the Director of Residence Life for a hearing and appropriate sanctions. The student has the right, within one week, to request a review of the decision by the Associate Dean of Student Life, provided there is new information or if the student feels there is information which was not taken into account by the director. There is no further appeal.

Telephone Service: Residents of Wendel and Tipple can arrange their service through the telecommunications office at x3333. Residents of Green Villa and Loantaka have live jacks in each bedroom and may contact Verizon at 1-800/427-9977 to arrange service. See TELEPHONES, page 77, for further details on the process.

Television: Residents of Wendel, Tipple, and the Townhouse can arrange cable service through Telecom., x3333. Residents of Green Villa and Loantaka may contact Cablevision, 1-800/333-4857.

University-Owned Property: Students are responsible for University-owned property, such as refrigerators and ovens, and will be held financially responsible for damage. (This does not include basic repairs and maintenance). Students are also responsible for University furniture, if any, in their rooms.

Vandalism: When incidents of vandalism occur and no individual takes responsibility, or the act goes unreported to the AD, it unfortunately becomes the responsibility of floor or building residents to pay collectively for the damages and their accounts will be billed. In the case of graduating students, funds to repair the damage are deducted from the enrollment-and-housing deposits.

Violations: Violations of residential regulations can lead to disciplinary sanctions. For specifics, see Judicial Policy and Procedures in the Appendix.

MOVING OUT OF YOUR HOUSING UNIT

Your unit must be left in the same condition as when you first moved in, other than normal wear and tear. To insure proper check-out:

Clean Your Unit. Your living space should be thoroughly cleaned, including vacuuming rugs, sweeping floors, and cleaning the kitchen (especially the oven) and bathroom (especially the shower stall or tub areas). If your residence is not cleaned, you will be charged for cleaning at a rate of \$15 per hour/per person. If there are missing items or damage to University property (e.g., the refrigerator) due to neglect, you will be charged for both the time it takes and for the materials needed to make repairs.

Defrost and Clean the Refrigerator. Do not use sharp objects to defrost the refrigerator/freezer. This practice can cause serious damage. Please contact the AD if you are not sure of proper procedures.

Remove Tape, Nails, etc. from Walls and Doors. Students are held responsible for holes left in walls. Small holes can be filled in with spackling compound available inexpensively at local hardware stores.

Make an appointment with the AD once a moving date has been set to formally check out of your housing unit. Check-out is generally the same day as moving day. The AD will assess your unit's condition and you will be billed for significant structural changes or damages, if any. You must also turn in your keys at this time.

STUDENT ACTIVITIES AND THE UNIVERSITY CENTER

www.depts.drew.edu/stuactiv

Maria Miceli-Jacobson

Director of Student Activities
UC 110

Genevieve Famoso

Assistant Director, UC 109A

Semone Perez

Administrative Assistant, UC 110

Rudy Valli, Campus Organization
Budget 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 programs, many of which are aimed at greater appreciation of diversity.

The University Center (UC) serves as a central gathering place for the University community, as many programs and events are held in the building. In addition, the Office of Student Activities advises clubs and organizations, coordinates new-student orientation, and sponsors

the annual Student Recognition Awards ceremony at which *Who's Who* is announced.

UNIVERSITY CENTER (UC)

SEMESTER HOURS

Monday–Thursday	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, Java City, 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 Public Safety Office (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

Father Joseph Farias

Pub Advisory Board Chair

Madera EdwardsAdviser medwards@drew.edu**Terrie McCoy**

GSA representative to the

Pub Advisory Board

tmccoy@drew.edu

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; nonmembers must pay a nominal cover charge. Popular events include Monday night football, theme nights, and happy hours. Watch for publicity over email and 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 can be hung on appropriate bulletin boards—those approved for general postings. Do not post the 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.

THE SPACE

x3468

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

x5888

E-mail: care@drew.edu

David Whitcomb, Coordinator

Lisa Agiewich, Cristina Klymasz,

and Ben Weisman

Assistant Coordinators

Dean Gerry Muir, 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 listing of active clubs and organizations (and their Web sites), please go to the Web address above.

UNIVERSITY OFFICES AND SERVICES

from A to Z

ALUMNI/AE AFFAIRS

www.drew.edu/alumni

TBA, Director, Alumni/ae House
x3229

Rita Bermingham, Assistant
Director, Alumni/ae House, x3227

Sarah Marchitto, C'02
Assistant Director, x3733

Lisa Bevacqua, C'02
Alumni/ae Associate, x3536

Michael Smullen, C'03
Alumni/ae Associate, x3695

Tricia Brown, Administrative
Assistant, Alumni/ae House, x3987

The Alumni/ae Office works to promote life-long contact with Drew through social gatherings on and off campus in conjunction with lectures and conferences, communications, travel, and regional club events.

The office also serves as liaison between current students and alumni/ae by arranging opportunities for meeting with alums at on- and off-campus events.

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.

Newspaper subscriptions:

Students may subscribe to *The New York Times* during the first few weeks of each semester. A limited number of copies is also available for newsstand sales, along with *The Star-Ledger*, *Daily Record*, and *USA Today*.

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.

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.

REPAIRS X3510

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.

BUSINESS OFFICE

www.depts.drew.edu/busoff

Tilghman House, 1st floor, x3114

Email: business@drew.edu

BILLING DEADLINES

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

ID CARD

In addition to being your official Drew ID card, it serves as your Library card and declining balance card. It can be used in The Commons, Snack Bar, the Space, Java City, Bookstore, Health Service, and in selected vending and laundry machines.

Every student is required to carry the ID card at all times. It must be presented to gain access to on-campus events and 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 ID 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

Accident and Sickness Insurance:

The State of NJ requires that all full-time students carry health insurance and they are, therefore, billed for Drew's accident and sickness insurance, which provides basic coverage (see Health Services for details).

Students have the option of waiving out of this insurance so long as they carry comparable health insurance and do so prior to August 5. Waiver instructions are included in the billing packets sent to all students for the fall semester.

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 (including University-issued computers). Students are advised to obtain their own personal policy.

Tuition Refund Insurance: This covers medical leaves-of-absence and withdrawals only and entitles students to a pro-rated refund of tuition and housing fees (if any) 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 the Financial Assistance Office to see if they're entitled to partial refunds).

REFUNDS

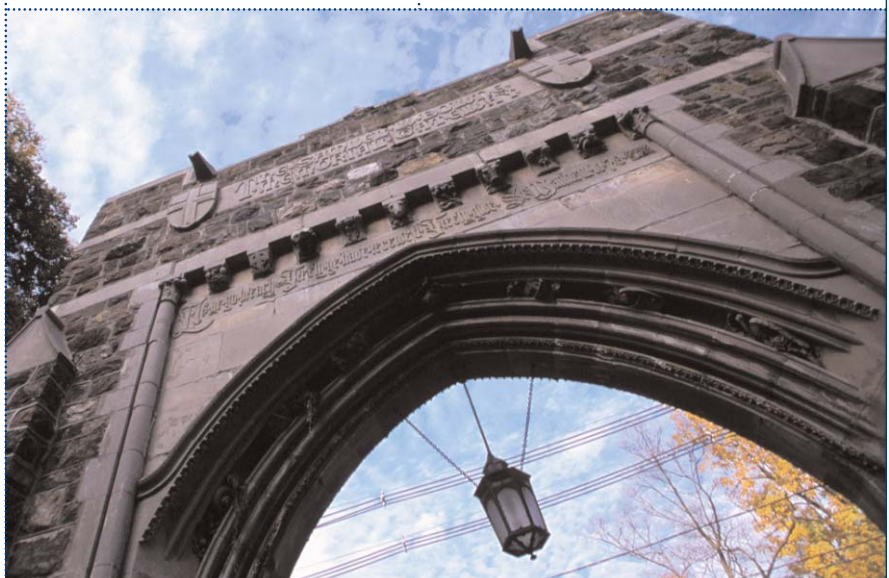
During the First Three Weeks of a Semester: In general, students who take a leave of absence or withdraw for any reason during the first three weeks of the semester are entitled to a partial refund. The refund is based on the official date of withdrawal on the form on file in the Office of the Registrar (blank forms are available from the Registrar's Office). Since federal regulations and individual circumstances vary widely, please contact the Business Office and/or Financial Assistance Office 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 and fees. See 'Insurance' above.

Enrollment and Security Deposits: Students who withdraw voluntarily from the University are entitled to a refund of these deposits (the security deposit for grad/theo students is \$400; the enrollment deposit varies according to the program) if they notify the Associate Dean of the Caspersen School/Theological School by August 1 (for the fall semester) or December 1 (for the spring semester).

No Refund on any bill is due a student who is required to withdraw, to vacate University housing, or who leaves without first securing the consent of the Dean of the Caspersen

COMPUTING AND NETWORK SERVICES

THE CAMPUS NETWORK

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

Claire Miller, 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 on-campus 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.

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.

Non-Drew computers: If you have a computer that was not issued by Drew, you will still have an account on the campus network and may receive those network services that are available through a Web browser. Those services include Internet access, Library resources, secure access services described above, and access through a Web interface to shared files on the campus network. Computers other than those issued by Drew may not be configured for the highest level of integration with the campus network, so services not available through a Web browser may not be available to them. In particular, it is the responsibility of grad/theo students, when using a computer not issued by Drew, to maintain up-to-date virus protection and up-to-date security patches for their operating system in order to protect their computers and the community in general.



School or the Associate Academic Dean of the Theological School.

RETURNED CHECKS

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

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

COMPUTER SUPPORT

support.drew.edu

CNS Helpdesk (formerly known as the Aide Station), 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 “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 Student Life 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.

COMPUTERS FOR COMMUTING STUDENTS

- **Computer Center**—Terminals are available in the Computer Center in the lower level of Brothers College.
- **University Library**—Network-connected computers are located on every floor of the Library. In addition, there are network jacks for students to plug in their own laptops and to log into their own accounts using their own passwords.
- S.W. Bowne, The UC Snack Bar, The Commons Lounge and The Simon Forum all contain network jacks.
- The GSA computer in Thompson Commons/S. W. Bowne can be used to check email.

Computer Ownership: While it is not a requirement, it is strongly

recommended that all graduate and theological students have a computer. Any student who wishes to purchase the Drew package is welcome to do so for a one-time fee. Students who opt out may bring their own compatible system, however, they are not entitled to repairs or software support on campus.

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 students are not covered by University property insurance; they should consider purchasing 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 judicial offense and carries sanctions for anyone found in violation of the University’s policy. Please see the Appendix, “Academic Technology Policy,” page 113.



FINANCIAL ASSISTANCE, OFFICE OF

www.depts.drew.edu/finaid

TBA, Director, Tilghman House
2nd Floor, x3637

Kandice Joyce, Counselor for
grad/theo students, x3112

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 other accomplishments, as well as financial need. About 80% of graduate 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.

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 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 status) 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 a Dean of the Caspersen School/Theological School.

EMPLOYMENT

Zarinah Smith, Student Employment
Coordinator, x3717

This office will assist you in finding a job on campus. Students may be hired for both regular employment jobs and also for federal work-study jobs if they are eligible. Eligibility to participate in the Federal Work-Study Program is determined through the submission of a Financial Aid Application.

In addition to jobs on campus, the Federal Community Service Program allows a limited number of work-study-eligible students to participate in off-campus community service jobs. These jobs and other off-campus jobs are coordinated through the Career Center, UC 101, x3710.

HOUSING, CONFERENCES AND HOSPITALITY (HCH)

www.depts.drew.edu/hch

Pat Naylor, Director, Learning
Center, x3103

HOUSING OFFICE

Graduate/Theological Student
Housing Coordinator, x3037

The Housing Office makes assignments, issues housing agreements, and maintains requests for upgrades/ changes. The Housing and Residence Life sections of this handbook, plus your housing agreement, explain policies and procedures. With regard to circumstances not covered in these documents, please contact the Housing Coordinator.

The Housing Office also works with both the Facilities Office and the Office of Residence Life on maintenance issues in University housing. See "Repairs" on page 73.



HOUSING POLICIES AND PROCEDURES

Eligibility

Housing is not guaranteed and is available only to registered, full-time, matriculated students and their families as available.

Housing Deposit

A \$250 housing deposit is required for all students who apply for housing. When a student leaves University housing at the end of the contract period, the deposit will be returned, less any outstanding charges (for example, for fines or damages). If a student moves from University housing before the end of the contract period, the housing deposit will be forfeited.

Priority of Assignments

Students are assigned to housing with the following priorities in mind:

- New students awarded scholarships, by category
- New students
- Current students seeking larger/smaller units due to change in family size or individual situation, then by program
- Date of application

All housing assignments are based on the availability of appropriately sized units for applicants.

RESIDENCY ELIGIBILITY

Students are permitted a maximum number of years in a degree program and, hence, housing. Current policies are:

Housing Program	Eligibility	Priority
Ph.D.	5 years maximum	#1
M.Div.	4 years maximum	#1
M.A.	2 years maximum	#2
S.T.M.	2 years maximum	#2
M.T.S.	2 years maximum	#3

If a student completes one program and begins a new one, he/she must re-apply for housing (if he/she plans to remain in University housing). Continuation of housing is not guaranteed.

HOUSING AGREEMENT RELEASE

The University Housing Agreement is a signed, binding agreement between a student and the University for a specified time period. No one should sign a housing agreement unless she/he is certain to have the financial resources to meet the full term.

A student who desires release from a housing agreement must have "due cause". Due cause typically involves a documented change in circumstances that occurred after a student signed an agreement (for example, a health problem or unforeseen financial hardship). To request release from a housing agreement, a student must complete a release form (available in the Housing Office) and submit it with documentation 30 days before the expected move-out date. No one should sign a subsequent rent/lease agreement until a release has been granted in writing from the University. A student granted a release from his/her agreement forfeits the housing deposit and is subject to a penalty equivalent to two months of housing.

HOUSING STYLES/SINGLE STUDENTS

- **Green Villa Suites** are single and double bedrooms located in a shared living environment. All students have access to kitchen, bathroom, dining, and living areas. Students are responsible for cleaning their own units.
- **Loantaka Houses** contain single bedrooms situated in a shared living environment. Students have access to kitchen, bathroom, dining, and living areas and are responsible for cleaning same.

Furniture: Bedrooms are furnished with a single bed (35" x 80" mattress), dresser, desk, lighted carrel, and desk chair for each student. Common areas are furnished with a dining table and chairs and lounge furniture.

Kitchen: Each suite or house has a communal kitchen. Students supply their own pots, pans, utensils, dish soap, etc. Also, students are responsible for cleaning dishes, stove, and counter tops after each meal.

Telephone/Television: Students who live in Green Villa Suites or Loantaka Houses must make individual arrangements for telephone service, Internet access, and cable. Telephone jacks for each student are in the bedrooms. For details on telephone and television service, see page 77 and 78.

HOUSING STYLES/FAMILIES

Family-style housing is available for graduate and theological students who are married and/or who have dependent children under the age of 18 living with them; occasionally, single students occupy family-housing units. Qualifications for family housing are:



- Housing is limited to the student and his/her immediate family (spouse and dependent children under the age of 18)
- No more than two children may share a bedroom in a two- or three-bedroom apartment
- A child who is 10 years old by July 1 of a new academic year may only share a bedroom with one other child of the same sex

Tipple Hall consists of one-, two-, and three-bedroom units

Wendel Hall contains small efficiency and one- and two-bedroom units

Small efficiency units, when designated for family housing, are reserved for married couples and single students as available. No children are permitted. Units located in Wendel are approximately 12' x 14'. The maximum capacity for a small efficiency unit is a family of two people.

One-bedroom units, when designated for family housing, are reserved for married couples, married couples with one child under the age of ten, a single parent with two children of the same sex or two children of the opposite sex if both are under the age of ten, and single students as available. The maximum capacity for a one-bedroom unit is a family of three people. In Wendel and Tipple one-bedroom units, the living, dining, and kitchen areas combined are approximately 12' x 16'; the bedroom is approximately 10' x 12'.

Two-bedroom units, when designated for family housing, are limited to married couples and single parents with at least one child over the age of ten, single parents and married couples with two children of the same sex or two children of the

opposite sex under the age of ten. The maximum capacity for a two-bedroom unit is a family of four people. The Wendel and Tipple two-bedroom unit is similar in size and layout to the one-bedroom but has an additional bedroom.

Three-bedroom units, when designated for family housing, are limited to married couples and single parents with at least two children of the opposite sex, one of whom is ten or more, or three children. The maximum capacity for a three-bedroom unit is a family of six people. Three-bedroom units are located in Tipple.

Wait List: Due to the limited number of family housing units, the University offers a wait list to accommodate changes in family size. The wait list does not guarantee students housing assignments of choice. Moves are possible on the basis of necessity; moves for convenience are not possible.

Students who qualify for a larger unit based on family size and who want an upgrade should complete the wait-list form in the Housing Office. A new form must be completed at the beginning of each academic year.

As housing units become available, they are offered to those whose need to upgrade/downgrade is the greatest, based on family size in the current housing unit and the date of application on the wait list. If a student declines an upgrade, his or her name will be removed from the wait list and the housing agreement will not be renewed if the family size exceeds the unit's capacity. Housing Office staff members try to accommodate as many students as possible and to make maximum use of University housing stock.

Off-Campus Housing: The Housing Office maintains a list of off-campus properties for rent as well as copies of local newspapers.

Repairs: Report such problems as a broken window or malfunctioning refrigerator to the Service Response Center in the Facilities Office in Pepin Service Center, x3510, or file a request electronically by going to the department's Web site www.depts.drew.edu/admfrm.

SCHEDULING MEETINGS AND EVENTS

Online Calendar
schedule.drew.edu

Calendar Coordinator, x3308

The facilities of the University—indoors and outdoors—are for the use of enrolled students, their families, faculty, staff, and invited guests.

HCH is responsible for reserving spaces for meetings, activities, and events throughout the campus and maintaining a calendar of scheduled events, in order to avoid scheduling conflicts. Members of the campus community can request room reservations through the online calendar or through the Campus Web homepage. Staff will also assist with set-up needs (tables, chairs, food, flowers, etc.) and coordination of resources for events.

Reservations for classrooms when classes are in session (8 a.m.-4 p.m.) should be made through the Office of the Registrar, x3025. To reserve classrooms after 4 p.m., call the Scheduling Office.

To use a residence hall lounge, contact the Residence Director of the building.

For use of the Forum and gym, call x3650

For The Other End, call x3747.

MAIL AND DUPLICATING SERVICES

Kevin Healy, Manager
Pepin Mail Center, x3601

UC Mail Center, x3449

HOURS

8 a.m.-5 p.m. (Pepin)
9 a.m.-5 p.m. (UC window service)

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 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

Stamp Sales: Books of stamps may be purchased at the UC mail center and in the Bookstore. (No single stamps will be sold).

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

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.

PUBLIC SAFETY IS OPEN 24/7

x3379

PUBLIC SAFETY AND PARKING

Web site: www.depts.drew.edu/safety

Email: pubsafety@drew.edu

Chief Tom Evans, Director of Public Safety, Pepin Services Building, x3379

Confidential [crime] tips line, x5656

Drug-abuse tips line, x4141

Emergencies, x4444

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. Below 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 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.

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 parking privileges for the remainder of the year. (See Parking/Vehicle Regulations, #9, on the following page.)

5. 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.

6. I want to drive a car on University business. What rules do I have to follow?

To be properly insured and to follow University regulations, you must receive prior approval from Public Safety through a driver's license check if you plan to drive your own personal vehicle. This check usually takes several days, so plan accordingly. There is no charge and you must have your license checked once each academic year.

In order to drive a rented vehicle (excluding the 15-passenger vans) you must be over the age

of 21, have your license checked, and also have completed a certified Defensive Driving course within the past five years.

7. 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 Judicial Board, the Associate Dean of Student Life, and a public-safety staff member) which meets regularly throughout the school year. For further details, see the following page.

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 Student Life 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

Judicial Board, which is made up of fellow students, members of the Department of Public Safety, and the Associate Dean of Student Life. 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 57.

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 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, normally the Tilghman lot. 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 Student Life 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 August 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.

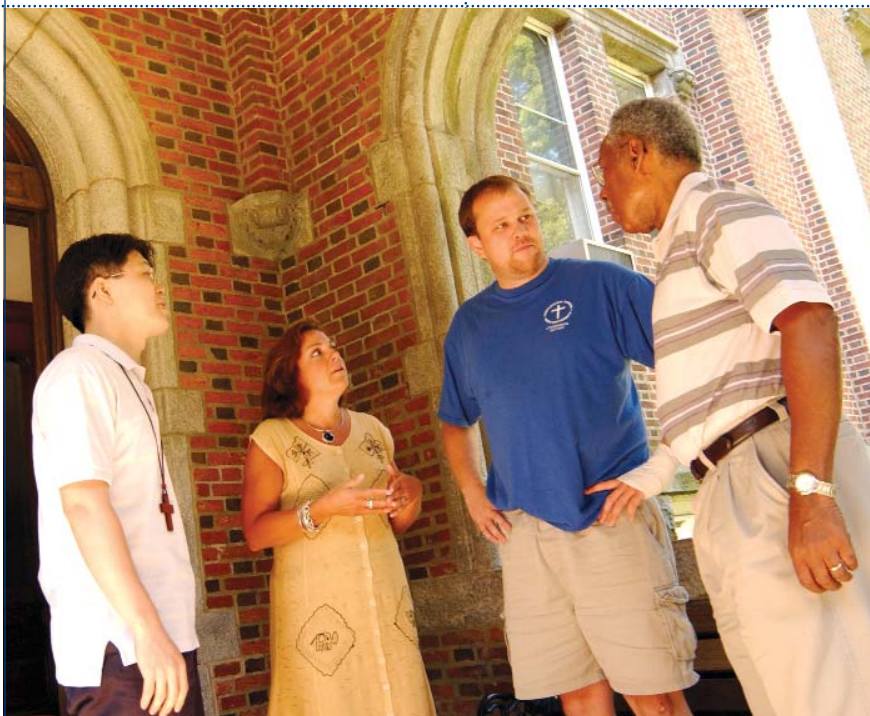
GATE HOURS

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).

DIAL DUSC

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



TELEPHONES

www.depts.drew.edu/telecom

Telecommunications Office
Library/Lower Level (Rear Ramp)

SEMESTER HOURS

Monday–Friday 8:30 a.m.–4:30 p.m.

Training workshops, x3926

Telephone problems, x3333
(option 1)

Voice mail problems, x3333
(option 2)

Authcode/off-campus dialing problems, x3333 (option 3)

Email problems, x3333 (option 4)

Cable TV, x3333 (option 5)

Harassing calls, x3379 (Public Safety) or x3390 (Associate Dean of Student Life)

STC (Strategic Telecommunications Consulting)
x7820

ESTABLISHING SERVICE (WENDEL, AND TIPPLE RESIDENTS)

You provide the telephone and Telecom. provides phone service, establishes your personal voice mailbox, provides an authorization code so you can make off-campus calls, and creates your own Drew network account (which includes access to the Internet, the Campus Web, and email). If you have any questions or problems regarding phone service or charges, consult your *Drew University Technology System Handbook* or call Telecom. for assistance.

ESTABLISHING SERVICE (GREEN VILLA AND THE LOANTAKA HOUSES RESIDENTS)

Residents must make individual arrangements to establish telephone service, Internet access, and cable.

For students who choose to arrange phone service with Verizon, here are the procedures to follow:

- To call from within New Jersey
1-800/427-9977
- From outside the state
1-800/755-1068.

Ask for a “connection”, not an installation. A telephone jack for each resident is already installed in your room. Do not accept “wire maintenance.” Call Telecom. for any inside wiring problems.

Give Verizon your street address, not your Drew mailing address. For the Loantaka Houses, it’s 6, 10, 20, or 24 Loantaka Way, Madison, NJ 07940; for Green Villa it’s 39 Green Village Road, Madison, NJ 07940

Residents of Loantaka may be asked for a numerical code for their room. Below is a conversion chart.

6A - 103	20A - 105
6B - 102	20B - 201
6C - 201	20C - 202
6D - 202	20D - 204
6E - 203	20E - 203
6F - 205	
	24A - 104
10A - 104	24B - 102
10B - 203	24C - 201
10C - 202	24D - 202
10D - 201	24E - 203
10E - 201	

BILLING (WENDEL AND TIPPLE)

Balance information, x7820
(24-hour hotline)

Bills, x7821 (9 a.m.-6p.m. EST)

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

BILLING (GREEN VILLA AND LOANTAKA HOUSES)

Phone billing is handled by Verizon. Students may request an authorization code from Telecom. and then will be billed by STC (see above).

Commuting Students: Commuters may request an off-campus extension from the Telecom. Office, x3333, which will permit them all the services described in paragraph one above.

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 by pressing the # key
- 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.)

Off-Campus Calls: Each on-campus resident is provided with a personal authorization code (authcode). It is not necessary or advisable to tell anyone what it is. Do not write it down where it can be easily seen. You will be billed for calls placed using your authcode. Do not use anyone else's authcode. Disciplinary action and/or fines will apply. (See "Academic Technology Policy" in the Appendix.)

Voice Messaging: The Drew voicemail system answers telephone calls automatically, allows you to send messages to others, forward a copy of a message to someone else, or to send a message to several people at once.

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 Internet Explorer Start Page. Click on "Forms" and "Send campus-wide voice message." Or, you can

- 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 Student Life. Be sure to specify "when" and "to whom" the message should be sent.
- Following approval, record your message and send it to voicemail box 9999.
- Give Telecom. advance notice since a maximum of four messages are 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.

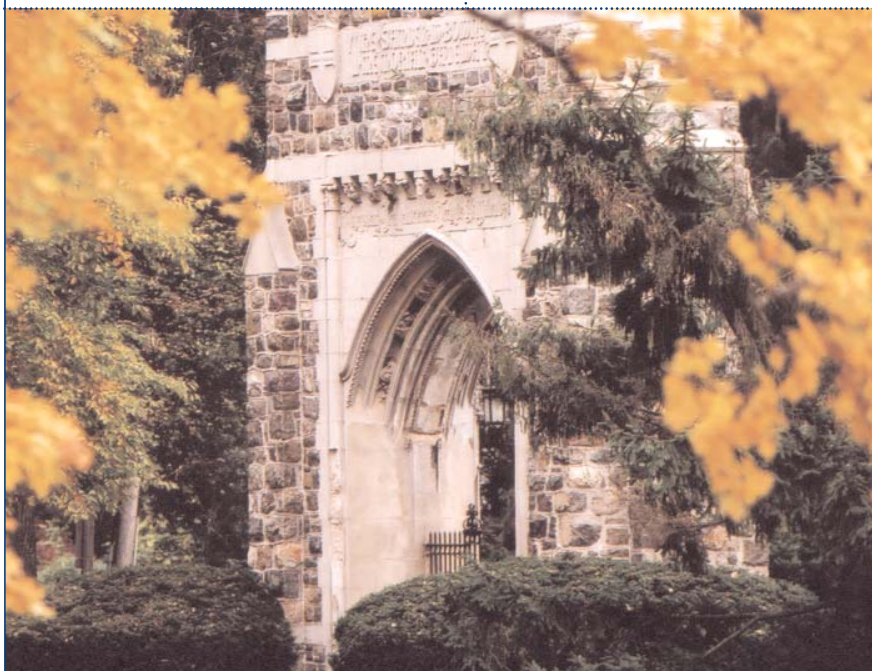
TELEVISION

Telecommunications and the Media Resource Center (MRC) provide cable TV service. The MRC is responsible for programming and Telecom. ensures the signal reaches your room. 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. Apartments in Wendel and Tipple are wired for cable TV access and students can provide their own TV. A coax cable to connect your TV may be purchased from the Telecom. office for \$10 or from a local retailer. For hook-up information, call x3333. Residents of the Loantaka Houses or Green Village should contact Cablevision, 1-800/333-4857.

Additions to the system are being instituted this fall but current program offerings are:

CBS (Channel 2)	WPIX (11)
NBC (4)	WNET (13)
Fox (5)	WTBS (14)
CNN (6)	WMJM (15)
ABC (7)	A&E (16)
Discovery (8)	C-SPAN (17)
WWOR (9)	Nickelodeon (19)
ESPN (10)	MTV (22)

Furthermore, Drew cable airs specialty programming such as: foreign-language culture and news network [SCOLA (12) and SCOLA II (25)]; a movie channel (3); and classroom supplemental (Drew Educational Channels, 20 and 24).



MADISON AREA SERVICES

Students can find a listing of all Madison merchants offering discounts on the Drew Web site www.drew.edu/student-life/business.php

BANKS

The following banks seem to be most practical for students, although there are others you may wish to try. Check the Yellow Pages and call around.

The Bank of New York*

10 Greenwood Avenue, Madison
973/377-0606

Chase Bank, 2 Waverly Place

Madison 1-800/935-9935

First Morris Bank, 80 Main Street

Madison 973/822-3900

First Union Bank, 200 Main Street

Madison 973/377-6920 or
1-800/225-5332

Fleet Bank, 117 Main Street

Madison 973/377-8700

Fleet Bank, 640 Shunpike Road

Chatham 973/408-6900

** The Bank of New York offers free checking (no monthly service charge), no minimum balance, and access to the MAC automatic teller machine by the UC desk.*

The following is by no means a complete list. You are encouraged to use the Yellow Pages to call, visit the center of your choosing, and check to see if they offer financial assistance.

DAY CARE

Children's Garden, 146 Madison Avenue, Morristown, 973/993-9587

F. M. Kirby Children's Center

54 East Street, Madison 973/377-4945

Madison Day Care Center

Grace Church, 4 Madison Avenue
Madison 973/377-6941

Madison Community House

25 Cook Avenue, Madison
973/377-0244

Summit Child Care Center

Main and Elmwood Avenue
Chatham 973/635-2488

NURSERY SCHOOLS:

Long Hill Christian Pre-School

525 Shunpike Road, Chatham
973/377-3336

Madison Cooperative Nursery

Grace Church, 4 Madison Avenue
Madison 973/377-2501

Montessori Children's Academy

292 Main St. & Elmwood Avenue
Chatham 973/665-0071

Sprout House, 200 Main Street
Chatham 973/635-9658

PRE-KINDERGARTEN

Green Village Road School, Green Village Road, Madison 973/593-3182

This school houses a federally funded "headstart" program for eligible four-year-olds to help prepare them for public school. While it can be beneficial for many, it is particularly helpful for non-native speakers and there is no charge. To see if your child qualifies, call the number above.

PUBLIC SCHOOLS

Torey J. Sabitini (K-6) is the elementary school that serves the Drew community. Children must be 5 years old by October 1 to enter kindergarten. Glenwild Road 973/593-3182.

Madison Junior School

(Grades 7 and 8), 160 Main Street
973/593-3149

Madison High School

(Grades 9 to 12), 170 Ridgedale Avenue 973/593-3117



COUNSELING (PSYCHOLOGICAL)

Grace Counseling Center

16 Madison Avenue, Madison
973/822-0707.

The center offers secular and pastoral counseling for individuals, couples, and families; fees are on a sliding scale.

FURNITURE/HOME FURNISHINGS

IKEA

1000 Center Drive, Elizabeth
908/289-4488 or 908/352-1550
www.ikea.com

Hours: Monday-Saturday,
10 a.m.-9 p.m.
Sunday, 10 a.m.-6 p.m.

Directions to this mega-store:
NJ Turnpike to Exit 13A (Elizabeth Seaport). Go through tollbooth and follow signs to store.

Market Street Mission

25 George Street, Morristown
973/538-0427

Hours: Monday-Saturday
9 a.m.-4:15 p.m.

The Market Street Mission sells used furniture and other household items in good condition. Prices are affordable and delivery is available for a nominal fee.

HAIR STYLISTS

Esquire Barber Shop, 14 Park Avenue, Madison 973/377-9625

Hair Core Cut and Style, 23 Waverly Place, Madison 973/765-9610

Marc Antony Coiffures, 34 Lincoln Place, Madison 973/377-9306

Salon Elite, 39 Kings Road
Madison 973/377-2626

Supercuts, 641 Shunpike Road (Hickory Tree Shopping Center)
Chatham 973/593-0200

HEALTH SERVICES
(see also **Medical Care**)

To be referred to a dentist or physician specialist (such as a gynecologist, allergist, urologist, dermatologist) please check with the University Health Service, x3414.

If you have purchased the Drew student health insurance plan, the Health Service serves as your primary care provider. The director maintains a current list of area specialists and can advise you which ones are covered by student medical insurance and which ones are not.



HOTELS

Please call for current rates and identify yourself as a Drew student. Discount rates are often available.

Best Western Morristown Inn
270 South Street, Morristown
973/540-1700

Courtyard by Marriott
157 Route 10 East, Hanover Township
973/887-8700

Embassy Suites Hotel
909 Parsippany Boulevard
Parsippany 973/334-1440

Hamilton Park, 175 Park Avenue
Florham Park 973/377-2424

Headquarters Plaza Hotel
3 Headquarters Plaza, Morristown
973/898-9100

Hilton at Short Hills, 41 JFK Parkway, Short Hills 973/379-0100

HOJO Inn by Howard Johnson
625 Route 46 East, Parsippany
973/882-8600

The Madison Hotel, 1 Convent Road, Morristown 973/285-1800

Olde Mill Inn, 225 Route 202, Basking Ridge 908/221-1100

Parsippany Hilton, 1 Hilton Court
Route 10 West, Parsippany
973/267-7373

Red Roof Inn, 855 Route 46 East
Parsippany, 973/334-3737 or
973/334-3772

Sheraton Tara Hotel, 199 Smith Road, Parsippany 973/515-2000

The Westin Hotel, 2 Whippany Road, Morristown 973/539-7300

HOTLINES

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

Alcohol Anonymous 908/687-8566

Domestic Violence 973/267-4763

Poison Control Center 800/POISON (800/764-7661)

Women's Referral Center
800/322-8092

LIBRARY/MADISON PUBLIC

39 Keep Street (behind Madison YMCA) 973/377-0722

Hours: Monday, Tues, Thursday
9 a.m.-9 p.m.
Wednesday and Friday
9 a.m.-6 p.m.
Saturday, 9 a.m.-5 p.m.
Sunday, 2-5 p.m.

As a Madison resident, you are entitled to use the public library which carries many popular books and magazines that the Drew University Library (as an academic library) does not own. You may also get local, state, and federal tax forms there.

MEDICAL CARE AND HOSPITALS

Madison Health Department
28 Walnut Street, Madison.
973/593-3073

Call to schedule free, well-child exams and vaccines or to obtain mammogram discount coupons.

• **Morristown Memorial Hospital (MMH)**

100 Madison Avenue, Morristown
973/971-5000 (general number)
973/971-5004 (emergency room)

MMH Family Health Center

200 South Street, Morristown
973/889-6800

Appointments (Monday-Friday):

For a same-day, afternoon appointment, call after 8:30 a.m.

For a morning appointment, call after 3 p.m. the day before the desired appointment.

You will be asked to produce two original (not copies) forms of identification, one of which must be a picture ID. You must also bring a medical insurance card.

• **Overlook Hospital (Family Practice)**

99 Beauvoir Avenue, Summit
908/522-2000 (general number)

To see if you qualify for adjusted fees, call to make an appointment, Monday-Friday 8:30 a.m-4:30 p.m. Overlook Hospital, Department of Social Services (5th floor), Summit 908/522-2201

MOVIE THEATERS

Here are some of the nearby theaters. Be sure to check for student discounts and bargain nights—and don't forget to see what's playing (for free) in LC-28 on weekends!

Bernardsville Cinema

5 Mine Brook Road, Bernardsville
908/766-0357

Robert's Chatham Cinema

(independent films), Hickory Tree Mall, Shunpike Road, Chatham
973/822-1550

Clearview Madison Cinema 4

14 Lincoln Place, Madison
973/377-2388

Clearview Headquarters Plaza

72 Headquarters Plaza, Speedwell Avenue, Morristown 973/292-0606

Sony Theatres

145 Route 10 East, East Hanover
973/515-1200

MUSEUMS

Morris Museum of Arts and Sciences, 6 Normandy Heights Road, Morristown 973/971-3700

NEWSSTANDS

If you can't find the newspaper or magazine you want in the Bookstore, try Gold's, 150 Morris Avenue Morristown 973/538-0305.



OPERA AT FLORHAM

285 Madison Avenue, Madison
973/443-8620

Fairleigh Dickinson's Madison campus offers four opera-cabarets (scenes from operas) and one fully-staged production each spring. Opera at Florham, a professional company in residence at FDU, has just celebrated its twenty-second season and features young artists in their apprenticeship years. Student discounts are available.

RADIO

The following is a list of educational and commercial radio stations that serve our listening area.

AM Stations:

WMCA	570	Religion/Talk
WFAN	660	Sports
WOR	710	Talk/News
WGSM	740	Country
WABC	770	Talk/News
WNYC	820	News/Talk (NPR)
WCBS	880	News
WPAT	930	"Muzak"/ Contemporary
WWDJ	970	Christian Music
WINS	1010	News
WEVD	1050	News/Sports/Talk
WBBR	1130	News
WVNJ	1160	Big Band/ Nostalgia
WLIB	1190	Talk/Caribbean
WGBB	1240	News/Talk
WKDM	1380	Spanish Language

FM Stations:

WBGO	88.3	Jazz
*WMNJ	88.9	Mixed
WFMU	91.1	Varied
WXRK	92.3	Alternative Rock
WPAT	93.1	"Muzak"/ Contemporary
WNYC	93.9	Classical/News (NPR)
WPLJ	95.5	Top 40
WQXR	96.3	Classical
WQHT	97.1	Top 40/Urban
WRKS	98.7	Urban Contemporary
WHTZ	100.3	Top 40
WCBS	101.1	Golden Oldies
WQCD	101.9	Contemporary Jazz
WNEW	102.7	Contemporary
WKTU	103.5	Pop & Disco
WAXQ	104.3	Classic Rock
WDHA	105.5	Rock
WLTW	106.7	"Light" music
WBLS	107.5	Soul/Urban Contemporary

* WMNJ is Drew University's own student-operated radio station. It is broadcast live from Tolley basement. Tune in to check specific programming. You can reach the DJs at x5021.

RECREATION

Biking, Hiking, Jogging: In addition to Drew's forest preserve, Madison and Morris Counties have set aside hundreds of acres of land for parks, bicycle trails, etc. For further information, contact the Madison Borough Recreation Department, 10 Maple Avenue, 973/593-3097, or the **Morris County Park Commission** 973/326-7600. A paved bicycle trail extends on three sides of Giralda Farms (along Route 24).

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 973/326-7651

Parks: Lewis Morris County Park
Route 24 between Morristown and Mendham 973/326-7600

Rafting/Canoeing: Kittatinny Canoe Dingman's Ferry, Matamoras, PA
570/828-2388 or 570/356-2852

RESTAURANTS

When the food in the Snack Bar becomes a bit routine, when the heat in your apartment has you sitting in the freezer, or it's the beginning of the month and you just got paid — it's time to go out for dinner! The Madison area has many fine restaurants to choose from. Listed below are just a few, arranged by type of food and price range.

Expensive

Black Horse Inn/Pub
Route 24/Main Street, Mendham
973/543-7300 or 973/543-4277

Café Regal, Hickory Tree Mall
641 Shunpike Road, Chatham
973/377-4072

The Grand Café, 42 Washington Street, Morristown 973/540-9444

Il Mondo Vecchio, 72 Main Street
Madison 973/301-0024

La Campagna, 5 Elm Street
Morristown 973/644-4943

L'Allegria, 11 Prospect Street
Madison 973/377-6808



Rod's 1890's Ranch House

1 Convent Road, Morristown
973/539-6666

Settebello II Caffè, 2 Cattano
Avenue, Morristown 973/267-3355

Moderate

The Bean Curd (Chinese), 275 Main
Street, Chatham 973/635-5333

Begum Palace (Indian), 300 Main
Street (Staples Shopping Center)
Madison 973/660-9100

Benihana (Japanese), 840 Morris
Turnpike, Short Hills 973/467-9550

Bennigan's, 1 Speedwell Avenue
(Headquarters Plaza), Morristown
973/538-9855

Bennigan's, 119 Columbia Turnpike
Florham Park 973/822-7930

Broccolini's (Italian), 91 Park
Avenue, Madison 973/408-9148

Caffè India, 79 Washington Street
Morristown 973/539-7433

Casa Maya (Mexican)
615 Meyersville Road, Gillette
908/580-0799

Charley's Aunt, 8 South Passaic
Avenue, Chatham 973/635-6772

Charlie Brown's Steakhouse
522 Southern Boulevard, Chatham
973/822-1800

Empire Szechuan (Chinese)
258 Main Street, Madison
973/822-0398

Garlic Rose Bistro (Italian), 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

Nautilus Diner, 97 Main Street
Madison 973/377-8484

Nine Thai
641 Shunpike Road (Hickory Tree
Mall), Chatham 973/377-3636

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

Poor Herbie's, 13 Waverly Place
Madison 973/966-0211

Rocco's Restaurant (Italian)
30 Cook Plaza, Madison
973/377-4838

Shanghai Jazz (Chinese), 24 Main
Street, Madison 973/822-2899

Soho 33, 33 Main Street, Madison
973/822-2600

Top Notch, 4 Park Avenue, Madison
973/660-9222

Inexpensive

Atlanta Bread Company, 6 Main
Street, Madison 973/822-3359

Burger King, 317 Main Street
Madison 973/377-9691

Dunkin Donuts, 227 Main Street
Madison 973/443-9009

Friendly's (large), 192 Madison
Avenue, Morristown 973/267-2456

McDonald's, 176 Columbia
Turnpike, Florham Park
973/301-0347

Pop's Barbecue Express
42 Lincoln Place, Madison
973/301-0101

BARS

Charlie Brown's, 522 Southern
Boulevard, Chatham 973/822-1800

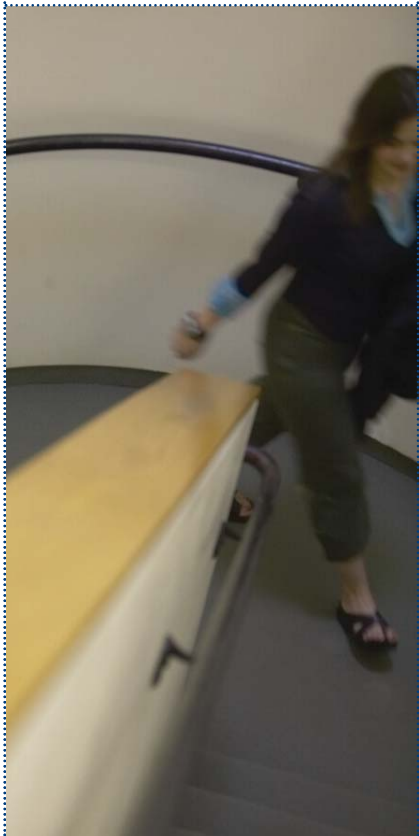
Dublin Pub, 4 Pine Street
Morristown 973/538-1999

Ixtapa, 11 South Street, Morristown
973/292-3999

Main Streets Café, 54 Main Street
Madison 973/966-0252

Poor Herbie's, 13 Waverly Place
Madison 973/966-0211

Rod's at the Madison Hotel
1 Convent Road, Morristown
973/539-6666



CAFÉS/COFFEE HOUSES

Amalfi Café, 20 Waverly Place
Madison 973/443-0595

Café Beethoven, 262 Main Street
Chatham 973/6350005

Starbucks, 311 Main Street
Madison 973/410-0244

Sages Pages, 250 Main Street
Madison 973/377-9473

DELIS

Bagel Chateau, 45 Main Street
Madison 973/301-9888

Fat Boys Subs and Salads, 77 Main
Street, Madison 973/377-3959

The Waverly, 14 Waverly Place
Madison 973/377-6630

PIZZA

Domino's, 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 or 973/377-4838

Romanelli's, 42 Lincoln Place
Madison 973/377-9515 or
973/377-6391

SHAKESPEARE THEATRE OF NEW JERSEY

F.M. Kirby Shakespeare Theater
Administrative Office, x3278
Box Office, x5600

Drew University is home to the New Jersey Shakespeare Festival, which presents both Shakespearean and contemporary plays. The season generally runs from mid-June to October. Student discount tickets are available just prior to a performance, unless the production is sold out. Students may also serve as ushers and receive free admission. Call for information or to be placed on the mailing list.

SHOPPING

This listing of stores is by area and by store type. Local buses will take you to some of these shopping locations. There can be a big difference in price depending upon where you shop. Where possible, the stores will be rated as follows:

- E= Expensive
- M= Moderate
- LE= Less Expensive
- D= Discount, bargain

CONSIGNMENT SHOPS (D)

Kids' Consignments, 34 Lincoln
Place, Madison 973/822-3777

Market Street Mission

(used furniture, household items)
25 George Street, Morristown
973/538-0427

Nearly New (men's, women's,
children's clothing; run by Junior
League of Morristown), 7 King Place
Morristown 973/539-4274

New Leaf Consignment Boutique

16 Park Avenue, Madison
973/377-2422

Once & Again, 19 Waverly Place
Madison 973/360-9600

DOWNTOWN MADISON (PRICES E TO M):

You will find a variety of shops on and around Main Street, from drug stores to stationery shops, sporting goods to gift bazaars. Here is a sampling:

Blue Ridge Mountain Sports

(E; clothing, outdoor equipment)
23 Main Street 973/377-3301

Blue Turtle, The (LE; gifts, jewelry
exotica), 14 Prospect Street
973/377-0980

Pandora Book Peddlers, 9 Waverly
Place 973/822-8388



Gordon's Warehouse Outlet

(LE; appliances and gifts)
10 Prospect Street 973/377-5000

Ruby's (fashionable clothing)

10 Waverly Place 973/822-0310

San Francisco (M; women's clothing, jewelry), 4 Green Village Road 973/377-5513

Schnippers (stationery and gifts)

47-49 Main Street 973/377-6543

Seasons, (E, gifts) 35 Main Street 973/822-8210

Time After Time (M-E; vintage clothing), 81 Main Street

973/966-6877

Wild Things, 14 Prospect Street 973/966-9191

GROCERIES/SUPERMARKETS:**Stop & Shop** (LE), Bottle Hill

Shopping Center, Madison 973/593-8437

Kings (E), 393 Main Street, Chatham 973/635-4400

Kings (E), 191 South Street Morristown 973/898-4512

Shop Rite (LE), 641 Shunpike Road (Hickory Tree Mall), Chatham 973/377-4788

Whole Foods (E; organic), 220 Main Street, Madison 973/822-8444

PHARMACIES

Bottle Hill Pharmacy, 42 Main Street, Madison (free delivery to Pepin Service Center) 973/377-0009

CVS, 641 Shunpike Road (Hickory Tree Mall), 973/301-3232, and 53 Main Street, Madison (no prescription but over-the-counter drugs, (LE) 973/377-1332

Madison Pharmacy, 66 Main Street Madison 973/377-0075

Shop-Rite Pharmacy, Hickory Tree Mall 973/377-4788

SHOPPING CENTERS AND PLAZAS

Chatham Mall: Not an enclosed mall, but it contains a Drug Fair discount store, a bank, a bakery, a health food store, deli, florist, and Cachet, a boutique for fine gifts. Located on the Shunpike across from Hickory Tree Mall, it is a 5-minute drive or a 25-minute walk.

Hickory Tree Mall: Shop Rite supermarket, bank, Hallmark store, CVS, an "art" movie theatre, Thai restaurant, hardware store, book store, pizzeria, and florist. Located across from the Chatham Mall at the intersection of Green Village and Shunpike Roads, a 5-minute drive or a 25-minute walk.

Loehmann's Plaza, Loehmann's, McDonalds, The Movie Store, and others. On Columbia Turnpike and Eisenhower Parkway in Livingston; a 15-minute drive.

Madison Plaza: Staples, Radio Shack, Hallmark store, bakery, bowling alley, and several restaurants. Located on Route 24 East, an 8-minute drive or a 30-minute walk.

Morristown Green: Century 21, the GAP, The Office (restaurant/bar), Swiss bakery, shoe store, etc.

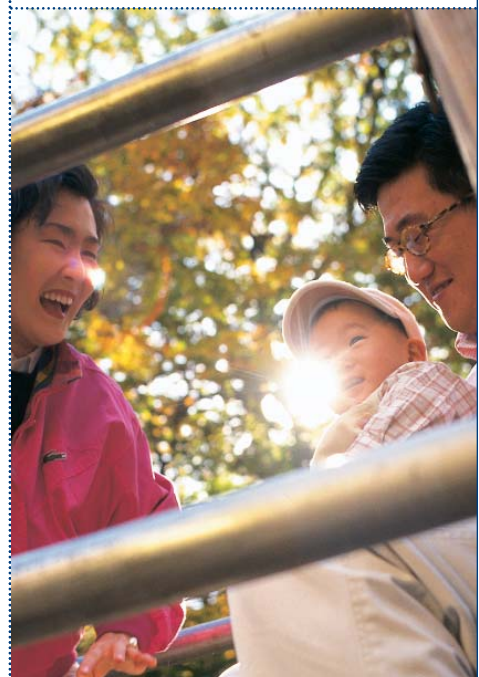
Located on Route 24 West in Morristown, a 15-minute drive.

SHOPPING MALLS (enclosed)

Headquarters Plaza: Multiplex movie theater, eating places, and small shops. Located in Morristown off the Green on Speedwell Avenue; a 15minute drive.

Livingston Mall (M): Macy's, Lord & Taylor, Sears Roebuck, the GAP, Victoria's Secret, Sam Goody's, The Limited, Old Navy, and many others. Located on Columbia Turnpike East, South Orange Boulevard and Eisenhower Parkway in Livingston; a 15-minute drive or Lakeland bus from the Drew main gate.

Short Hills Mall (E): Bloomingdale's, Macy's, Neiman Marcus, Nordstrom's, Crate and Barrel, Pottery Barn, Borders, Au Bon Pain, J. Jill, American Joe's, Banana Republic, the GAP, J. Crew, Eddie Bauer, and many more. Some of the specialty stores are very expensive. Located off Route 24 at JFK Parkway in Short Hills; a 15-minute drive.



ROUTE 10

If you're unable to find an item in one of the nearby shopping malls or plazas, there's a very good chance you'll find it somewhere on Route 10. Just a 20-minute drive from campus, off exit 39 on Route 287 Northbound, you will find (among many others):

- Barnes and Noble
- Bed and Bath
- Borders
- Calico Corners (decorative fabrics)
- Capital Lighting
- COMPUSA
- Costco
- Home Depot (lumber, home supplies)
- Kam Man (high-quality Asian market and specialty store)
- Linens and Things
- Old Navy (clothing)
- P.C. Richards (electronics)
- Pier One Imports (furnishings)
- Sony Movie Theatres
- Sports Authority
- Target
- Toys R Us

SOCIAL SERVICES

The following is a list of governmental and non-profit agencies that may be helpful to you while at Drew. Please note that many agencies require the following documentation to apply for subsidy:

- Copies of birth certificates for all family members
- Copies of Social Security cards for all family members
- Proof of address
- Proof of income (paycheck stub, contract, etc.)
- Bank statements (checking and/or savings)

Other documentation may also be required; please check with the individual agency.

CHILD CARE

The Madison Area YMCA has funds (subject to availability) to assist those unable to afford "Y" membership and services at the F. M. Kirby Child Care Center. For information, please call: Member Services/Management Information at the Family Center, 973/377-6200; or write to Steve and Polly Eberhardt, Parent Services Co-Directors, F. M. Kirby Child Care Center, 54 East Street, Madison 973/377-4945

International students with visas are not eligible for federally funded assistance, such as MediCare.

FOOD STAMPS

Eligible families will be given monthly food stamps (vouchers) to buy necessary food stuffs.

You may apply to: Office of Temporary Assistance, 19 C Route 10 East Parsippany 973/326-7800

Or write to: Office of Temporary Assistance, Court Street, P. O. Box 900, Morristown, NJ 07960-0900

HOUSING SUBSIDY

(Madison Housing Authority)

Some students, based on their income, qualify for a rent subsidy, which means they will be charged only a portion of their monthly rent and the Madison Housing Authority will pay the balance. To see if you qualify, contact: Ms. Elizabeth Baie, Housing Manager, Madison Housing Authority, 15 Chateau Thierry Avenue, Madison 973/377-0258

La Leche League of New Jersey
908/753-4887

Women, Infant, and Children (WIC)

Program: Eligible families receive milk, eggs, juice, peanut butter, and cheese for children under five years of age. St. Joseph's Hospital and Medical Center (WIC Program), Family Health Center, 11 Getty Avenue Paterson, NJ 07503, 973/754-4200

THEATRES

DUDS (Drew University Dramatic Society) stages a series of one-act plays every two weeks during the semester, Wednesday-Saturday. Productions are directed and performed by College students, generally in the Dorothy Young Arts Center. Check *The Acorn* for publicity. Reservations, x3030.

Chatham Community Players

23 N. Passaic Avenue, Chatham
973/635-9886
973/635-7363 (ticket sales)

Community Theater, 100 South

Street, Morristown 973/455-1183
(general information)
973/539-8008 (ticket sales)
www.communitytheatrenj.com

Shakespeare Theatre of New Jersey

Drew University 973/408-3278

Playwright's Theatre of New Jersey

Green Village School, Green Village Road 973/514-1787

TRANSPORTATION

If you don't have a car, or are sensible enough to realize that driving into "the city" is no fun, take heart—there are a number of ways to get off campus!

Carpooling: Carpool offers are often posted on the bulletin boards in the University Center and on some of the discussion groups on the Campus Web.

Bus: There are two bus lines that stop right in front of the Drew front gate. Schedules are available at the UC Desk.

New Jersey Transit provides local bus service to Morristown, Chatham, Short Hills, and the Livingston Mall 800-772-2222

The Lakeland Bus Line offers direct service to the Port Authority in New York. One-way tickets to New York City can be purchased on the bus. Return tickets and round-trip tickets must be purchased at the Port Authority 973/366-0600

Train: New Jersey Transit trains run frequently from the Madison station and offer a quick way into the city via either the Mid-Town Direct (which takes passengers to Penn Station, New York City) or to lower Manhattan (via Hoboken where you catch the PATH, the Port Authority Trans-Hudson subway, also known as “the tube.”) For a scenic route, try taking the ferry across the river some afternoon. Schedules are available at the UC Desk 800-772-2222

Amtrak runs from Penn Station, Newark to various points on the East Coast, including Penn Station in New York City. This is the train line which offers Metroliner Service (as well as unreserved train service) between New Jersey and Boston or New Jersey and Washington, DC. 800-872-7245

The New Jersey Transit station at Broad Street in Newark is about a five-minute cab ride (or 30-minute walk) from Amtrak’s Penn Station/Newark. There are also cabs to connect you to the AirLink bus

service (which provides service to Newark International Airport) which runs several times an hour.

LIMOUSINE SERVICE TO AIRPORTS

Airporter: Budget-rate shuttle service between airports. 800/468-6696

Rose City Limo: 212 Madison Avenue, Madison 973/377-0146

Summit Express: 24-hour car and limousine service to Newark, LaGuardia, and JFK airports. (These drivers know the Drew campus well and the location of buildings). 800/752-9990

VIDEO RENTALS

Blockbuster Video, 117 Speedwell Morristown 973/539-0433

Video Video, 205 South Street Morristown 973/267-4000

WORSHIP, PLACES OF

Buddhist

Tibetan Buddhist Learning Center
Box 306A RD #1, Washington, NJ
07882 908/689-6080

The Zen Studies Society, New York
Zendo-Shobo-ji, 223 East 67th
Street, New York, NY 10021
212/861-3333

Christian

Baptist

Calvary Baptist Church, 10 Martin
Luther King Avenue, Morristown
973/267-0136

First Baptist Church, 36 Cook
Avenue, Madison 973/966-1115

Church of Christ

Church of Christ, 382 Fairmount
Avenue, Chatham 973/635-6810

Morristown Church of Christ
265 Martin Luther King Avenue
Morristown 973/267-0578

Congregational

Community Congregational Church
200 Hartshorn, Short Hills
973/379-5600

Episcopal

Grace Episcopal Church, 4 Madison
Avenue, Madison 973/377-0106

St. Peter’s South Street and Miller
Road, Morristown 973/538-0555

Friends

Friends Meeting of Summit
158 Southern Boulevard, Chatham
973/635-2161

Greek Orthodox

Holy Trinity, 250 Gallows Hill Road
Westfield, 908/233-8533

Lutheran (ELCA)

Gloria Dei Lutheran Church
300 Shunpike Road, Chatham
973/635-5889

Methodist

Korean Central Methodist
300 Shunpike Road, Chatham
973/635-2456

United Methodist Church
24 Madison Avenue, Madison
973/377-1231; 973/377-9885

United Methodist Church, 460 Main Street, Chatham 973/635-7740

United Methodist Church, 50 Park Place, Morristown 973/538-2132

Presbyterian

Chatham Township Presbyterian Church, 240 Southern Boulevard Chatham 973/635-2340

Presbyterian Church of Madison 19 Green Avenue, Madison 973/377-1600

Roman Catholic

Church of Christ the King, Blue Mill Road, New Vernon 973/539-4955

St. Patrick's, 85 Washington Avenue Chatham 973/635-0625

St. Vincent the Martyr, 26 Green Village Road, Madison 973/377-4211

United Church of Christ

Stanley Congregational Church UCC, 94 Fairmount Avenue and Oliver, Chatham 973/635-7723

Hindu

Hindu Temple and Cultural Society of USA, Inc., Sri Venkateswara Temple (Balaji Mandir) and Community Center, 780 Old Farm Road, Bridgewater NJ 08807 908/725-4477 Internet: www.indiareview.com

Islamic

Bergen County Islamic Center 201/488-8075

Branford Newark 973/623-2100

Jewish

Congregation Ahavath Yisreel 9 Cutler, Morristown 973/267-4184

Temple B'nai Or, Overlook Road Morristown 973/539-4539

Unitarian Universalist

Unitarian Church in Summit 4 Waldron Avenue, Summit 908/273-3245

Unitarian Fellowship, 21 Normandy Heights Road, Morristown 973/540-1177

YMCA

1 Ralph Stoddard Drive, Madison 973/377-6200

The Madison Y offers reduced membership fees for Drew students. There are classes for adults and children, a swimming pool, whirlpool, Nautilus equipment, and much more.



APPENDIX

www.depts.drew.edu/stulife/handbook/gradtheo/policies

UNIVERSITY POLICIES AND PROCEDURES

1. Human Rights
2. Affirmative Action
3. Commuting Students
4. Disabled Access
5. Emergency Procedures
6. Rights and Responsibilities of Students
7. Sexual Harassment Policy
8. Judicial Policy and Procedures
9. Alcohol Policy
10. Drug Policy
11. Regulations for Search and Routine Inspection
12. Use of University Facilities and Buildings
13. Academic Technology Policy

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 sexually harassed or believes himself or herself discriminated against by the University itself or believes that the University or some office, program, procedures, or faculty thereof is not in compliance with the University's Human Rights Policy or applicable state or federal laws may lodge a complaint with one or more of the following University officials.

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

Dr. Edey Lawler, Dean of Educational and Student Affairs
Brothers College, 1st floor
elawler@drew.edu 973/408-3390
and 973/408-3327

Gerry Muir, Associate Dean of Student Life, Sycamore Cottage 1st floor
gmuir@drew.edu 973/408-3390

All sexual harassment complaints will be dealt with following the procedures outlined in the University's Sexual Harassment policy, 7.

2. 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 Student Life.

3. 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 Student Life for further clarification.

Commuters are welcome to stay overnight with friends in apartments or residence halls, 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*.

4. 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.

5. 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.

6. STATEMENT OF RIGHTS AND RESPONSIBILITIES OF STUDENTS

PREAMBLE

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 Student Life 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 12).*

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 each 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 Student Life, 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 Student Life 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 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 judicial proceeding.

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 judicial 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.

7. SEXUAL HARASSMENT AND SEXUAL ASSAULT

The following italicized paragraphs are intended for Theological School students in particular:

"Of all the issues facing society and the church today, one of the most

serious and harmful is that of sexual harassment in its many forms. The damage done when one person harasses another is lasting and has far reaching effects, especially when the person doing the harassing is a church leader.

"Drew University has addressed issues of sexual harassment within the University community for the past several years in a variety of ways--educational forums, training events for students, faculty, and staff, and the application of the sexual harassment policy adopted in 1994. The policy is printed in its entirety in this handbook for the convenience of students and as a way to demonstrate the seriousness with which the school takes these issues. Sexual harassment in its many forms is unacceptable within the school and will not be tolerated.

"Students are expected to familiarize themselves with the policy and are urged to go to a member of the Sexual Harassment Committee if they have been the victim of harassment. The list of committee members is available in the Office of the Associate Dean of the Theological School temporarily housed in Commons 110.

Virginia Samuel
Associate Dean for Contextual Learning and Co-Chair of the University Sexual Harassment Committee

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.

PROCEDURES

1. Initial Interview

Someone who believes that she/he has been sexually harassed may request an interview with any member of the sexual harassment committee. In that interview, the committee member will:

- Listen to the account of what occurred
- Give the person information about the committee's policies and procedures
- Outline the person's options beyond that interview
- If appropriate, set an appointment to talk again within five days.

2. Fact Finding and Consultation

- A.** Committee member calls one of the co-chairs and informs her/him that an interview has occurred and repeats the person's account.
- B.** The co-chair attempts to verify basic facts reported. No one checks at this point with the person complained against or with his/her department chair or supervisor.

C. The committee member and co-chair discuss the case and agree on the recommendation to be made to the person at the second meeting.

3. Second Meeting: Determination of How to Proceed

- A.** The committee member first approached holds a second meeting with the person and presents one of the following three assessments of the case:
 - A formal complaint is appropriate
 - An informal procedure which aims at education is appropriate
 - Pursuing a complaint is not recommended for one of several reasons: basic facts could not be verified; something clearly occurred but it doesn't fall under the sexual harassment definition; not enough evidence to pursue a charge. In some cases, the committee member might refer someone to another process or body within the University (e.g. Academic Standing Committee, Judicial Board).
- B.** Before she/he decides whether to proceed, the committee member will inform the complainant that her/his name will be revealed to the person complained against unless extraordinary circumstances of the complaint indicate that it would be dangerous to the complainant. The complainant decides what course she/he wishes to pursue. She/he can take several days to consider.
- C.** If the complainant decides to pursue a complaint, the committee member gets a statement of the facts of the case from her/him. The statement

may be written or taped by the person or responses to questions recorded by the committee member. The complainant chooses the means of recording the statement. By the end of this step, the committee will have a written statement signed by the complainant.

INFORMAL PROCEDURE

4. Contact Person Complained Against

The committee co-chair contacts the person complained against, tells her/him the nature of the complaint, and sets up a meeting to discuss the complaint.

5. Meeting

The co-chair meets with the person complained against and:

- reports the complaint
- outlines the policies and procedures of the committee and makes it clear that this is an informal procedure
- asks for a response from the person complained against, giving her/him the option of responding immediately or within several days

6. Resolution of Informal Procedure

Depending on the response of the person complained against one of the following processes is followed:

A. Resolution by Agreement

- 6A.** The person complained against agrees with the complainant's report of what occurred and says she/he was unaware of its impact and will modify the language or behavior complained about. At this point, even if the two accounts of events differ, the

parties may agree that the complaint arose from a misunderstanding and that it need go no further.

- 7A.** The committee co-chair records the resolution of the informal procedure and includes as part of this record the complainant's statement and any statement the person complained against wishes to include. Letters are sent to both complainant and person complained against informing them of the resolution of the procedure.

B. Resolution with a Committee Review

- 6B.** The account of the person complained against does not agree with that of the complainant; they offer two different versions or interpretations of the occurrence. The committee member refers the complaint to an informal committee review. At this point, the person complained against should be cautioned/requested not to contact the complainant.

- 7B.** The committee co-chair convenes a review committee of three members not previously involved in the case. The complainant and the person complained against are expected to attend. If the person complained against refuses to cooperate with the committee in any way, the co-chair may ask a dean or supervisor to intervene. The committee may look at evidence but witnesses should not be brought in. Minutes will be taken at the hearing.

- 8B.** Both the complainant and the person complained against make brief statements presenting any information or raising any issues they wish the committee to consider. The review committee may ask questions of both parties. In its deliberation, the committee agrees on one of the following findings:

- that the report has foundation. The committee recommends that the person complained against modify language or behavior or seek some further education in this area.
- that the report is unfounded, or that there is insufficient evidence to confirm it, and that the conduct of the person complained against was acceptable professional conduct.

- 9B.** After the hearing, the committee reports its finding to the person complained against and the complainant. The records are filed in the committee's files only. No appeal of the findings of an informal procedure is possible.

FORMAL PROCEDURE

4. Contact the person complained against

The committee co-chair contacts the person complained against. The chair tells her/him the nature of the complaint, sets up a meeting within five (5) working days, and follows up immediately with a letter which states the complaint (including names) and summarizes the complainant's statement. The letter should also include information on the policies and procedures of the committee.

5. Meeting

The co-chair meets with the person complained against and:

- reports the complaint
- outlines the policies and procedures of the committee
- asks for a written response from the person complained against within several days
- discusses a hearing date

6. Preparation for Hearing

The co-chair sets a hearing date within seven (7) working days of his/her meeting with the person complained against (i.e., the meeting in step 5). The co-chair confirms the date with the complainant and, then, within one day, delivers a letter to both parties to confirm the hearing date. At least four days before the hearing, both parties should provide the co-chair with the names of any witnesses they wish to have contacted. Each party may bring a supporter who is a member of the University community. The function of this supporter is to provide support for the person, not advocacy. The name of the supporter should be provided to the committee along with the names of witnesses. The hearing committee may also designate witnesses it wishes to have present. Documentation is available in a file for committee members to read.

7. Committee Selection

The hearing committee will be composed of five members and a non-voting chair. The co-chair of the sexual harassment committee who has not been involved in the proceedings to this point serves as chair of the hearing committee. The co-chair selects, by rotation

through the list of members of the full committee, the members of the hearing committee for the case and informs them of the background of the case.

In all cases, both the complainant and the person complained against may request that one person be removed from the committee and replaced with another member of the same constituency. In the event that the complainant does not want her/his constituency represented on the hearing committee, the chair should replace those members with members of the uninvolved constituency. Members of the sexual harassment committee with connections to the complainant (e.g. in their department) or the person complained against will be skipped in the selection process. The chair will make every effort to guarantee the impartiality of the committee.

A. Complaints against Faculty

When a faculty member is the person complained against, the hearing committee will consist of five voting faculty members. The hearing committee will also include two members of the constituency of the complainant (staff or students) who will have no vote but will be present, with voice, throughout the hearing and the committee deliberations. If both the complainant and the person complained against are faculty, the hearing committee will consist of five voting faculty members only.

B. Complaints against Staff Members

When a staff member is the person complained against, the hearing committee will consist of five voting staff members. The hearing committee will also

include two members of the constituency of the complainant (faculty or students) who will have no vote but will be present, with voice, throughout the hearing and the committee deliberations. If both the complainant and the person complained against are staff, the hearing committee will consist of five voting staff members only.

C. Complaints against Students

When a student is the person complained against, the hearing committee will consist of three students, and two members selected from the two other constituencies. If both parties are students, four members of the hearing committee will be selected from another constituency.

8. Hearing

The purpose of the hearing is for the members of the committee, by listening to the parties and witnesses, to determine what happened and to make a recommendation on the basis of that finding. The hearing is an investigation by the committee, not a trial; therefore, the hearing committee asks the questions, etc. not the parties involved. The committee has the right to limit witnesses, to ask for written statements instead of appearances. The hearing will be taped.

Present: Hearing committee; complainant and supporter; person complained against and supporter; witnesses (witnesses are only present for their own statement). Lawyers may not be present at the hearing; supporters of either party should not also be witnesses.

HEARING PROCEDURES

A. Supporting documentation.

Written statements are preferred; however, if person complained against makes an oral statement, the complainant may respond.

B. At the hearing, both the complainant and the person complained against make brief statements presenting any information or raising any issues they wish the committee to consider. The hearing committee may ask questions of both parties. Both parties may submit questions to the hearing committee.

C. The committee members ask the questions and interview witnesses; witnesses are not all in the room at the same time.

D. Each person can make a final statement.

E. Everyone except the hearing committee members leaves for the deliberations. The committee members have the option of asking witnesses to be available during deliberations or dismissing witnesses, complainant, and person complained against.

F. Formal rules of evidence will not apply to the committee deliberations. Evidence considered must, however, be relevant to the charge.

9. Recommendations

The committee can reach one of four conclusions:

A. It can substantiate the complaint finding that events occurred substantially as the complaint describes them;

B. It can find that there is no basis for the complaint and that events did not occur as described in the complaint;

C. It can find that there is insufficient information to substantiate or to refute the complaint; or

D. It can find that the complaint is malicious or frivolous.

If the committee determines that sexual harassment has occurred, the members agree on the level of sanction they wish to recommend to the appropriate sanctioning officer of the University. The committee should strive for unanimity both in findings and recommendation of sanctions, but where unanimity cannot be achieved, a majority of 4-1 can decide. The vote should be reported with the recommendation. Unanimity is required for a recommendation of severe sanctions. The committee should also recommend appropriate redress for the complainant.

10. Notice of Findings

Complainant and person complained against should be notified of the committee's findings orally at the end of the deliberations. Within two days they should each receive a letter reporting the committee's findings. The committee also reports its findings and recommendation for sanctions by letter to the appropriate sanctioning officer of the University, a dean, or a vice president. Recommendations for sanctions against staff members should be made to the cabinet-level supervisor.

11. Imposition of Sanctions

The committee has the power to recommend but not to impose sanctions. Sanctions will be imposed by the appropriate sanctioning body. For faculty, the Dean will act on recommendations for further education or reprimands; for recommendations of severe sanctions, the professional conduct committee will be convened. For students, the Associate Dean of Student Life will act on recommendations for further education or reprimand; for recommendations to suspend or dismiss, a judicial board will be convened. For staff, recommendations will be acted on by the Cabinet-level supervisor. The sanctioning officer will inform the committee chair of what action was taken on the committee's recommendation.

12. Appeal of Committee Findings

A. An appeal by either the complainant or the person complained against will be allowed within seven (7) days of the notice on findings on two grounds: procedural errors or significant new information.

B. Appeals are filed with the Academic Vice President who will determine the validity of the appeal. If the Academic Vice President finds that the appeal is justified, a new hearing committee will be convened, chaired by the co-chair who did not chair the original hearing.

COMPOSITION OF THE SEXUAL HARASSMENT COMMITTEE

The Sexual Harassment Committee will be composed of up to 42 members chosen by the constituencies they represent (e.g. Caspersen School

divisions, GSA, Theological School, TSA) in consultation with the committee members. The committee will have two co-chairs, 16 student members (four CLA plus four CLA alternates, two graduate students plus two alternates, and two theological students plus two alternates), 15 faculty members (eight CLA, two from each division, five theological school faculty and two library faculty), and nine staff members (representing diversity of staff positions). Members will serve for two year terms; half the membership will change each year. Members can serve consecutive terms. Co-chairs serve for two years and are selected from among faculty and staff members who have already served a two-year term on the committee in the last five years; one co-chair is selected each year; co-chairs may also serve more than one term but no more than three consecutive terms. Co-chairs will be nominated by a nominating committee composed of the current co-chairs and one representative each of faculty, staff, and students; these nominating committee representatives will be chosen by the representatives of each constituency currently serving on the sexual harassment committee. The nominee must be endorsed by a vote of a majority of the sexual harassment committee. At least one co-chair should be a faculty member.

Committee members can be dismissed by the constituency that elected them on the recommendation of a two-thirds vote of the entire committee. Grounds for dismissal are: failure to fulfill obligations as a committee member or to maintain confidentiality; being found to have sexually harassed a member of the community.

RESPONSIBILITIES OF THE COMMITTEE

The sexual harassment committee is responsible for: administering the sexual harassment policy; pursuing all complaints brought to the attention of any member of the committee; maintaining records of all complaints; developing and implementing on-going educational programs for the entire campus community; developing and distributing educational materials on sexual harassment; reviewing and updating the policy as needed.

RECORDKEEPING

The committee files are confidential and are kept by the co-chairs and they alone have access to them.

Files should contain:

- All letters and documents from formal procedures
- Final letter and statements from informal procedures
- Minutes of business meetings (not confidential)
- Minutes of informal hearings (confidential)
- Log maintained by co-chair of all contacts; committee members report each contact to chair even if no action results
- Log by co-chair of calls
- Yearly specific record of cases including:
 - Person involved
 - Sanctions
 - Who sits on case

At the end of the year, the committee should compile a report for the Cabinet, without names or specifics, of the number of cases heard and the resolutions recommended.

8. JUDICIAL POLICY AND PROCEDURES

The judicial 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. 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. All information gathered during a judicial hearing process is confidential and shall not be released except with cause through the Office of the Associate Dean of Student Life.

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 "Standards of Academic Honesty," pages 15 and 33.)

B. Matters of Academic Standing: The Committee on Academic Standing reviews students' records when they are not making adequate quantitative or qualitative progress in their degree program(s). Students should consult the catalogue for the requirements for their particular degree program.

1. Composition of the Committee: The committee is chaired by the Associate Academic Dean of the Graduate/Theological School

and is comprised of the Registrar, members of the faculty, and a representative(s) of the student body.

2. Sanctions

- a. Warning or probation
- b. Required leave of absence or dismissal from the Caspersen/Theological School on academic grounds

II. NON-ACADEMIC DISCIPLINE is discipline resulting from violations of non-academic matters and is generally under the jurisdiction of the Associate Dean of Student Life.

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

B. Confidentiality: All meetings are confidential to the extent outlined by FERPA and University Policy (see Privacy of Student Records, page 48). Attorneys and/or non-University advisers (including parents) may not participate in, or attend, judicial hearings.

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

Judicial Board and administrative meetings are separate from state, local, and federal court proceedings.

C. 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: The use of 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.

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 is defined in the Sexual Harassment Policy (section 7) and will be dealt with by the

University Sexual Harassment Committee. The entire policy (including procedures) is available online and at the UC Desk and in the University Library.

5. Disorderly Conduct:

Engaging in fighting or threatening, in 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 Alcohol Policy as defined in the Appendix, section 9. 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 10.

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 borrowing without authorization, any University property or any private property of a member of the Drew 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.

15. Human Rights Violations: The 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 orientations.

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.

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, 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 13, 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; where there is a violation of the participant’s human rights; that is not in compliance with the University’s general mission, philosophy, and policies.

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 previously imposed by the University, such as probation.

23. Assisting Another to Commit an Offense: Aiding 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.

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 from 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.

D. Procedures for Non-Academic Violations: Violations can be administered differently depending upon whether they occur within or outside the residence halls. **The following applies to violations which occur outside the residence halls:**

1. Any member of the Drew community may allege that a student has violated University policy. The University also may choose to file allegations on behalf of another person or on its own behalf. All allegations of violations must be submitted to a hearing officer, such as the Associate Dean of Student Life. Formal allegations must be in writing. Formal reporting forms are available at the Department

of Public Safety or on the Residence Life Web site <http://depts.drew.edu/reslife/incident.htm>

Under normal circumstances, the Associate Dean of Student Life, as the facilitator of non-academic discipline, shall be the primary hearing officer. In cases where the Associate Dean of Student Life (or designee) is unable to convene a formal hearing (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 hearing officer.

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 with no prior notice, effective until due process is concluded.

2. Both the student accused of a violation and the complainant will be contacted by the Associate Dean of Student Life (or designee) to discuss the allegations. The Dean may accept the accused student's plea of responsible or not responsible. A student plea of not responsible will be referred as follows:

a. Administrative Meeting.

The goal of an administrative meeting is to arrive at a resolution agreeable to all parties. Meeting with an administrator (such as an RD or the Associate Dean of Student Life) is an option for

a student under the following circumstances:

- i. Informal/unwritten allegations were filed.
- ii. The accused student selects this option over a formal hearing with the Judicial Board.
- iii. The Associate Dean of Student Life believes that the circumstances of the case do not warrant immediate referral to the Judicial Board.

b. Judicial Board Hearing.

The goal of a formal Judicial Board hearing is to determine responsibility and impose appropriate sanctions. This type of hearing will occur under the following circumstances:

- i. Formal/written allegations have been filed with a hearing officer (as defined in Section II, C).
- ii. The case has been referred by the Associate Dean of Student Life or by the accused student.
- iii. The accused student has been advised to prepare a written statement of the allegations as viewed from his/her perspective.

Prior to a Judicial Board hearing, written notification shall be given to the accused, including:

- i. A statement of the allegations.
- ii. Disclosure of the nature of an investigation, if any.
- iii. A summary of the procedures to be followed.
- iv. Mention that the accused may refuse to answer questions that may be self-incriminating.

v. 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.

3. A plea of responsible will result in the imposition of appropriate sanctions. A student may choose to have sanctions imposed by the Associate Dean of Student Life (or designee) following an administrative meeting, or by the Judicial Board according to the procedures outlined in Section II, G.

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

5. 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 Judicial Board, which will follow the procedures set forth in Sections D and E below.

6. Should a student fail to schedule and attend a judicial meeting in the time designated by the Associate Dean (or designee), the student's case will be adjudicated in his/her absence.

For violations which occur within University-Owned Housing:

1. Any member of the Drew community may allege that a student has violated University or University housing policies. A Residence Director (RD) also may choose to file allegations against another person or on behalf of the University. Allegations must be documented on an incident report form which can be obtained from an RA/RD or online at <http://depts.drew.edu/reslife/incident.htm>.

2. Once an incident has been documented, copies of the report will be distributed to the accused student's RD, the Director of Residence Life, the Associate Dean, and the Dean of Educational and Student Affairs. In conjunction with the RD, the Associate Dean of Student Life will determine the appropriate follow-up, which is determined by such factors as the nature and seriousness of the offense, whether or not it is a repeat offense, etc. The options are:

a. Informal Meeting with the Residence Director (RD): If informal allegations have been filed, and/or the allegations are not at a level to require the Director of Residence Life or the Associate Dean to administer the incident, the accused student's RD will hear the matter. The RD will conduct an investigation as deemed necessary. The goal of meeting is to arrive at a resolution agreeable to all parties and to help clarify University and housing policy. RDs can

impose fines, administer written reprimands, award restitution for damages, establish probation, and/or require community service within the residence hall as deemed appropriate. Students have the right to review and request copies of all reports during this meeting. Students further have the right to appeal these decisions to the Director of Residence Life (or designee).

b. Failure to respond:

Should a student fail to schedule and attend a judicial meeting in the time designated by the RD, the Director of Residence Life (or designee) will adjudicate the student's case in his/her absence.

c. Administrative Meeting with the Associate Dean (or designee):

If formal/written allegations have been filed, or if the allegations are serious or repeat offenses, cases will be referred to the Associate Dean of Student Life for a formal administrative meeting with the procedures compliant to those described in Section D.2.a.

d. Judicial Hearing: If formal/written allegations have been filed, or if the allegations are serious or repeat offenses, cases will be referred by the Associate Dean of Student Life or the accused student to the Judicial Board.

In a judicial hearing, the accused student is entitled to receive the following:

i. Counsel from an officer of the Graduate/Theological Student Association (GSA/TSA) or a person of his/her choice from within the Drew community.

ii. Those rights listed in “a” to “k” under “Procedures Before the Judicial Board” (see below).

iii. A copy of the exact allegations, the nature of any investigation, and a summary of procedures to be followed

E. Procedures Before The Judicial Board

1. A Judicial Board hearing committee can be convened by the Associate Dean of Student Life (or designee) as primary facilitator of nonacademic discipline. 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. The Judicial Board chair, with the approval of the convener, shall choose four students from the Judicial Board to serve on a hearing committee. Three faculty members will be selected according to faculty regulations. At the request of either the complainant or the accused, and with the consent of the committee convener and the Judicial Board chair, up to two board members may be replaced due to conflict of interest. The chair will attempt to rotate the members who serve on hearings in such fashion as to give all members an equal opportunity to participate.

3. When a hearing officer convenes a judicial hearing committee, the Judicial Board chair will be notified and the Department of Public Safety will conduct an investigation if necessary. It is the hearing officer’s duty to make all parties aware of how the proceedings will be conducted. The committee has the following obligations to parties involved in the hearing:

a. To conduct the process in a timely fashion

b. To notify the accused student in writing of the reasons for the proposed disciplinary action and allowing sufficient time to prepare

c. To permit the student to be advised by someone of his/her choice from within the University community

d. To allow the accused student to consult with an adviser during the hearing (the adviser will not take part in the proceedings)

e. To permit the accused to speak on his/her own behalf and present evidence and material witnesses

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

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

h. To present all relevant evidence at the time of the hearing as determined by the Associate Dean of Student Life (or designee)

i. To render a decision, including a factual finding, based solely upon matters introduced into evidence during the proceedings and give written notification of that decision to the accused and the Associate Dean of Student Life within 48 hours

j. To provide a tape recording or transcript of the proceedings to be kept by the Associate Dean of Student Life, use of which will normally be limited to an appeal

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

4. In instances of alleged intimidation of witnesses or other special circumstances, the Associate Dean of Student Life will investigate the allegations. All parties involved will be individually yet separately heard. If intimidation allegations are substantiated, the student(s) accused of intimidation is automatically subject to required withdrawal. If intimidation allegations are not substantiated, no disciplinary action will be taken.

F. Appeals

1. The right of a student to appeal a decision (whether by an administrator or the Judicial

Board) is guaranteed. Appeals may be granted for the following reasons only:

- a. Relevant new evidence or information is available
- b. A procedural error was made that precluded fair and impartial hearing

2. Decisions following an administrative hearing or Judicial 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) and finally the Dean of the Graduate/Theological School.

G. Sanctions: The University maintains the right to impose sanctions 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.

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

2. Suspension

a. From the University: The student is required to withdraw from the University for a specified period of time not to exceed one calendar year or less than the remainder of the current semester.

Re-admission to the University upon the expiration of the suspension period must be evaluated but is likely. Evaluation will be based upon the documented (as appropriate) progress the student has made.

b. From University-Owned Housing: Stipulations as outlined above with respect to residence in University-owned housing only.

3. Required Leave of Absence

a. From the University: The student is separated from the University for an unspecified period of time, with the privilege of applying for re-admission after one (1) year. In making a determination on the re-admission application, the University must consider the circumstances surrounding the original offense and evaluate any positive indication that the student is ready for re-admission.

b. From University-Owned Housing: Stipulations as outlined above with respect to residence in University-owned housing only.

4. 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.

5. Restriction: The student is restricted from participating in certain University events and

activities or from remaining a resident on campus. The imposition of such punishment should not ordinarily have the effect of harming other students or disrupting planned activities. Restriction is imposed for a specified period of time.

6. 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.

7. 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.

8. Community Service: In certain cases, a student may be required to perform community service for a specified length of time.

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

10. Warning: Written or verbal caution to the student that any repetition of the behavior will result in more severe disciplinary action.

11. Such lesser sanctions as the appropriate authority may determine.

12. 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 wellbeing of the University community. 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.

9. ALCOHOL POLICY

The Drew University Alcohol Policy was created as a result of the University's concern for the education and development of the whole person and New Jersey law on alcoholic beverages. While the vast majority of graduate and theological students are of legal age, they may have family members or guests on campus who are underage. Therefore, please be aware of the following restrictions:

- Alcoholic beverages may not be sold at any time in University housing
- Persons may not transport open containers of alcoholic beverages in hallways, foyers, stairwells, bathrooms, or other public areas, including outdoor University grounds
- Alcohol in bulk quantities (such as kegs, beerballs, etc.) is not permitted. Only single-sized containers are allowed. Alcohol in bulk quantities is permitted on campus only at events for which a one-day liquor license has been obtained from the New Jersey Alcoholic Beverage Commission. See procedure to obtain below.

A. Use of Alcoholic Beverages in Campus Housing

1. **Delivery:** Retail delivery of alcoholic beverages is prohibited.
2. **Food:** At all events where alcoholic beverages are served, food must also be served.
3. **Guests:** Students are responsible for the behavior of their guests.
4. **Public Areas:** All campus areas other than The Pub and individual housing units are considered public, and alcoholic beverages may not be served there except under special conditions.
5. **Violations** of this policy will subject a student to University non-academic disciplinary procedures. In addition, violators will be subject to criminal sanctions and civil liabilities under State law.

6. 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 1-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 Student Life 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 Student Life indicating he/she is aware of both the event and the sponsoring organization.
- B. UC Pub:** Alcoholic beverages may be purchased, served, and consumed in the University Center Pub Association which is licensed by the State of New Jersey and operates under policies compliant with New Jersey law.

10. 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.

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.

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 who 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 8,II,G, "Procedures for Non-Academic Violations," for a full definition and description of judicial sanctions.) 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.

"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.

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 University-owned housing 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 Student Life, 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 University-owned housing 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 Student Life, 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

- Required withdrawal 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 Student Life and the Director of Public Safety.

The Dean of Educational and Student Affairs will contact the Associate Dean of Student Life 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 Student Life 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 Student Life.

B. A meeting request will immediately be sent by the Associate Dean of Student Life to those parties involved.

C. If necessary, a student may withdraw from the University prior to the meeting with the Associate Dean of Student Life (see *Daniel's Dictionary*, Appendix 8, D, 4)

D. A meeting with documented party/parties will be held with the Associate Dean of Student Life.

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 8,II,D "Procedures for Non-Academic Violations," 2 (a) and 2 (b).

F. A student plea of responsible or a Judicial 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, 2 ? 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, 2 ? 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, 2 ? 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, 2 ? 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.

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.

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
- 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

11. REGULATIONS FOR SEARCH AND ROUTINE HOUSING INSPECTION

ENTRY INTO RESIDENCES

Students living in University-owned housing can expect a level of privacy in their rooms and apartments, 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.

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 rooms of students and their personal possessions shall not be searched unless appropriate authorization and permission have been obtained. Public Safety officers have the right to enter and search rooms and seize evidence

when investigating a potential violation of University policy or procedure.

The conditions for room search are as follows:

Emergencies: The safety and security of students and their guests is a top priority of the University. As such, staff authorized by the University (such as the Associate Dean of Student Life 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, apartment, 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) 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 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 or found upon investigation.

Voluntary Search: Students have the option to provide written consent to have their room, apartment, 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 on the following page.

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 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 Student Life (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 Student Life (or designated representative), along with a representative of the student 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.

12. 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.

13. ACADEMIC TECHNOLOGY POLICY

(INCLUDING COMPUTERS, EMAIL, INTERNET AND TELEPHONES)

<http://depts.drew.edu/cns/network/policies/netuser.php>

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 judicial 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 a Dean of the Caspersen/Theological School or the Associate Dean of Student Life or their designated representatives. Search and notification procedures specified in the Appendix (section 11) 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.

CASPERSEN SCHOOL

ACADEMIC CALENDAR 2004-05

www.depts.drew.edu/regist

Fall 2004

Wednesday, September 1

New students arrive, orientation begins

Thursday, September 2

Registration for new students

Monday, September 6

Labor Day, no classes

Tuesday, September 7

Classes begin, add/drop period begins

Friday, September 10

Applications due for fall
Commencement

Monday, September 13

Last day to add courses without
instructor's permission. Language
exams

Monday, September 20

Last day to add courses with instructor's
signature. (Note: No reduction in charges
for any reduced load after this date)

TBA Multicultural Awareness Week

Wednesday, October 13

Monday classes meet

Monday, October 25

Language examinations

Friday, October 29th

Fall commencement 4:30 p.m.

Friday, November 12

Last day to drop courses with a "W".
Courses discontinued after this date
earn a grade of "F"

Wednesday, November 24

Thanksgiving recess begins;
no classes

Monday, November 29

Wednesday classes meet.
Classes resume, all schools

Monday-Thursday

November 29-December 2

Registration for spring 2005 semester.
(Materials available two weeks
before; clear financial accounts
required to register)

Monday, December 13

Last classes meet

Wednesday, December 22

Semester ends

January 2005

Tuesday, January 4

Non-credit Language Institute
courses begin

Tuesday-Friday, January 4-21

Ph.D. comprehensive examinations

Thursday, January 27

January Term and Language Institute
courses end

Friday, January 28

Language examinations

Spring 2005

Friday, January 28

Registration/orientation for new
students, returning students not
pre-registered

Monday, January 31

Classes begin. Applications due for
May commencement

Friday, February 4

Last day to add courses without
instructor's signature

Friday, February 11

Last day to add courses with
instructor's signature, drop a class
without a "W," change P/U option,
or enroll from wait list.
(Note: No reduction in charges for
any reduced load after this date)

Friday, March 11

Spring recess begins at 5 p.m.

Monday, March 21

Classes resume

Friday, March 25

Good Friday, no classes

Monday, March 28

Ph.D. dissertations due for May
candidates

Friday, April 8

Last day to withdraw from courses
with a grade of "W." (Courses
discontinued after this date earn a
grade of "F")

Monday-Wednesday, April 25-28

Registration for fall 2005 term

Monday, April 25

Language examinations

Friday, May 6

Last classes meet

Wednesday, May 18

Semester ends

Friday, May 20

Baccalaureate Service 5 p.m.

Saturday, May 21

Commencement 10:30 a.m.

THEOLOGICAL SCHOOL

ACADEMIC CALENDAR 2004-05

www.depts.drew.edu/regist

Fall 2004

Tuesday, August 31

New students arrive and orientation begins

Wednesday, September 1

Registration for new students

Monday, September 6

Labor Day, no classes

Tuesday, September 7

Classes begin

Friday, September 10

Applications due for fall
Commencement

Monday, September 13

Last day to add class without
instructor's permission

Thursday, September 16

Matriculation service

Monday, September 20

Last day to add a class with instructor's
signature, enroll from wait list, change
P/U option, or drop a class without a
"W." (Note: No reduction in charges
for any reduced load after this date)

Monday-Friday, October 11-15

Reading week, no classes

Tuesday-Thursday October 19-21

Tipple-Vosburgh Lectures

Friday, October 29

Fall commencement 4:30 p.m.

Friday, November 5

Last day to add a second-semester
course

Friday, November 12

Last day to drop a course with a
"W." Courses discontinued after this
date earn a grade of "U"

Wednesday, November 24

Thanksgiving recess begins;
no classes

Monday, November 29

Classes resume.
Last day to drop a second half-
semester course with a "W"

Monday-Thursday November 29-December 2

Registration for January term and
spring 2005 semester. (Materials
available two weeks before; clear
financial accounts required to register)

Monday, December 13

Last classes meet

Tuesday-Wednesday December 14-15

Reading Days, no classes

Thursday, December 16

Final examinations begin

Wednesday, December 22

All exams and semester ends at 10 p.m.

January 2005

Tuesday, January 4

January term classes begin

Wednesday, January 26

January term classes end

Spring 2005

Thursday, January 27

Orientation for new students begins
4 p.m.

Friday, January 28

Registration/orientation for new
students, returning students not
pre-registered, non-Drew students,
and special students

Monday, January 31

Classes begin. Applications due for
May Commencement

Friday, February 4

Last day to add courses without
instructor's signature

Thursday, February 10

Matriculation service 11 a.m.

Friday, February 11

Last day to add a class with instructor's
signature, drop a class without a
"W," change P/U option or enroll
from wait list.
(Note: No reduction in charges for
any reduced load after this date)

Friday, March 11

Spring recess begins at 5 p.m.

Monday-Friday, March 21-25

Holy Week

Friday, April 8

Last day to withdraw from a class
with a grade of "W."
(Courses discontinued after this date
earn a grade of "U")

Monday-Wednesday, April 25-28

Registration for fall 2005 term

Friday, May 6

Last classes meet

Monday-Wednesday, May 9-11

Reading Days, no classes

Thursday, May 12

Final examinations begin

Wednesday, May 18

Last day of final exams, last day to
submit an approved S.T.M. thesis

Friday, May 20

Baccalaureate Service 5 p.m.

Saturday, May 21

Commencement 10:30 a.m.

Summer 2005

(dates liable to change)

Monday, May 17

Summer Term, Session I

Monday, June 14

Summer Term, Session II

Monday-Monday, June 14-July 19

Doctor of Ministry Program

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