

BRYN ATHYN COLLEGE

Student Handbook
2017-2018

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Bryn Athyn College of the New Church

Organization

Bryn Athyn College is a part of the Academy of the New Church, which was incorporated under the laws of the Commonwealth of Pennsylvania on November 3, 1877. The Academy serves the purposes set forth in Article II of its charter: “propagating the Heavenly Doctrines of the New Jerusalem and establishing the New Church signified in the Apocalypse by the New Jerusalem, promoting education in all its various forms, educating young men for the Ministry, publishing books, pamphlets, and other printed matter, and establishing a Library.” On January 18, 1879, the charter was amended to authorize the Academy to confer degrees and grant diplomas as do other colleges and universities.

Accreditation

Bryn Athyn College of the New Church is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. 267-284-5000 (www.msche.org). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Administration

President, Brian G. Blair

Dean of Academics, The Rev. Thane P. Glenn, PhD

Dean of Faculty, Wendy Closterman, PhD

Acting Dean of Students, Suzanne Nelson, PhD

Dean of the Theological School, The Rev. Andrew M.T. Dibb, PhD

Chaplain, The Rev. Grant Schnarr

Chief Financial Officer, Daniel T. Allen

Dean of Admissions, Roberta D. Nolan, Ed.D.

Faculty Council Chair, Caira B. Bongers

Faculty Council Chair-Elect, Martha Gyllenhaal, PhD

Swedenborg Library Director, Carol Traveny

Mission Statement

Bryn Athyn College of the New Church serves as an intellectual center for all who desire to engage in higher education enriched, guided, and structured by the study of the Old Testament, New Testament, and theological writings of Emanuel Swedenborg. This education challenges students to develop spiritual purpose, to think broadly and critically from a variety of perspectives, and to build intellectual and practical skills. The ultimate purpose is to enhance students' civil, moral, and spiritual life, and to contribute to human spiritual welfare.

This mission is achieved by:

- Educating and training priests for service in the General Church.
- Offering undergraduate and graduate liberal arts and science programs that integrate academic and New Church spiritual perspectives.
- Preparing education students to be successful teachers in public, private, or New Church schools.
- Supporting research that advances secular and New Church thought.
- Providing library services to support the academic programs and New Church collections and archives for use throughout the world.
- Enriching students' physical, social, and spiritual lives by providing purposeful, student-centered programs and services guided by New Church principles.
- Recruiting and retaining students who can contribute to and benefit from the institution's mission.
- Ensuring fiscal stability and resource stewardship to support the mission of the College.
- Engaging friends and alumni, inspiring philanthropic support, and advancing the transformative mission of Bryn Athyn College.
- Developing and maintaining facilities, infrastructure, and grounds to serve the educational, aesthetic, and spiritual values of the institution.

Admission to Bryn Athyn College

Bryn Athyn College is committed to promoting academic and moral excellence. The College seeks applicants interested in pursuing a quality education in the liberal arts and sciences that is grounded in spiritual values and faith as defined by the aims and objectives of the institution.

The College will not discriminate against applicants on the basis of race, sex, color, national or ethnic origin, or physical ability. A few campus buildings, however, are not currently accessible to those with mobility impairments.

Bryn Athyn College has a rolling admissions policy. However, the deadlines listed above allow for priority consideration for admission and scholarships.

To request an application for admission write to:

Admissions Office
Bryn Athyn College of the New Church
PO Box 462
Bryn Athyn, PA 19009-0717 USA
Telephone: (267) 502-6000
Fax: (267) 502-2593

An online application is available at: www.brynathyn.edu/admissions/applying-to-bryn-athyn/

Requests can also be made by email: admissions@brynathyn.edu

Application Requirements

Applicants currently residing in the United States:

- Application form (online or paper application)
- High school diploma or General Educational Development (GED)
- Official high school transcripts college transcripts (required for high school students and transfers with less than 30 credits)
- Official college transcripts (for transfers only).
- SAT Reasoning Test (SAT) or American College Test (ACT) with Writing Test (writing test optional)
- If English is not the applicant's first language, the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) may be required in addition to the SAT or ACT
- Letter of Recommendation

International Applicants:

- High school diploma, certificate, or record of examinations
- Transcript of courses, or subjects and grades
- SAT Reasoning Test or ACT with Writing Test (writing test optional)
- TOEFL (if English is not the applicant's first language) or the International English Language Testing System (IELTS)
- Letter of Recommendation
- International student certification of finances
- All international students should enter at the beginning of the academic year in the Fall Term. Exceptions may be made for applicants who are native English speakers.

Homeschooled Applicants:

- Homeschool diploma or GED
- Homeschool transcript with course descriptions (Grades 9-12)
- Graded writing sample with instructor's comments
- SAT Reasoning Test or ACT with Writing Test (writing test optional)
- Letter of Recommendation
- Interview may be required

Transfer applicants from other colleges or universities:

- Transcripts from all colleges attended (even if no credits were earned).
- High school transcripts as well as SAT or ACT scores will be required of all transfers with less than 30 earned credits
- TOEFL (if English is not applicant's first language)
- Letter of Recommendation
- Interview may be required
- Transfer credit may be awarded for "C-" or above coursework.

Admission Requirements: Minimum Academic Preparation Standards (MAPS)

To be admitted as a regular student, applicants must meet the MAPS listed below or, under special circumstances, be deemed qualified by the Admissions Committee. Students must take either the SAT or ACT with the Writing Test (writing test optional).

- English 4 years (including Composition and Literature)
- Mathematics 3 years (including Algebra I & II and Geometry)
- History/Social Science 3 years
- Natural Science 3 years
- Foreign Language 2 years (in one language)
- SAT Reasoning Test Score must reflect promise of success in college work
- ACT with Writing Test Score must reflect promise of success in college work
- (Non-native English speakers) TOEFL score 190 (computer) 520 (paper) 70 (internet based) or IELTS score of 6

Classification of Students

Regular Admit: Students whose academic background indicates that they are prepared to meet standard requirements and are thus qualified for regular status and who register for nine or more academic credits per term.

Provisional Admit: Students whose academic background indicates that they may have difficulty meeting standard requirements. These students may register for nine or ten academic credits maximum per term. Students admitted provisionally meet regularly with their academic advisor, who, along with the associate dean of academic affairs, monitors students' academic progress. A provisional student who achieves a cumulative GPA of at least 2.00 for the first two terms will be moved to regular status. Provisional students who do not qualify for regular status after their first two terms may be permitted to continue for a third term, depending on grade trajectory. Students who have not moved to regular status after the first three terms will not be re-admitted for the second year. Students with a cumulative GPA below 1.0 after the first term may be dismissed.

Full-time: Students who register more than nine academic credits per term for a maximum of 14.5 credits.

Part-time: Students who register for fewer than nine academic credits per term. Students who wish to continue after they have earned 24 credits as part-time students must apply for admission to the College.

Auditing: Students who register for courses without receiving credit. Part time students who wish to audit a course must first receive permission from the department chair and academic dean. Full time students who wish to audit a course must first receive permission from the department chair. The course instructor determines what the student must do to remain in the class as an auditor.

Renewal of Attendance

Students renewing attendance after a break of one term or more must complete the appropriate paperwork with the Admissions Office. A renewal student who is a student returning to Bryn Athyn College after an absence of no more than one year and who has not earned additional college credit from another institution on the interim.

Transfer Credit

The academic deans have the responsibility to evaluate courses and the authority to award transfer credit. The dean may delegate these tasks. In general, the awarding of transfer credit depends on the accreditation of the institutional source, the level and nature of the coursework, and the satisfactory performance of the student. There is no limit on the number of transfer credits but there are a minimum number of Bryn Athyn College credits that must be earned before a degree is granted (62 for a Bachelor's; 31 for an Associate's). Courses accepted from institutions operating on a quarter system are transferred at 2/3 (or .667) value.

All international transcripts must be evaluated, course by course, by an approved third-party evaluation service. The student is responsible for paying any fees associated with this service.

- Recommended: World Education Services, <http://www.wes.org/>

Accreditation

Coursework from both collegiate and non-collegiate institutions may be considered but all institutions must be accredited by a recognized national, regional, or professional accrediting body. Award of transfer credit for coursework is based on official transcripts (not copies). Award of transfer credit for coursework at non-U.S. institutions is also based upon recognition of the originating institution by the ministry/department of education in that country.

Collegiate Sources

The college will evaluate and award credit for successfully completed college coursework from post-secondary institutions holding accreditation from any one of the six regional accrediting associations in the United States. Basic and general college-level coursework (that is, non-remedial, non-technical) successfully completed at post-secondary institutions holding national or professional accreditation from an association recognized by the Council on Post-Secondary Accreditation (COPA) is also eligible for evaluation. The college will award transfer credit based on the nature, level, content, and comparability of the courses to college offerings.

Non-Collegiate Sources

The college recognizes that students have opportunities for demonstrating that they have learned college-level material by examination. Course credit is often assigned by an originating institution based on the results of a testing program (e.g., Advanced Placement Program or College Level Examination Program). This course credit will be eligible for evaluation and transfer credit may be awarded within the guidelines of this policy, provided that the course credit to be considered is listed on the official transcript according to the course number and credits assigned by the originating institution. If the test results have not been evaluated and/or no course credit has been awarded by the originating institution, then the student must submit official test scores to the registrar for a credit award determination (see AP and CLEP policy section).

The college may also consider seminars, workshops, training programs, and other formal learning experiences provided by non-collegiate agencies and organizations (e.g., armed forces or corporations). The college will evaluate formal learning experiences that a recognized accrediting body (e.g., Program on Non-Collegiate Sponsored Instruction or the American Council on Education in The National Guide to Credit Recommendations for Non-Collegiate Courses) has identified, evaluated, and recommended. Similar to other credit sources the college will assess the nature, level, content, and comparability of the course to college offerings.

Level and Nature of Coursework

The college generally awards credit at the same level as credit was granted at the originating institution (e.g., a first-year course will transfer in as 100-level, a second-year course as 200-level). Exceptions to this general rule include introductory, calculus-based physics courses which often transfer in as Physics 210/211.

The college does not award credit for courses clearly intended to be a review of secondary school material. These courses are often designated “remedial,” “learning support,” or “developmental.” Included in this category are selected orientation and study skills courses, speed reading and note taking courses. For the same reasons, English as a Second Language courses are not eligible for evaluation or the awarding of transfer credit. Vocational courses are generally not eligible for evaluation.

Academic Performance

Credits for college-level courses must be completed with a grade of “C-” (1.7) or higher. The college will not award transfer credit for coursework that has not been completed (e.g., given a grade of “I” or “in progress”), nor for coursework from which the student has withdrawn (e.g. grades of “W”, “WP”, “WF”). The college does not award transfer credit for courses that were audited or given pass/fail grades (e.g. grades of “P”, “S”, “U”, or “CR”).

Procedure

Potential transfer students may receive a preliminary, unofficial transfer credit assessment before admission. After admission, the registrar will determine course acceptability and credit hour values based on official transcripts and course descriptions. Coursework deemed acceptable based on its source, level, nature, and student performance will be posted to the student’s permanent record. The college will usually assign distribution or elective credit, except when transferred courses align with certain identified courses or after consultation with a department chair regarding specific cases.

Specific Equivalent Credit

The College will award specific equivalent credit when an acceptable course matches one of the following Bryn Athyn College courses or when consultation with a department chair regarding specific cases suggests specific equivalence is appropriate. Some courses, as noted below, also satisfy specific Core skill requirements (see Transfer Credit and Core Requirements section for further detail).

Anthropology 110: Intro to Cultural Anthropology

Business 141: Accounting I

Business 142: Accounting II

Chemistry 110/111: General Chemistry I/II

Comp Science 180: Structured Programming

Communication 105: Public Speaking (satisfies PP requirement)

Economics 131: Macroeconomics

Economics 132: Microeconomics

Fine Arts 120/220: Metal Work I & II

Fine Arts 125: Photography

Fine Arts 130/230: Ceramics I & II

French 101/102: Introductory French I/II (102 satisfies foreign language requirement)

Geography 110: World Regional Geography

German 101/102: Introductory German I/II (102 satisfies foreign language requirement)

Greek 110/111: Beginning New Testament Greek I/II (111 satisfies foreign language requirement)

Hebrew 110/111: Beginning Hebrew I/II (111 satisfies foreign language requirement)
Latin 110/111: Beginning Latin I/II (111 satisfies foreign language requirement)
Math 130: Introduction to Statistics (satisfies one QR requirement)
Math 150: Calculus I (satisfies foreign language requirement)
Math 151: Calculus II
Music 113/114: Music Theory I & II
Philosophy 101: Critical Thinking
Philosophy 210: Ancient Greek Philosophy
Philosophy 211: Modern Philosophy
Psychology 101: Introduction to Psychology
Spanish 101/102: Introductory Spanish I/II (102 satisfies foreign language requirement)
Theater 110: Intro to Performing Arts
Theater 150: Dramatic Performance
Writing 101: Expository Writing (satisfies W requirement for Writing 101 only)

Distribution Credit

Credit counts toward degree and is accepted in a particular discipline. Distribution credit will apply to most courses. Students who transfer courses with distribution credit can work with the head of their major to see if those courses can fulfill any specific degree requirements.

Elective Credit

Credit counts toward degree but is not assigned a particular discipline.

Transfer Credit and Core Requirements

Courses from accredited institutions that transfer in with specific equivalent credit or distribution credit generally satisfy core perspective requirements.

Consideration for core perspective credit will occur during the processing of transfer credit. If they are accepted as specific equivalent or distribution credit in a particular discipline, they fulfill the core perspective requirement in that discipline as long as the course is at least three credits.

In order to facilitate progress toward a degree, students who transfer in more than 55 credits are required to complete only two of the three specialized core perspective requirements: civil, moral, and worldviews. Up to one of these two can be transferred in at the discretion of the registrar in consultation with the faculty member in charge of the civil, moral, and worldviews perspectives.

Students who transfer in at least three religion credits may appeal to the head of the Religion department for a maximum of one core spiritual perspective waiver. The Religion head determines whether a waiver is granted.

Because of the particular criteria in IL, PP, QR, and W courses, Core skill requirements are not normally satisfied through transfer, except in the cases of credits accepted as Communication 105, Math 130, Math 150, Writing 101, or foreign language of the 102 or 111 level (see specific equivalency list above). However, students who have sufficient documentation of skill components in transfer courses, as well as evidence of skill outcomes, may appeal to the core committee. If successful, the student will earn a waiver that satisfies the applicable Core skill. Core foreign language requirements may be satisfied through evidence of proficiency via transfer courses or via qualifying scores in standardized or in-house tests. See the BAC Programs document for further details.

Students seeking core skill or civil, moral, or worldviews perspective credit should contact their advisor to get assistance in contacting the Core committee and completing the Core Requirement Waiver Form for Transfer Credit available from the registrar. The information specified on the form will be considered by the core committee and, if the transfer course meets the core skill criteria, a waiver will be recorded and the requirement satisfied. Transfer students may also satisfy certain core skill requirements through proficiency tests. They should consult with their advisor about proficiency test options and procedures.

Test Credit

Bryn Athyn College gives advanced standing and various types of credit at the 100-level for some Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) tests. For specific information about AP tests, see the Advanced Placement Credits information on the college website. For information about IB, contact the college registrar. Bryn Athyn College accepts a maximum combined total of 31 credits from AP, IB, or CLEP tests.

Bryn Athyn College accepts a maximum of 12 CLEP credits which count towards the 31 total credits. Students may seek CLEP credit for work done prior to enrollment at Bryn Athyn but may not pursue CLEP credit after beginning course work at the College. CLEP may not be used to replace, duplicate, or challenge a course grade. CLEP credit is accepted according to the following guidelines:

- Score of 50 or higher
- Accepted at 100-level distribution credit in the designated discipline
- Limited to 3 credits per subject area

The following CLEP areas are not accepted:

- General examinations (only subject examinations will be considered)
- Humanities subject area

Fees and Assistance

The actual cost for educating a student per year at Bryn Athyn College is currently double the amount billed to a student for regular full-time fees and room and board. Because of the school's substantial endowment and contribution income, the fees per student are considerably lower than the cost. Fees are maintained at the current level to assure fiscal soundness in accordance with the College's annual budget.

For those who cannot afford the required fees, federal and state aid, grants, and loans are available based on student need.

Student Fees*

The costs for tuition, fees, and room and board are outlined below:

1. Tuition

The tuition fee per year of three terms in the College is \$19,671.

2. Fees

Fees are intended to help meet the cost of classroom supplies and teaching tools, information technology services, social activities, athletic supplies, etc. The fee per year of three terms in the College is \$1,455.

3. Board and Room Fees

Regular room and board charges for all resident students are \$11,538 per year of three terms.

4. Summary of Fees

The following tabulation summarizes the total fees per year:

	Yearly	Per Term
Fees	\$1,455	\$485
Tuition	\$19,671	\$6,557
Total per Day Student	\$21,071	\$7,024
Room	\$5,769	\$1,923
Board	\$5,769	\$1,923
Total per Resident Student	\$32,609	\$10,870

*These fees are subject to revision.

Special Fees

Part-Time College Students

The tuition fee for a part-time student is \$755 per credit. In addition, all part-time students will pay a comprehensive fee of \$55 per credit hour. The total per credit fee is \$810.

Part-time students aged 55 years and older may apply to the bursar for a reduction in fees. A 50% discount on the tuition fee may be granted. The discount does not apply to the comprehensive fee.

Auditors

The tuition fee per term for an auditor is \$290 per credit, plus any cost of materials supplied to the student or auditor. In general, studio and laboratory courses are not open to auditors. Senior citizens (60 and up) may audit classes for \$145 per credit on a space-available basis.

Graduation Fee

The graduation fee is charged to students receiving baccalaureate or associate degrees. The fee covers cost of diplomas, purchase of cap and gown, and the graduation dinner. The cost is \$120 for Bachelor recipients and \$75 for Associate degrees. Those who receive a Bachelor degree will receive a refund of \$10 after they have returned their graduation hood. If a student does not plan to participate in graduation activities the cost of a diploma is \$30.

Enrollment and Registration Deposits

All new students, including transfers, are required to submit a non-refundable enrollment deposit of \$200 to reserve a place in the new entering class. Due by May 2nd.

All returning students are required to submit a non-refundable registration deposit of \$100.00 towards the next academic year's tuition. Due by March 24th.

Resident Student Housing Security Deposit

All residents are required to submit a housing security deposit of \$250.00 prior to the first time they move into on-campus housing facilities. This deposit will be refunded to the student when they are finished attendance at Bryn Athyn College, as long as they have no charges for damages to their room, and no outstanding balance due on their student account.

Lab Fees

Courses that include a lab section also include a lab fee. This fee is \$25 for all science courses with a lab. The fee covers lab equipment and supplies costs. Fine Arts course lab fees vary by course. Lab fees are listed in the Bookstore's booklist for the appropriate course and term.

Miscellaneous Expenses

The above fees do not include the costs of travel, text books, laptop computers, educational trips, clothing, student association dues, recreation, student health center charges, or housing on-campus during vacations. The total of these costs per student varies widely, but a yearly minimum is roughly estimated at \$3,550.

Overload Credits

Students who take overload credits (above 14.5 per term) are charged the part-time per credit rate for these credits in addition to the standard full-time fees. Students may apply federal student aid to these additional fees if they are eligible, but no Bryn Athyn College need-based financial aid is available to assist with the cost of overload credits. Also, the tuition remission benefit will not apply to the expense of overload credits. Students must pay for these additional credits through arrangement with the Bursar's Office, typically by modifying their payment arrangement for the term to cover the additional fee. See the policies about payment of fees below.

Payment of Fees

Students are required to make arrangements to pay fees for the academic year by July 31. Initial billing for the payment due will be mailed to the student by July 7. Payments for the Fall Term are due the first day of classes, August 23. Failure to make the required payment will delay or preclude admission to classes.

Due dates for fall, winter, spring, and summer bills are published by the bursar's office on the Bryn Athyn College website (www.brynathyn.edu).

An extended payment plan is available from Tuition Management Systems, Inc. whereby the parents or student may spread payment for the full year of student fees over the course of twelve months (starting May 2017), eleven months (starting June 2017), ten months (starting July 2017), nine months (starting August 2017), or eight months (starting September 2017). All extended payment plans start on the 1st or the 25th of each month and end in April 2018. Single term payment plans are also available for students who start in winter and spring. There is a nominal fee of \$70 for the extended plans, and \$50 for single term plans. Information about TMS can be obtained via their website, brynathyn.afford.com, or by calling 1-800-722-4867.

Students who have an outstanding balance due or are not following a payment plan will not be allowed to register for courses or receive transcripts until the balance is paid. Students having trouble making payments are strongly encouraged to communicate their problem to the Financial Aid Office to get help and avoid punitive action.

Bookstore Voucher Policy

Students may apply for a bookstore voucher for a given term up to the amount of \$300 if their financial aid exceeds their tuition and fee charges for that term, so that they may purchase books in advance of their actual financial aid disbursement (which occurs 3 weeks into each term).

Eligibility Requirements:

- All necessary financial aid documents must be completed with the Financial Aid Office
- Student has no outstanding balance due to Bryn Athyn College
- Student has filed the FAFSA and is a Title IV recipient with sufficient federal aid, state aid, institutional aid, scholarships, and/or certified loans that exceed their tuition and fee charges for the term they are requesting the voucher for. Additionally, if a Parent Plus Loan has been utilized the student will need permission from the parent borrower.
- Student is registered for classes and is enrolled as a full-time student.

How to Apply:

Student must complete and sign the Bookstore Voucher Request Form and return to the Bursar's Office in the Brickman Center (PO Box 462, Bryn Athyn, PA 19009 or bursar@brynathyn.edu). They need to specify the amount (up to \$300) and the term for which they are requesting the voucher.

Students may submit voucher requests any time before the second week of each term, as long as they have signed their Financial Aid Acceptance Form. Requests after the second week of term will not be considered, as financial aid disbursements occur the third week of each term.

How it Works:

If a student is approved by the Bursar's Office for a bookstore voucher, the amount that they are approved for will be loaded on their Campus Cash card within two days after the request is approved by the Bursar's Office. They will then be able to swipe their Campus Cash card for books and educational supply purchases at the bookstore.

Additional Important Information:

Students will be notified by email of whether or not the voucher was approved.

Conditions:

If a student becomes ineligible for financial aid, or their aid eligibility is otherwise affected after they receive the bookstore voucher (i.e. change in enrollment status), the student may owe Bryn Athyn College. Students must understand that they are responsible for repayment of any balance due to Bryn Athyn College.

Refunds

Withdrawal:

If a student withdraws for any reason, the payment of those fees which have come due is not subject to cancellation or reduction. However, upon written application, and entirely at the option of Bryn Athyn College, the following refunds may be allowed:

- Withdrawal within the 1st week —75% of tuition and room costs for the term.
- Withdrawal within the 2nd week—50% of tuition and room costs for the term.
- Withdrawal within the 3rd week—25% of tuition and room costs for the term.
- No refund of tuition or room costs after the 3rd week.

Comprehensive fee prorated to the end of the week during which the student withdraws.

All institutional assistance is prorated based upon actual fees charged.

Federal financial assistance is adjusted based on the conditions and timing of the student's withdrawal, according to the regulations of the U.S. Department of Education. All unearned funds are required by law to be returned. Mid-term withdrawals may result in the student owing unearned funds to the college or the Department of Education. Students who are concerned about how a mid-term withdrawal might affect their balance are encouraged to contact the Financial Aid Office.

Board fees prorated to the end of the board week in which the student withdraws, plus an overhead charge made by the food service organization.

Payment of refunds will be made only after the end of the term during which a student withdraws from school.

Moving to Part-time:

If a student changes from full-time to part-time status during the eligible refund period (the first three weeks of the term), the tuition bill will be prorated such that the student is charged the full-time rate up to the date of the change, and the part-time rate from the date of the change through to the end of the term, this may involve a change to financial aid. Changes in status after the end of the eligible refund period (third week) will not result in an adjustment to the tuition bill.

A resident student who moves to part-time and therefore is no longer living in campus housing may be subject to the room and board refunds stated above.

Financial Aid

Financial aid is available for those students who qualify for assistance. Financial aid is available to degree-seeking students who have been offered admission to the College; however, admission does not guarantee receipt of financial aid.

Financial aid is based on a three-point philosophy:

- Parents have the primary responsibility to pay for their children's education, and will, as they are able, contribute funds for such education.
- Students, as well as their parents, have a responsibility to help pay for their education.
- A need analysis system must evaluate families in a consistent and equitable manner, while recognizing that special circumstances can and do alter a family's ability to contribute.

Financial aid is awarded on the basis of a family's expected family contribution and demonstrated financial need as computed from the information supplied in the Free Application for Federal Student Aid (FAFSA). The parents of a dependent student are considered financially responsible for College costs under federal and state definitions. As such, they are responsible for financial arrangements to cover the costs of tuition, room, board, fees and other educational expenses. Their financial information is taken into account when determining eligibility for financial aid awards for dependent students.

Under a separation or divorce agreement, the parent who provides more than half of the student's support will be the financially responsible parent. However, we encourage both parents to accept financial responsibility of their child's educational costs.

Independent (Self-Supporting) Students:

Bryn Athyn College uses the federal definition for determining Independent Students. Students will be considered independent if they meet one of the following criteria:

- was born before January 1, 1994.
- is married as of the date he/she completes the FAFSA
- will be a graduate or professional student at the start of the award year
- is currently serving on military active duty for purposes other than training
- is a veteran of the U.S. Armed Forces
- has dependents other than a spouse and provide over 50% of financial support
- was an orphan, foster child, or ward/dependent of the court at any time since the age of 13
- is an emancipated minor or in legal guardianship or was when he/she reached the age of majority in his/her state
- was determined at any time since July 1, 2016, to be an unaccompanied youth who was homeless or self-supporting and at risk of being homeless.

Applying for Financial Aid:

U.S. citizens and permanent residents apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The Bryn Athyn College school code is 003228.

International students must submit the College Board Certification of Finances form to be considered for institutional financial aid.

Financial aid is awarded on an annual basis; thus a student must reapply each year to be considered for aid. FAFSA's received throughout the year must be considered for federal aid, however, institutional funds are limited and may not be available if not submitted in a timely manner.

Financial Aid Special Circumstances Appeals:

Because unique circumstances or changes in families' financial situations may not be reflected in the FAFSA, families may submit the Special Circumstances Appeal form and supporting documentation to the Financial Aid Office for consideration. An Appeals Committee meets to determine if additional financial aid is warranted. Special circumstances may include:

- Loss of employment by parent.
- Separation or divorce of parent.
- Death of a major wage earner.
- Loss of untaxed income, such as Social Security Benefits, etc.
- High out-of-pocket medical expenses.
- High tuition expenses for other dependent siblings.

Financial Aid Eligibility:

To be considered eligible for financial aid, students must be degree-seeking students. Exchange students are not eligible for financial aid. To maintain financial aid eligibility, students must meet Satisfactory Academic Progress standards.

Satisfactory Academic Progress:

Satisfactory Academic Progress (SAP) is used to define successful completion of coursework toward a degree to maintain eligibility for student financial aid. This policy is applied in the same way to students receiving federal or institutional financial aid. Students must meet both qualitative and quantitative standards.

Qualitative Standard

Students must maintain a cumulative 2.00 grade point average (GPA).

Quantitative Standards

Pace of Completion: Students must successfully complete at least 67% of all credits attempted. The pace of completion is calculated by dividing the total number of credit hours the student has completed by the total number of credit hours attempted. For example, a student who has earned 21 credits out of 27 credits attempted would have a 78% completion rate ($21/27=.78$).

Maximum Timeframe: To remain eligible for federal financial aid, students must complete a degree program within the maximum allowable timeframe (150% of the normal timeframe) based on student status and program. For example, a full-time student has 6 years or 18 terms to complete a B.A. program. Note that while students are eligible for federal aid for up to 6 years, institutional grant aid is limited to a maximum of 5 years or 15 terms.

Pennsylvania State Grant Eligibility for PA residents: Full-time students must successfully complete a minimum of 24 credits per year (8 per term) to remain eligible for PA state grants. Part-time students must successfully complete 12 credits per year (4 per term). State grants are limited to a maximum of 4 years.

Satisfactory Academic Progress Assessment:

The Financial Aid Office monitors the progress of all students receiving federal, state, or institutional aid, and will verify that each student is meeting the requirements of SAP at the end of each academic year (or after three completed terms). All terms are included in a student's assessment, regardless of whether or not the student received aid.

Course Repeats: When a student repeats a course to replace a low or failing grade, a record of every grade remains on the transcript, but only the highest grade is used to calculate the cumulative GPA. Repeated courses are counted as attempted credits in the assessment.

Withdrawals: Withdrawals or classes dropped before the end of the sixth week will not be included in the academic progress assessment. Classes dropped or withdrawn after the sixth week will be counted as attempted credits in the assessment.

Incompletes: All 'incompletes' must be approved by the academic dean. Students have four weeks from the end of the term to complete the work of the course, otherwise the 'incomplete' automatically becomes an "F" and is counted in the assessment.

Transfer students: Transfer credits are included in the assessment of the quantitative standard as long as the courses count toward the current degree program. Grades from transferred coursework are not included in the calculation of the cumulative GPA; however, only courses in which the student received a "C-" or higher are accepted for transfer.

Change of Academic Program: When a student changes from one degree program and enters another, all coursework completed up to that point is still included in the SAP assessment.

English Language Learner Coursework: ELL courses will be counted in SAP assessments.

Failure to Meet SAP Requirements:

If the Financial Aid Office determines that a student has failed to meet SAP standards at the end of the academic year (or completion of their first three terms), the student immediately becomes ineligible for aid. The student will be notified of the change in eligibility within two weeks of the assessment (typically mid-June for students who enroll for fall and complete a fall, winter and spring term).

Re-Establishing Eligibility for Financial Aid:

A student who has not met SAP standards is encouraged to consult with his/her advisor and the associate dean of academic affairs in order to make a clear plan for regaining eligibility. This plan will include the number of credits the student must successfully complete and the GPA that must be earned in the subsequent term to meet SAP standards.

Students may regain eligibility for aid by continuing with courses to bring their performance back into compliance with SAP standards. Students who are ineligible for aid due to an adverse SAP ruling do not have to wait until the end of the academic year to be reevaluated; they may ask the Financial Aid Office to review their record at the end of each term until their record is successfully brought back into compliance with SAP standards.

Students may choose to take courses at another institution to regain compliance. (See SAP Assessment, Transfer Students.)

SAP Appeals:

A student who fails to meet SAP standards may submit a written appeal to the Financial Aid Office within one month of being notified. An appeal may be submitted on the basis of circumstances beyond the student's control such as: injury, illness, the death of a family member, or other special circumstances with appropriate documentation. The appeal must explain why the student failed to make SAP and what has changed that will allow the student to meet SAP minimum requirements. In addition to the letter of explanation, any supporting documentation the student can provide should be submitted as well. The appeal will be considered by an anonymous committee made up of campus administrators. If granted, the student may be placed on an academic plan to establish criteria the student must meet to make SAP. The student will be eligible to receive financial aid during the term for which the appeal was granted. The financial aid office will review the student's progress at the end of the probationary term.

Financial Aid Awards

Federal Financial Aid– Title IV Funding

Pell Grants – Pell Grants provide need-based grant aid, and are generally available to students whose Expected Family Contribution on the FAFSA is \$5,328 or less, although final eligibility depends on individual circumstances. Pell Grants do not require repayment. Students enrolled less than full time may still be eligible for Pell grants.

Federal Supplemental Education Opportunity Grants – These funds are awarded to Bryn Athyn College annually based on availability of federal funds. The College, in turn, awards the FSEOG funds as supplemental need-based aid to students who are eligible for federal student aid. Priority is granted to Pell recipients with the most financial need. FSEOG awards do not require repayment.

Federal Direct Loan – Subsidized Direct Loans are offered to students who still have financial need after all other financial aid is considered. With a subsidized loan, the federal government pays the interest on the loan until the student graduates, drops below half-time or withdrawals. Unsubsidized Direct Loans are offered to

students in addition to other Federal Aid however interest accrues on the loan immediately upon disbursement to the school. The amount and type of the loan(s) are determined by financial need and class level. Repayment on Direct Loans begin six months after a student graduates, withdraws, or drops below half-time enrollment. The amount of Direct Loans received are reduced by a small percentage to cover origination fees required by the government. Parent PLUS Loans are available for credit-worthy parents. Similar to other Direct Loans, the net amount received is reduced by origination fees determined by the federal government. Students must be attending at least half-time (4.5 credits) to be eligible for Federal Direct Loans.

Pennsylvania State Financial Aid

The Pennsylvania Higher Education Assistance Agency (PHEAA) offers state grants to students who are legal residents of Pennsylvania. PHEAA determines eligibility based on the student's FAFSA. The FAFSA must be submitted to PHEAA by May 1. Students must be taking at least 4 credits to be eligible for PA state grants. For more information, visit www.pheaa.org.

Bryn Athyn College Merit Awards/Scholarships

The Admissions Office reviews all college applicants for merit scholarship eligibility. Students who are awarded Bryn Athyn College merit scholarships must maintain full-time status, good academic standing, and the GPA listed in their award letter. Merit awards are incorporated into need-based financial aid awards (if applicable) and are limited to 4 years of study.

Bryn Athyn College Performance Award - students who did not qualify for a merit scholarship upon admission may be eligible for a \$4,000 annual merit scholarship if they have a cumulative 3.25 GPA or higher after 3 completed terms. The student must maintain full-time status, good academic standing, and a minimum 2.5 GPA to retain the scholarship in subsequent academic years.

Those students who go to part-time status or take time off will have their merit scholarship reinstated when they return to full-time, provided they have met the GPA criteria.

Outside Scholarships

Students are required to notify the Financial Aid Office of any outside scholarships or grants. These grants are incorporated into students' financial aid packages.

Bryn Athyn College Need-Based Grants

Institutional financial aid grants for tuition or housing may be available when aid from other sources does not fully meet the student's financial need. Need is determined from information provided in the FAFSA for domestic students or the certification of finances for international students. Need-based grants are available only to full-time students.

Bryn Athyn College's limited institutional funding is derived from contributions from the annual fund, the Theta Alpha, and from the following endowment funds: The Academy Scholarship Fund; S.S. and H.K. Lindsay Fund; Phoebe Bostock Fund; Vera Pitcairn Fund; C.E. Doering Fund; Charles S. Smith Fund; Wilhelmina Doering Fund; Fred Synnestvedt Fund; Captain Dandridge Ebert Fund; Richard A. Walter Fund.

Work Study Program

Work Study at Bryn Athyn College is designed for students with financial need to help pay a portion of their college expenses. Students may work up to 20 hours per week during the academic year. Specific work study positions and hours depend on position availability, student qualifications and responsibility, student class schedule, and supervisor needs. Students with work study eligibility are given first priority for jobs on campus. All positions within the program must be approved by Student Employment Program Committee. Students should note that paid internships are not part of the work study program and therefore do not count against the maximum of 20 hours per week of work study. Students may arrange to pay a portion of their tuition and fees via an automatic payroll deduction over the course of the academic year.

New Church Grant

A student will be eligible for an annual New Church Grant award of \$3,000 (\$1,500 if receiving a merit award) which will not require repayment, if:

- He or she has been baptized into the faith of the General Church of the New Jerusalem or into one of the following sister New Church organizations: The Lord's New Church (Nova Hierosalyma), The Swedenborgian Church of North America (Convention), the General Conference of the New Church (UK and New Zealand), the Swedenborg Association of Australia, the New Church in Australia, or any other recognized New Church organization; or
- At least one of the student's parents is a member of the General Church of the New Jerusalem or one of the sister New Church organizations listed above.

New Church Grant applications must be submitted during the 1st year of enrollment. Applications will be accepted during subsequent years, however the award will not be backdated to a prior year. Part-time students are eligible to receive pro-rated New Church grants.

New Church Housing Grant

Resident freshmen and returning resident sophomores who are eligible for the New Church Grant will also receive a New Church Housing Grant of \$1,000.

New Church Sibling Grant

An annual award of \$600 per student for families who have more than one New Church Grant eligible student attending the college at the same time.

Faith Education Award

An annual award of \$2,100, available to students who are graduates of a faith-based secondary school and have been admitted into the college after the 2016-17 academic year. Students receiving other merit scholarships from Bryn Athyn College are not eligible for this grant.

Tuition Remission

Tuition-remission eligible students must submit the Tuition Remission Form annually. Submission of the FAFSA is not required to receive tuition remission. However, to be considered for need-based institutional or government aid, including optional student loans, students must complete the 2016-17 FAFSA.

Financial Aid Disbursements and Credit Balances

Financial aid is disbursed in thirds based on Bryn Athyn College operating on a three-term schedule (Fall, Winter, Spring). All aid is generally disbursed the fourth week of each term.

Students with a credit balance on their accounts will receive a check for the amount of the credit balance approximately 10 days after aid is disbursed. Per Federal regulations, reimbursements must be processed within 14 days of aid being received.

Academic Policies

Student Responsibility

Students are responsible for familiarizing themselves with all academic policies in this document.

Registration

The registrar conducts registration periods prior to the beginning of each term. At these times, students can confirm or change their course selections. In the spring term, the registrar conducts a registration period for the next academic year.

Course registration at Bryn Athyn College is considered a contract, binding the student for the entire term. Many commitments are based upon the enrollment anticipated at the beginning of the term. A tuition deposit of \$100 is required prior to registering for classes for the upcoming academic year.

Full-time first year students are required to register with their academic advisors during registration periods as shown in the calendar for the school year. Students pay a \$100 late fee and have any existing registration removed if they do not register on time. All other students are required to register online during the registration periods or meet with their advisor. Online registration will be made available only during the registration periods. Students who have outstanding fees and fines anywhere on the campus (see Fees and Assistance section) or lapsed health insurance (see Health Insurance Policy section) may be prohibited from registering for classes until these matters are resolved.

Students may not take courses above their year level or take courses without the stated prerequisites without the permission of the department chair. Students seeking permission to take a course above their year level should work through their academic advisor to obtain permission.

Advising

Before registering for courses, each full-time or degree-seeking student is assigned an advisor. Advisors help students plan their programs and can assist with registration each term. It is the student's responsibility, however, to understand residency, Core Program, and degree requirements and to plan for the fulfillment of those requirements. Advisors are also available to help students with any academic problems that arise during the term and to refer students to a variety of support services.

Residency Requirements

The residency requirements explained below complement and in some cases overlap major and core program requirements. Students who do not complete required residency courses (e.g., writing, religion) will not be permitted to continue as full-time students unless they register for and complete residency requirements in the next academic term. Residency requirements are more than simply items on a checklist; they are an integral part of the life and mission of the institution. The college community as a whole expects all students to participate readily in these courses.

First Year Seminar (FYS 101)

All fall term first year students are required to take FYS 101. This 1-credit, graded, interactive seminar promotes engagement in the curricular and co-curricular life of the college.

Quantitative Reasoning (QR)

All entering students take a QR proficiency test, which determines placement in the QR program. Students must take Mathematics 101 or place out of it prior to taking any QR-designated courses.

Religion

Religion residency requirements apply while students are in residence; religion residency requirements may overlap the spiritual perspective requirements of the Core Program.

- **Full-Time Students.** Students in attendance for four years must pass either Religion 101 or 110 and attempt another 15 religion credits, as follows:

Resident Terms	Religion Requirements for Full Time Students
1-3	Attempt Religion 101 or 110 and 3 more credits
4-6	Attempt 6 credits
7-9	Attempt 3 credits
10+	Attempt 3 credits
Notes:	Attempting a course requires receiving a grade at the end of the term (not WP, WF, or W).
	If Religion 101 or 110 is not passed in a student's first year, it must be retaken in subsequent years in addition to the required attempted credits until it is passed.
	Students in their third or fourth years may not take 100-level religion courses, except by permission of the chair of the Religion Department.

- **Part-Time Students.** At least six credits in religion must be included within each 31 credits attempted in residence for first- and second-year students. At least three credits must be included within each 31 credits attempted in the third and fourth years.
- **Study Abroad Students.** Bryn Athyn College students attending other universities for one or two terms during an academic year must attempt at least three credits of religion courses in the term(s) they are in-residence at Bryn Athyn College.
- **Transfer Students.** Incoming students must pass either Religion 101 or 110. Incoming students who transfer more than 10 credits beyond the minimum for their year level must attempt at least three religion credits in the year they arrive, as follows:

Transfer Credits	Religion Residency Requirements for Transfer Students in Their First Year of Enrollment
1-10	Attempt 6 credits (including Religion 101 or 110, if available)
11-30	Attempt 3 credits (Religion 101 or 110, if available)
31-41	Attempt 6 credits (including Religion 101 or 110, if available)
42+	Attempt 3 credits (Religion 101 or 110, if available). See notes below.
Notes:	Attempting a course requires receiving a grade at the end of the term (not WP, WF, or W).
	If Religion 101 or 110 is not passed in a student's first year of enrollment, it must be retaken in subsequent years in addition to the required attempted credits until it is passed.
	Students transferring 42+ credits should be aware that the Core Program's spiritual perspective requirement is including 12 credits in religion courses.

Writing

Writing 101 & 202. All full-time students must take Writing 101 in their first year and Writing 202 by the end of their second year. Freshmen are permitted to take Writing 202 only if they (a) passed out of Writing 101 with an AP English score of 5, or (b) earned at least an A- in Writing 101.

Students for whom English is a second language take Writing 101 and 202 in the second year. In their first year ELL Students are automatically enrolled in Writing 100. Those students who believe they do not benefit from taking Writing 100 can request a diagnostic essay to demonstrate writing proficiency. The director of the writing program administers and grades the diagnostic essay. After passing the diagnostic essay, students can discuss a waiver with the director of academic support to take Writing 101 in the first year instead of the second year.

Residency for Degrees

The associate in arts degree requires a total of 62 credits; a minimum of 31 must be Bryn Athyn College credits and the last 27 must be in residence. A bachelor's degree requires at least 124 credits; a minimum of 62 must be Bryn Athyn College credits and the last 27 must be in residence. Exceptions will be made in the final 27 credits-in-residence requirements for those students in approved internships or approved courses or programs taken at other institutions.

Course Load

The average credit load for full-time students is eleven credits per term. Fewer than nine academic credits per term places a student on part-time status. Full-time students should complete at least 31 credits each year in order to reach the minimum 124 credits for graduation and maintain full eligibility for student loans. In addition, to qualify for various kinds of financial aid, students must make Satisfactory Academic Progress (SAP) toward a degree (See Fees and Assistance section for details). Students receiving Bryn Athyn College scholarships must maintain full time status each term and fulfill the requirements of their award letter.

Full-time tuition payment or tuition remission covers 14.5 credits per term. Additional credits, or portions thereof, are billed at the part-time rate. No student may take an overload of more than 2.5 credits (17 total). The cost of overload credits (i.e. above 14.5 per term) is not eligible for grant aid from Bryn Athyn College's financial aid fund. Students must pay for these additional credits through arrangement with the Bursar. Please refer to the Fees and Assistance section for additional information.

Dropping and Adding Courses

Courses may be added during the first week of the term only. Individual courses may be dropped (with no record on the transcript) through the sixth week of the term. After the sixth week, and before the ninth week, dropped courses will be recorded as Withdrew Passing (WP) or Withdrew Failing (WF) as determined by the instructor. A "WF" counts as a failure (F) when computing GPA; "WP" has no impact on the GPA. Courses may not be dropped after the eighth week; if a student withdraws from an individual course after the eighth week, an "F" is recorded on the transcript. Tuition and fees are not refundable when courses are individually dropped unless the drop results in a change of status from full to part-time and occurs before the end of the third week of the term (see Fees and Assistance section).

First-year students must meet with their advisors to add or drop courses. Other students may add and/or drop courses through the registrar or through their advisor. Students should notify their advisors of any changes to registration.

Independent Studies

The purpose of independent studies is to allow students who have demonstrated their ability to do solid work at the collegiate level, and who have the capacity to work on their own, to do course work outside of the catalog offerings. Independent studies are not intended for covering material in existing courses at times other than when the course is scheduled.

The initiative for an independent study usually comes from the student. It might in some cases be suggested by a faculty member or by the student's advisor. The preliminary plan for the independent study can arise through informal discussion with the advisor or a potential faculty supervisor.

Qualifications: Any student proposing an independent study must have completed at least 31 credits and have a GPA of at least 2.7. Students who undertake independent studies must be able to work independently between meetings with the instructor.

Formal Proposal: A student wanting to do an independent study must submit a proposal to the appropriate department chair during the week prior to registration for the term in which the independent study is to occur.

Registration cannot occur without the prior approval of the department chair and the academic dean. Academic departments are under no obligation to meet requests for independent studies. Proposals for independent studies must include the following: Course title & number (299 or 399); academic term; credit to be awarded; supervising faculty member; general statement of material to be covered; a completed

independent study form (available at the College Office). Guidelines for independent study proposals are available at the College Office.

The student should submit the proposal to the supervising faculty member at the time of registration for the term of the independent study. At this time, the student will also submit the independent study form (signed by the department chair and instructor) to the College Office. Independent studies must be approved by the academic dean before they are offered.

Syllabus: Before the end of registration the student will, in consultation with the supervising faculty member, prepare a syllabus for the course for submission to the department chair and College Office. The syllabus should meet Bryn Athyn College standards and include, in addition to the information in the proposal: the goals of the independent study and specific learning outcomes; material to be covered; graded assignments/returns; preliminary bibliography, where appropriate; schedule of meetings and assignments; performance criteria and method of evaluation.

Internships

Students are encouraged to take advantage of internship opportunities to explore career options or for self-exploration. Internships may be paid or unpaid and generally last an entire term, but other schedules can be arranged with faculty approval. While students will be offered guidance and contacts in designing an internship, the student is responsible for securing internship openings.

We expect our interns to represent Bryn Athyn College with integrity and professionalism. Students are eligible for internships once they have completed two full terms at Bryn Athyn College, have earned a cumulative GPA of 2.70 or better, and are in good standing (i.e., not on probation for academic deficiency, academic misconduct, or disciplinary reasons). Students may apply for a GPA waiver to the Dean of Academics if they have not met the GPA criteria. The waiver must be supported by the academic advisor.

Each program has unique internship requirements, which may include papers and/or presentations, but all require a formal learning plan with specific goals and a reflective component such as a field journal.

Internships are generally awarded credit at 50 hours per credit, thus a 3-credit internship requires 150 hours. Students can earn up to 3 credits per term via internships but only a total of 12 internship credits can be applied toward the credit requirement for a baccalaureate degree.

Internship Variants and Related Policies

General internships (EE198/298): For 100-200 level general internships added to a regular academic load, students apply to the Director of Experiential Education. All general internships require a syllabus, reflective component (e.g., journal), and a summary or analytical component (e.g., essay, paper, or presentation). Students earn variable credit (up to 3 per term) depending on hours completed.

Major-related internships (298/398 levels): For major-related internships added to a regular academic load, students apply to the faculty member in charge of the subject area or, in some cases to the Director of Experiential Education. All major-related internships require a syllabus, reflective component (e.g., journal),

and a summary or analytical component (e.g., essay, paper, or presentation). Students earn variable credit (up to 3 per term) depending on hours completed.

Summer internships: Summer internships are Bryn Athyn College courses and are recorded for the summer session. Students pay an internship fee equivalent to 0.5 credits, regardless of the number of credits earned, plus any additional costs needed to cover faculty oversight, as relevant. The registration deadline for summer internships is May 1. Internships performed during the summer may not be recorded in a term other than the summer session, even if preparatory work is undertaken in an earlier term. Students earn variable credit (up to 3 per term) depending on hours completed.

Distance Internships: Students can conduct internships at a distance from the campus but as part-time students since they will not be able to take a regular academic load. Students earn variable credit (up to 3 per term) depending on hours completed but the summer internship fee structure applies (see above).

Withdrawal

If a student wants to leave the college completely before the end of a term, the student must complete the withdrawal process. Dropping courses does not constitute an official withdrawal. To officially withdraw, the student must complete an “Intent to Withdraw” form (available at the College Office) and submit it to the registrar. Once the form is submitted and approved by the academic dean, the student’s courses will be recorded as Withdrew (W). A “W” has no impact on the GPA—no credit or grades are awarded for a term in which the student withdraws. Note that courses with a grade of “W” do count in the SAP calculation of percent of attempted credits that are passed. See the Fees and Assistance section on Satisfactory Academic Progress (SAP) for more information. Failure to complete a withdrawal form will result in grades being recorded for that term’s courses and continued billing. Students who have withdrawn or who have been absent from the college for at least one term must complete the appropriate renewal of attendance paperwork with the Admissions Office.

Registration at Bryn Athyn College is considered a contract, binding the student for the entire term. Many commitments are based upon the enrollment anticipated at the beginning of the term. When a student officially withdraws from all courses, any refund of tuition will be governed by the policy outlined in the fees and assistance section of this document.

When a student who received Federal Title IV financial aid withdraws, the unearned portion of these awards will be returned to Federal Title IV financial aid programs. Federal Title IV financial aid includes the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), the Federal Stafford Loan, and the Federal Parent Loan for Undergraduate Students (PLUS).

Bryn Athyn College returns any unearned portion of financial aid in accordance with federal guidelines. Students should note that the requirement to return Federal Title IV funds may result in a balance due to Bryn Athyn College subsequent to withdrawal.

Auditing Courses

Full-time students wishing to audit a course may do so with permission from the department chair. This permission must be obtained before the end of the first week of a term. Each instructor sets the course's auditing policy regarding attendance, participation, and returns. After the first week of a term, students may change from credit to audit status only with the permission of the department chair. After the sixth week of the term, students changing from credit to audit status will also receive a grade of WP or WF (see Dropping and Adding Courses section). Students may not change from credit to audit status after the eighth week.

Part-time students wishing to audit a course may do so with permission of the associate dean of academic affairs and department chair, and they must pay the appropriate fees (see Special Fees section).

Course and Grade-Related Policies

Credits

Bryn Athyn credits are awarded on a trimester basis but carry semester credit. For the average student, one credit represents a total of at least 37.5 hours of work in class activities and outside preparation. The distribution of time between class activities and outside preparation varies depending on the type of course. Typically, courses that involve lecture, discussion, or recitation require at least 12.5 instructional hours per credit. Therefore, the distribution of time is usually about one-third formal instruction and two-thirds out-of-class preparation. Credits may also be awarded for at least an equivalent amount of work in other academic activities such as laboratory work, internships, practica, or studio work.

Attendance

In general, instructors set their own policies for student attendance in courses. However, fall term 100-level courses require that students not miss more than 10% of classes without incurring a penalty in the course. All students registered or waitlisted for a course are expected to attend the first class since over-enrolled courses will drop registered students in favor of waitlisted students who attend the first class. Deans do not give permission for students to miss classes, though at times deans may inform instructors of unusual circumstances leading to absences.

Rendering Assignments

All academic work must be completed at the time specified by the instructor. Work not rendered on time may be graded "F." A change in grade for work rendered late is a prerogative of the instructor, not a right of the student. Announced classroom tests or other written work or oral presentations from which a student is absent without excuse may also be graded "F."

Field Trips

Field trips refer to planned trips that fall outside regularly-scheduled class time and affect the course grade. Field trips can enrich courses and avoid making unreasonable demands on students' time or attendance in other courses with the following procedures:

Instructors notify the appropriate department chairs of all field trips at the start of the term. Field trips must be identified clearly in the course syllabus with information regarding how much the trip contributes to the final grade. If possible, course bulletin descriptions should mention any field trips.

The hours spent on a field trip should be acknowledged through some release from lecture/lab time, including homework time. For an approximate example, 4-6 hours of fieldtrip time might be swapped for 70 minutes of lecture (plus the 140 minutes of homework attached to the lecture) in order to respect students workload by removing something in order to offset the fieldtrip.

In addition, courses will not include any overnight trips or “mandatory” trips. Students with unworkable conflicts should be able to opt for an alternative assignment. The alternative assignment should be clearly described in writing well in advance of the field trip date.

Exam Policy

Students sit for final exams at the time and place scheduled. Instructors may not reschedule exams. Only the academic dean may make exceptions, and generally only for unforeseen personal crises. Students who have three or more exams scheduled for the same day may petition the academic dean to reschedule the exams so that no more than two are on the same day. Students petitioning to reschedule an exam must submit the reschedule petition to the academic dean at least two weeks before the exam week begins.

Grading System

Letter	GPA	Letter	GPA
A+, A	4.00	D	1.00
A-	3.70	D-	.70 (lowest passing grade)
B+	3.30	F	0.00 (Failure)
B	3.00	I	Incomplete (see below)
B-	2.70	WP	Withdrew Passing
C+	2.30	WF	Withdrew Failing (0.00 points averaged into student's GPA)
C	2.00	P	Pass (no grade points assigned)
C-	1.70	IP	In Progress
D+	1.30		

Incomplete

When for reasons beyond their control, such as serious illness, students do not complete a course as scheduled, their work may be marked Incomplete (“I”). This work must be completed by the end of the fourth week following the term in which the “I” is given; otherwise the “I” will automatically be changed to “F.” Granting an incomplete is strictly at the discretion of the academic dean or associate dean of academic affairs, in consultation with the instructor; all incompletes must be approved by the academic dean or associate dean of academic affairs. Coursework required to complete a course and move from an “I” to a grade is entirely the student’s responsibility. Instructors are not expected to set up extra meeting times for students with an Incomplete.

Failure

Failure in a required course means that the course must be repeated successfully before the student will receive a degree. A failed elective course does not require either make-up or substitution. Students who fail a required course at Bryn Athyn College and then pass an equivalent course elsewhere satisfy the requirement once the credits transfer, but the failing grade is not replaced. To replace a Bryn Athyn College grade a student must retake the course at Bryn Athyn College.

Pass/Fail Option

A Pass/Fail option to the regular grading system is offered on a limited basis to encourage registration in a course that the student might otherwise avoid as too difficult. The option thus invites intellectual curiosity and mature response apart from grades. The pass/fail option is open to students in good academic standing and is limited to one course per term and two courses in the academic year. The pass/fail option applies only to courses taken as elective credit, not for any required courses for degrees or for residency. A Pass is not computed in the GPA; a Fail will be computed in the GPA. Students should be aware that Pass/Fail courses generally do not transfer for credit. Students may select the pass/fail option at the time of registration and may change their registration from graded to pass/fail up until the end of the sixth week of the term.

Repeating Courses

Students may repeat courses to replace a failing or a low grade. A record of every grade remains on the transcript, but credit is awarded only once, using the highest grade to calculate cumulative GPA. Certain courses are designated in the course bulletin as repeatable; they may be taken twice for credit. Note that there may be limits on the number of credits that can be applied to degree requirements in certain areas (e.g., 12 internship credits). If a student chooses to receive credit only once in a course that may be repeated for credit, then the highest grade is used for cumulative GPA purposes.

Grade Point Average (GPA)

Grade points earned in a course are calculated by multiplying the number of credits by the grade point number corresponding to the grade earned. A student's overall grade point average is calculated by dividing the total of earned grade points by the total term credits of courses taken. The following is an example of how to compute the grade point average for a term:

Course	Grade	Points	Credits	Total Points
Writ101	F	0.00	x 3	= 0.00
Bio110	B+	3.30	x 4	= 13.20
Ed128	C-	1.70	x 3	= 5.10
Hist117	A	4.00	x 3	= 12.00
PE127	A-	3.70	x 1.5	= 5.55
			= 14.5	= 35.85

(Divide total grade points by total number of attempted credits. GPA here would be 35.85 divided by 14.5 = 2.47, and credits earned would be 11.5.)

Academic Honors

A Dean's List will be posted following the close of each term showing the names of all students who have earned an average of 3.50 or better for the term and who have taken at least 11 academic credits for that term. Courses graded "P" do not count towards Dean's List. Students with any Incompletes will not be eligible for Dean's List for that term.

Candidates for the associate in arts, Bachelor of Arts, or Bachelor of Science degrees who have a cumulative grade point average of 3.50 or better and who have been approved for graduation by the faculty will be awarded associate in arts degrees "with distinction" or Bachelor of Arts or Bachelor of Science degrees "cum laude."

The faculty may grant awards based on scholarship, contributions to the college's intellectual life, and affirmation of the institution's distinctive principles.

Disruptive Behavior

Membership in the academic community depends on all members maintaining a positive learning environment in which the behavior of any individual does not disrupt teaching or learning. Disruptive behavior negatively affects the educational experience of others in the class and it is not permitted. Disruptive behavior in class includes, but is not limited to, arriving late or leaving early, inappropriate use of electronic devices, talking out of turn, insulting others, refusing to follow the instructor's directions, and sleeping or other overt inattentive behavior. Students who engage in disruptive behavior will be given a warning and then will be dismissed from class if the disruptive behavior continues. Students who are dismissed three times from class are referred to the Dean of Students before being permitted to attend class.

Grievance Procedure: Grades or Dismissal from Class for Disruptive Behavior

Bryn Athyn College recognizes that problems or disagreements over grading or dismissal from class for disruptive behavior occasionally will arise. It is usually in the best interest of both the institution and the student to resolve such problems as soon as possible at the lowest possible administrative level. In order that students may be assured fairness in the consideration of such problems, a process of appeal and review to higher levels of authority has been established. The objectives of this process are to ensure that students have the opportunity to present grievances regarding academic actions or inactions by members of the faculty, and that the college has a consistent way of resolving those grievances in a fair and just manner.

The student should first attempt to resolve his/her grievance informally by discussing it with the faculty member involved. Usually, satisfactory resolution can be achieved at that level. If the matter is not resolved to the student's satisfaction, then the student may seek further review by submitting a statement of the problem in writing to the appropriate department chair. The statement should include an explanation of the problem, a listing of the facts relevant to it, a summary of any action or attempted resolution undertaken by the student, and a description of the desired resolution. The statement must be presented to the department chair within fifteen (15) days of the occurrence of the problem. The department chair will then meet with both the student and the faculty member to discuss the grievance. After reviewing all relevant information, the department chair will inform the student in writing of his/her decision regarding the grievance, normally within ten (10) working days after receiving the statement.

If the decision of the department chair does not resolve the matter to the student's satisfaction, the student may request further review by submitting a statement of the problem in writing to the associate dean of academic affairs. The statement should include an explanation of the problem, a listing of the facts relevant to it, a summary of any action or attempted resolution undertaken by the student, and a description of the desired resolution, along with a copy of the department chair's decision. The statement must be presented to the associate dean of academic affairs within five (5) days after the date of the department chair's decision. Whether to accept such request and review the grievance is within the sole discretion of the academic dean. If the dean accepts the request, she/he will inform the student in writing of her/his decision regarding the grievance within ten (10) working days after receiving the statement. The decision of the associate dean of academic affairs is final, and there is no further appeal following the associate dean's decision.

Academic Progress

Advancement

Students who attempt nine academic credits in a term are considered full time for the term. Students who earn at least 31 credits each year will meet the minimum 124-credit baccalaureate requirement in four years.

Advancement to second-year status: Students who earn 31 credits advance to second-year status. Students admitted on a provisional basis will be assessed individually and may be advanced to second year status with fewer than 31 credits completed.

Major Declaration: Students should declare a major by the end of their fifth term. All baccalaureate-seeking students who have accumulated 50 credits or more must apply to a baccalaureate program by the first of April of that academic year in order to register for courses in the next academic year. Students who do not apply to a major will be blocked from registering for courses until they complete an application [note that an application to a major does not require acceptance]. Students seeking only an Associate in Arts degree are not required to declare a major.

Advancement to third-year status: Second-year students who earn 62 credits advance to third-year status.

Advancement to fourth-year status: Third-year students who earn 93 credits advance to fourth-year status.

Satisfactory Academic Progress

All students must make Satisfactory Academic Progress (SAP) toward a degree to maintain eligibility for student financial aid. This requirement applies in the same way to students receiving any kind of aid whether it is federal, state, or institutional. Students must meet both qualitative and quantitative standards (see the Fees and Assistance section for details).

Academic Deficiency

Students who experience academic difficulties need both feedback and support. (See the section on Academic Support Program: ACE below). Bryn Athyn College takes three formal feedback actions based on student academic deficiencies such as low GPA and failed courses. These actions do not reflect incidents of academic misconduct which are addressed elsewhere in this publication (see Academic Misconduct section).

A student who maintains a cumulative and term GPA of at least 2.00 each term is considered to be in academic good standing and is eligible for continued enrollment. If a student performs poorly, the associate dean of academic affairs places him/her on Academic Probation or Academic Suspension, depending on the severity of the problem. These actions are noted on the student's transcript and remain part of the student's academic record. Transcripts also note when students move off probation. Students who are on academic probation or academic suspension are not in good academic standing. Not being in good standing hampers progress in degree programs, disqualifies students for internships and study abroad, and affects eligibility for financial aid.

Actions for Academic Deficiency

Mid-Term Grade Alert: Bryn Athyn College uses a mid-term grade alert system for students who have a failing or D-range grade at mid-term. Students who receive a mid-term grade alert must meet with their academic advisor and devise a plan to improve their performance. A student's constructive responsiveness to a mid-term grade alert is taken into consideration in the academic deficiency actions described below. Students on academic probation who receive a mid-term grade alert must take particular actions before the end of the term (see below).

Academic Alert: Students are given an Academic Alert if their cumulative GPA is below 2.30. Students with an Academic Alert are expected to meet with their advisors to devise a plan for improving their cumulative GPA, including possible remedies such as retaking courses with a low grade, using the academic support program, improving study habits, and adjusting workload and other demands on their time. Students move off of academic alert when the cumulative GPA rises to 2.30 or better. (Academic Alert status is not noted on the transcript.)

Academic Probation: Academic probation is an indication of serious academic difficulty and applies when a student's GPA for a term falls below 1.50 or cumulative GPA falls below 2.00. Students whose performance warrants academic probation will be notified that they may maintain student status after successfully completing an appeal for probation that includes a commitment to utilizing the academic support program. The form for the appeal is included with the probation notification. The appeal must be completed, with assistance from the student's academic advisor, and submitted to the associate dean of academic affairs before the end of the first week of the new term. The student's records are tentatively annotated to reflect probationary status during the appeal process. Failure to complete the appeal results in academic suspension with all fees due per the fees and refunds policies (see Fees and Assistance). Once the associate dean of academic affairs approves a probationary period, the student will be restricted to a course load of no more than 12 credit hours until the student returns to good academic standing by raising their cumulative GPA to at least 2.00. The associate dean of academic affairs may suspend students on probation *before the end of the term* if they fail to meet the commitments agreed to in the appeal for probation.

Students who are on academic probation and who receive a mid-term grade alert must complete the appeal form for the subsequent term at least four weeks prior to the start of the next term in order to be eligible for consideration for probationary status in the subsequent term. Students must meet with their academic advisor

to complete the form. Failure to complete the appeal form by four weeks prior to the subsequent term will delay re-entry for at least one term.

Academic Suspension. A student may be placed on academic suspension if that student’s cumulative GPA is below the minimum required for continued enrollment (see table below), if the student has not achieved good standing after two successive terms of being on academic probation, or if the student disengages from the academic life of the college (e.g., a term GPA below 1.0, failure to attend classes, or failure to complete probation paperwork). The period of suspension is six months following a first suspension. Following a second suspension, the period of suspension is one calendar year. In order to re-enroll, a suspended student must show evidence of ability to complete an academic program (e.g., satisfactory performance at another institution or satisfactory performance in employment) and complete the appropriate paperwork with the Admissions Office. A student suspended for a third time will not be considered for re-entry.

Total Credits Attempted (includes all credits attempted plus transfer credits or credits earned by exam, e.g., AP)	Cumulative GPA for Academic Suspension	Minimum GPA required on remaining credits to get to 124 with a 2.00
1-27	Less than 1.00	2.26 (assuming a 1.0 GPA & 27 completed credits)
27.5-54.5	Less than 1.50	2.35 (assuming a 1.5 GPA & 54 completed credits)
55-81.5	Less than 1.75	2.41 (assuming a 1.75 GPA & 81 completed credits)
82-108	Less than 1.90	2.49 (assuming a 1.9 GPA & 108 completed credits)
109 or higher	Less than 1.95	2.38 (assuming a 1.95 GPA & 115 completed credits)

All decisions concerning academic standing are made by the academic dean who may delegate the decision to the associate dean of academic affairs. The academic dean or associate dean of academic affairs may require a student to sign an academic contract to help ensure sufficient support.

Official notification of suspension comes from the associate dean of academic affair’s office and occurs usually within one week of when term grades are due. Notice of suspension may occur also during the term.

Appeal Procedure: Suspension Due to Academic Deficiency

A student wishing to appeal an academic deficiency suspension must send a written appeal to the academic dean no later than four weeks prior to the start of the term for which the student wishes to enroll. Students who anticipate being suspended after the current term may file a written appeal prior to receiving the suspension notice, which allows the student’s appeal to be submitted prior to the four-week deadline. The appeal should state why academic probation in the subsequent term would be a more appropriate action than suspension. The appeal should include an analysis of what caused the academic deficiency and what the student has done to correct the situation. The appeal must also include an “appeal for probation” form completed by the student with the student’s academic advisor. The academic dean will convene an appeal

panel consisting of the associate dean of academic affairs and two core faculty members and/or senior administrators. The panel will provide counsel for the academic dean's final decision, which will be communicated to the student as soon as possible but within two weeks of the written appeal being received and final term grades being submitted. (The academic dean may modify the schedule for the panel when the college is not in session such as during the summer.)

In special circumstances students may appeal for probation instead of suspension after final term grades are submitted and prior to the start of the next term. These special circumstances are limited to students whose course grades at midterm were all above the D range and who faced a circumstance beyond the student's control that had a significant impact on the student's academic performance.

Suspended students may also appeal for an early return (less than six months after suspension) not later than four weeks prior to the start of a term.

Academic Support Program: ACE

The Academic Career Excellence (ACE) program consists of several academic support centers and a limited peer tutoring program. The academic support centers provide assistance in math, science, writing, and study habits.

- **Math Center.** The Math Center is open each week to help any student with math homework or test preparation.
- **Writing Center.** Students request appointments to get help with paper assignments, with general grammatical questions, or with any part of the writing process. Writing tutors are ready to meet with students at a time that works for the student. The Writing Center teaches writing skills; it does not act as an editing service.
- **Science Center.** Students seeking help with understanding their science classes or homework can attend a weekly session with an instructor in the science lab, or can set up an individual time to meet with the instructor.
- **Supported Study.** Typically, ACE hosts 10-15 hours per week of supported study in the Swedenborg Library. This program is designed primarily for students in academic jeopardy (on warning, probation, or admitted provisionally), but is open to any student in need of academic support or a quiet place to work. A tutor is available to answer questions and support students in establishing a routine of study.

In addition, students can obtain assistance with research questions from the library staff. By inquiring at the front desk in the library, a student will be helped with using the search engines or with other research-related questions by a trained staff person.

A limited, institutionally-funded peer tutoring program is also available for students in danger of losing good academic standing status. Students who qualify for this assistance will be assigned to an appropriate peer tutor by the Head of Academic Support Center, Kelly Ballard. Students may also request tutoring at their own expense and the Director of Student Support will assist in locating a tutor.

Students will be referred to the academic support program as follows:

- **First Term Students.** Based on initial feedback from instructors in the 3rd or 4th week of a term, students deemed at risk of failure (e.g., poor academic performance, attendance problems) will be expected to meet with their advisor to devise a different approach to academics. Based on mid-term feedback from instructors, students at risk of failure will be required to meet with their advisor to discuss a formal plan that includes using the academic support program.
- **Subsequent Terms.** Students given an Academic Alert are expected to meet with their advisors to devise a plan for improvement that makes use of the academic support program. Students eligible for Academic Probation must submit an appeal for probation that commits to using the academic support program (see Academic Support section).
- **An Early Alert System** is used to identify students experiencing difficulties with academics as soon as possible. The Early Alert Committee reviews these alerts to determine a suggested course of action and support for students identified through these alerts.

Academic Misconduct

Students who engage in any form of academic misconduct fail to meet Bryn Athyn College's expectations for academic integrity. There are several categories of academic misconduct, discussed further below. Students are responsible for knowing what constitutes academic misconduct and for seeking clarification if they are unclear about it.

Categories

- **Cheating.** Cheating is the misrepresentation of one's work or one's abilities, often in a testing situation. It includes such things as the use of impermissible and/or unacknowledged materials, information, or study aids in any academic activity. Using books, notes, calculators, conversations with others, etc. when their use is restricted or forbidden, constitutes cheating. Similarly, students may not request others (including commercial term paper companies) to conduct research or prepare any work for them. Students may not submit identical work, or portions thereof, for credit more than once without prior approval of the instructor to whom the work is being submitted for the second or subsequent time.
- **Fabrication.** Fabrication is the falsification or invention of any information or citation in an academic work. "Invented" information may not be used in any laboratory report or other academic work without authorization from the instructor. It is improper, for example, to analyze one sample in an experiment and "invent" data based on that single experiment for several more required analyses. Students must also acknowledge the actual source from which cited information was obtained. A student should not, for example, reproduce a quotation from a book review and claim that the quotation was obtained from the book itself.
- **Plagiarism.** Plagiarism is the representation of the words or ideas of another as one's own in any academic work. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be cited properly according to the accepted format for the particular discipline or the teacher's instructions. Acknowledgment is also required when material

from any source is paraphrased or summarized in whole or in part in one's own words. A footnote acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material. Information that is common knowledge, such as names of leaders of prominent nations, basic scientific laws, etc., need not be cited; in addition to materials specifically cited in the text, other materials that contribute substantially to one's understanding of the subject should be acknowledged as Works Consulted. Sometimes plagiarism can be a subtle issue. Students are encouraged to discuss any questions about what constitutes plagiarism with the faculty member teaching the course.

- **Denying others access to information or material.** It is a violation of academic integrity to deny others access to scholarly resources or to deliberately impede the progress of another student or scholar. Examples of violations of this type include giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals; deliberately misplacing or destroying reserve materials; and altering someone else's computer files.
- **Facilitating Violations of Academic Integrity.** It is a violation of academic integrity for a student to aid others in violating academic integrity. A student who knowingly or negligently facilitates a violation of academic integrity is as culpable as the student who receives the impermissible aid, even if the former student does not benefit from the violation.

Actions for Academic Integrity Violations

All faculty members are required to report every incident of academic misconduct to the associate dean of academic affairs. The associate dean of academic affairs, or designee, discusses the incident with the student, explains the academic repercussion (automatic failing grade for the assignment; possible failure of the course per the instructor's course policy), and takes one of the following actions:

- **Academic Misconduct Warning.** Minor incidents of academic misconduct (e.g., a mis-quote or statement not properly cited) result in the student being warned. A record of the warning is maintained as long as the student is enrolled. The record is maintained confidentially and separately from other records and when the student leaves Bryn Athyn College that record is destroyed.
- **Academic Misconduct Probation.** A second minor incident of academic misconduct or a first incident of a more serious nature results in the student being placed on probation for at least one term and reduces eligibility for financial aid for the subsequent term of enrollment. Records of this action are maintained the same way as described above.
- **Academic Misconduct Suspension.** A third minor incident of academic misconduct or second more serious incident results in the student being suspended for at least one academic term and reduces financial aid for the current and the subsequent terms of enrollment. In addition, a major incident of academic misconduct (e.g., an entire paper plagiarized or a cheating scheme executed) can result in immediate suspension. In addition, Bryn Athyn College reserves the right to remove, at any time, students whose conduct it regards as detrimental to themselves or to the institution. Students renewing attendance after suspension must complete the appropriate paperwork with the Admissions

Office. Neither Bryn Athyn College, the Academy of the New Church, nor any of its officers or directors shall be under any liability for such removal.

Students who are on misconduct probation, or misconduct suspension are not in good academic standing. Not being in good standing hampers progress in degree programs, and disqualifies students for internships and study abroad. Academic misconduct probation decreases eligibility for financial aid; academic misconduct suspension removes eligibility for financial aid.

Students are notified in writing by the academic dean of any academic misconduct action taken against them and of their right to appeal the action through a grievance procedure.

Grievance Procedure: Misconduct

Any student wishing to appeal the academic misconduct action must notify the associate dean of academic affairs in writing within seven days of receiving his or her official notification of misconduct action. When the college is in academic session, once written notification is received from a student that he/she wishes to appeal an academic misconduct action, then within seven days the academic dean must convene an appeal panel consisting of the academic dean (non-voting chair), the associate dean of academic affairs, and two selected faculty members or administrators, and three representatives from student government. The academic dean may modify the timing of the appeal panel when the college is not in session (between terms or over the summer).

The panel follows the procedure below:

- The academic dean calls the meeting to order, reviews the procedures, and stresses the importance of confidentiality in order to protect the student involved.
- The academic dean or associate dean of academic affairs presents the facts of the case to the panel.
- The student making the appeal has the right to explain his/her actions and reasons for appealing the action.
- Panel members may ask questions of either the associate dean of academic affairs or the student making the appeal for the purpose of clarification regarding the facts of the case.
- After all questions have been addressed, the student making the appeal is dismissed.
- The associate dean of academic affairs discusses with the panel his/her reasoning for issuing the misconduct action.
- The associate dean of academic affairs recuses him/herself so that the members of the panel can deliberate on the appropriateness of the misconduct action.
- The panel members vote by written ballot whether to affirm or modify the misconduct action. A decision to modify the misconduct action should be based on clear and convincing evidence that the action was inappropriate given the facts of the case.
- If a majority of the panel votes to modify the misconduct action, a second vote by written ballot is taken to suggest the modified action. If a majority does not vote to modify the misconduct action, the action stands.
- The associate dean of academic affairs is invited back into the room to be informed of the outcome of the vote.
- The academic dean may or may not accept the panel's counsel.
- The associate dean of academic affairs notifies the student of the outcome of the appeal in writing within 24 hours of the adjournment of the meeting.

Records

Privacy

Bryn Athyn College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, and hereby makes public notification of the law. Students with questions about this notice or about FERPA should contact the registrar, Casey Schauder at casey.schauder@brynathyn.edu or 267-502-4828, or direct questions to the U.S. Department of Education, c/o Family Policy Compliance Office, U.S.

Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-5901, 202-260-3887,

(<http://www.ed.gov/policy/gen/guid/fpco>). Students have the right to file a complaint with the U.S.

Department of Education concerning alleged failures by Bryn Athyn College to comply with the requirements of FERPA. Students may file a written complaint by writing to the Family Policy Compliance Office at the address above.

FERPA affords students certain rights with respect to their education records. These rights include:

- The right to review and inspect his/her own education records. A student has the right to inspect and review his/her own education records within forty-five (45) calendar days of the date the registrar receives a request for access to the records. A student seeking to inspect and review his/her own educational records must make a written request to the registrar at casey.schauder@brynathyn.edu. The written request must identify the record(s) he/she wishes to inspect. Upon receipt of such written request, the registrar, or his/her designee, shall make arrangements for access and shall notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, then he/she shall advise the student of the correct official to whom the request should be made.
- The right to request the amendment of his/her own education records. If a student believes that his/her own education records contain inaccurate or misleading information or otherwise violates the student's privacy rights under FERPA, the student may submit a request, in writing, to the registrar, seeking an amendment of the record. The written request should identify the part of the education records that the student wants changed and should specify why it is inaccurate or misleading or otherwise violates the student's privacy rights. Within a reasonable time after receiving such a written request, the college shall decide to either amend the education records as requested or shall notify the student that it has decided not to amend the records and that the student has the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.
- In general, a student's education records must be protected and not made available in order to protect the student's privacy. Therefore, a student's personally identifiable information contained in his/her education records may not be released to a third party, including family members, without written authorization of the student, except to the extent that FERPA authorizes disclosure without such consent. There are several exceptions to the restriction on disclosure. To obtain information regarding all of the circumstances under which disclosure may occur in accordance with FERPA law and regulations, contact casey.schauder@brynathyn.edu or visit the U. S. Department of Education,

Family Policy Compliance Office (FPCO) website at <http://www.ed.gov/policy/gen/guid/fpc>.

Four common exceptions follow:

1. **Health or safety emergency.** FERPA permits the disclosure of information from student education records “to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.” Safety concerns warranting disclosure could include a student’s suicidal statements or ideations, unusually erratic and angry behaviors, or similar conduct that others would reasonably see as posing a risk of serious harm. This exception does not authorize “knee-jerk” or (in most cases) “broadcast” disclosures, but a limited disclosure to a limited number of people, made on the basis of a good-faith determination in light of the facts available at the time, is highly unlikely to be deemed a violation of FERPA, even if the perceived emergency later turns out, in hindsight, not to have been one. In general, and when reasonably possible, the initial disclosure should be made to professionals trained to evaluate and handle such emergencies, such as campus mental health or law enforcement personnel, who can then determine whether further and broader disclosures are appropriate.
2. **Parental exceptions.** Once a student is in attendance at a postsecondary institution, all rights provided by FERPA rest with the student, even if the student is younger than 18 years old. Information in education records may therefore be disclosed to the parent of a college student only with the student’s consent or in one of the two instances in which FERPA specifically addresses communications to parents. First, FERPA permits (but does not require) disclosures of any or all education record information to a student’s parents if the student is their dependent for federal tax purposes. To rely on this exception, Bryn Athyn College must verify the student’s dependent status, normally either by asking the student for confirmation or by asking the parents for a copy of the relevant portion of their most recent tax return. Second, FERPA permits (but again does not require) disclosure of information to a parent or legal guardian regarding any violation of law or of an institutional rule or policy governing the use or possession of alcohol or a controlled substance, if the institution has determined that the student committed a disciplinary violation with respect to such use or possession and the student is under the age of 21 at the time of both the violation and the disclosure.
3. **School officials with legitimate educational interests.** A school official is a person employed by Bryn Athyn College in an administrative, supervisory, academic or research, or support staff position (including security personnel and health/counseling staff and work study students); a person or company with whom Bryn Athyn College has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Trustees. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional duties.
4. **Directory information.** Another exception that permits disclosure without prior written consent is disclosure of student directory information of current students. The primary purpose of directory information is to allow the institution to include this type of information in publications. Bryn Athyn College designates the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Date and place of birth
- Photograph
- Major field of study
- Dates of attendance
- Level of education
- Enrollment status
- Degrees, honors, and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The most recent previous educational agency or institution attended

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. A student has the right to advise the institution that he/she does not wish the college to disclose any or all of the above-listed directory information without the student's prior written consent. If a student wishes to exercise that right, the student should contact the registrar in writing within 30 calendar days of the date of enrollment and must specify the type(s) of directory information that the student does not want disclosed without prior written consent.

Transcripts

Requests for transcripts should be submitted to the College Office well in advance of application deadlines. Additional transcripts must be requested upon completion of subsequent terms. Transcript request forms are available at the College Office, on the College's website, or may be obtained by mailing written requests to: Transcript Requests, Bryn Athyn College, PO Box 717, Bryn Athyn, PA 19009, or by calling the College Office at (267) 502-2474. The cost, payable by cash, check (made out to "Bryn Athyn College"), or credit card, is \$5.00. Same-day rush requests are \$10.00. Supporting documents (e.g., course bulletins and course descriptions) can be found at the Bryn Athyn College website: www.brynathyn.edu.

Syllabi

Students may request a syllabus from the College Office for any course they have taken. There is no charge for syllabi.

Student Conduct and Student Life Policies

Student Responsibility

Each student is responsible for knowing and adhering to all student life policies and this Code of Conduct. While the policies and code outlined in this handbook provide students with an effective set of guidelines for personal conduct, the College retains the right to instate additional policies and regulations or to modify existing ones as needs may dictate. Updated policies and regulations can be found under the Student Life section of the BAC Website: <http://www.brynathyn.edu/student-life>.

Office of Disability Resources

The Office of Disability Resources at Bryn Athyn College helps to ensure equal educational access and opportunity for all members of our community. Members of the ODR staff work individually with each student to understand his or her strengths and limitations in order to develop their most effective and comprehensive accommodation plan.

In addition to working in a direct service capacity with our students, the Office of Disability Resources also collaborates with administrators, faculty, and staff to ensure that the facilitation of reasonable and appropriate accommodations for students with documented disabilities is provided. Bryn Athyn will offer reasonable and appropriate accommodations to assist otherwise qualified persons in achieving access to its programs, services, and facilities. Documentation must be submitted to ODR and an intake appointment is conducted to develop an accommodation plan directly with the student in accordance with Section 504 of the Federal Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

We believe that our policies and mission carry out the intent of Section 504 of the Federal Rehabilitation Act, which states:

“No otherwise qualified individual with a disability in the United States, as defined in section 7(20), shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”.

Discrimination, Harassment and Retaliation

Non-Discrimination, Harassment and Retaliation Statement

Bryn Athyn College is an equal opportunity institution. The college is committed to ensuring equal opportunity in all employment decisions, policies, and practices, and in connection with all educational programs and activities (including but not limited to recruitment, admissions, access to programs and course offerings, counseling, financial aid and scholarships, employment, use of facilities, housing, and college-sponsored extracurricular activities).

Bryn Athyn College will not engage in or tolerate unlawful discrimination, harassment, or retaliation on account of race, color, national origin, sex, handicap/disability, or membership in any other group protected under applicable local, state, or federal law.

For information regarding civil rights or grievance procedures, contact the Office of Human Resources (267-502-6038) or the Dean of Students (267-502-2482). For information regarding services, activities and facilities that are accessible contact the Dean of Students.

Harassment Policy

Bryn Athyn College will neither engage in nor tolerate sexual or any other form of unlawful harassment. By way of example only, the following behaviors and/or communications are inappropriate and as such prohibited, regardless of whether they are illegal:

- Requiring sex or the performance of sexual favors by a student as a condition for satisfying successfully the academic requirements for a course of study or for continued enrollment and participation as a student of the college.
- Requiring sex or the performance of sexual favors by a student as a condition for qualifying for or continuing in a work study program with the college.
- Requiring sex or the performance of sexual favors by a student as a condition for establishing eligibility for or enjoying any term, condition, or benefit associated with any of the college's academic or student services or programs.
- Punishing a student with regard to any term, condition, or benefit associated with any of the college's academic or student services or programs because he or she did not submit to sexual advances or making any academic, disciplinary, or other decision based on a student's submission to or refusal to submit to sexual advances.
- Sexual or suggestive pictures, photos, cartoons, emails, Internet web sites, jokes, slurs, profanity, nicknames, conversations, questions, innuendo (verbal and non-verbal), objects, and symbols; frequent and/or inappropriate comments on appearance; repeated requests for dates; excessive and/or inappropriate touch; and other inappropriate behaviors and/or communications of a sexual, suggestive, or biased nature.
- In educational instruction, there may be times when sexuality is an appropriate topic of conversation. In these situations, the discussions of sexuality and related issues (1) should be limited to educational or other legitimate purpose; (2) should be professional without being excessive in terms of focus or explicitness; and (3) should not include profanity, offensive wording or insinuation or suggestive, explicit or inappropriate humor.
- Pictures, photos, cartoons, emails, Internet web sites, jokes, slurs, epithets, nicknames, conversations, questions, objects, symbols, imitations, and other communications/behaviors which reflect negatively upon, stereotype, or disparage any protected group, e.g., any race, color, sex, national origin, age, or disability.
- Hostile, abusive or demeaning communications or behaviors related to a protected group or directed at someone because of his or her membership in a protected group.

It is important to remember that these prohibitions apply not only to oral and written communications, but also to electronic communications via the college's technology, which includes email and voicemail, Internet communications and searches, and other technology-assisted communications.

The prohibitions on inappropriate behavior set forth above apply not only on the college campus itself but also to all other academic-related settings, such as on-site locations as well as academic-related social functions. It is of no defense to inappropriate behavior that there was no bad intent, it was only a joke, or that it was not directed at any person. It is also important to keep in mind that these are only some examples of inappropriate behavior.

Any student who violates the college's harassment policy will be subject to the disciplinary actions described in the Disciplinary Action section.

Retaliation Policy

Bryn Athyn College will neither engage in nor tolerate unlawful retaliation of any kind against any student who makes a complaint of unlawful discrimination, harassment, or retaliation, serves as a witness, or otherwise participates in the investigatory process. As with all other provisions of this policy, all students are protected by this provision as well as restricted in terms of what they do.

It is no defense to retaliation that the complaint did not have legal merit. Generally speaking, so long as a student acts in good faith in making a complaint alleging unlawful discrimination, harassment, or retaliation, serving as a witness, or otherwise participating in the investigatory process, no adverse action can be taken against him or her because he or she made the complaint, served as a witness, or otherwise participated in the investigatory process.

Any student who violates the college's retaliation policy will be subject to the disciplinary actions described in the Disciplinary Action section.

Discrimination, Retaliation, or Harassment by Employees and Non-Employees

The prohibitions set forth in this policy apply not only to the students of Bryn Athyn College but also to the college's officers, employees (including faculty members, administration, and staff) and to other non-employees with whom students may come in contact and/or interact in connection with their educational experience (such as college contractors, internship employers, and the college's vendors and suppliers). Consequently, if a student feels discriminated against, harassed (sexually or otherwise), or retaliated against by one of the college's officers, employees, or other non-employee in connection with his or her educational experience, he or she should use the grievance procedure set forth below. Conversely, the prohibitions set forth in this policy apply to the student's conduct relative to the college's officers, employees, other students, and other non-employees with whom students may come into contact and/or interact in connection with their educational experience.

Discrimination, Harassment, or Retaliation Grievance Procedure

If a student believes that he or she has been unlawfully discriminated against, harassed, or retaliated against by any student, college officer, employee (including faculty members, administration, and staff) or other non-employee with whom you may come in contact and/or interact in connection with their educational experience (such as college contractors, internship employers, the college's vendors and suppliers, etc.), he or she should immediately contact the Dean of Students (267-502-2482) and/or Renée Rosenfeld at the office of Human Resources, 267-502-6038, PO Box 717, Bryn Athyn, PA 19009.

Upon receipt of the complaint, Bryn Athyn College will do the following:

- Conduct a prompt and thorough investigation.
- Disclose allegations only to the extent necessary to conduct the investigation and to take corrective action.
- Take corrective action with respect to any student, officer, employee (including a member of the faculty, administration, and staff), graduate, contractor, internship employer, vendor or supplier, or other non-employee who has engaged in illegal and/or inappropriate behavior, including discipline up to and including termination of his or her relationship with the college.
- Not tolerate any unlawful retaliation against anyone who makes a complaint or serves as a witness, or participates in the college's investigation.

Any student who is not entirely satisfied with how his or her complaint has been handled should contact the president of the college (Office of the President, PO Box 717 – Brickman Center, Bryn Athyn, PA 19009) in writing. Upon receipt of written notice, the president will review the original complaint, the manner in which it was addressed, and the student's concern.

Social Relationships between Students, Administration, Faculty, or Staff

From time to time, students may become involved in social relationships while attending the college.

Although not prohibited by law, Bryn Athyn College strongly discourages dating (or attempts at dating) or entering into relationships of a romantic or sexual nature with college faculty, administration, or staff who may have the authority to influence, directly or indirectly, any term or condition of their student status. If such a relationship develops, students are encouraged to promptly notify the Dean of Students (267-502-2482). The college also prohibits dating or attempts at dating between a married employee (even if legally separated) and any other person, employee or non-employee.

If a student or employee asks a student, employee, or non-employee with whom he or she has come into contact for a date and the person says "no," he or she cannot ask him or her again and again. Nor can he or she retaliate against him or her in any way. If a student or employee feels any unwelcome pressure to become involved with any student, College Officer, employee (including faculty members, administration, and staff), or other non-employee with whom he or she may come into contact and/or interact in connection with his or her educational experience (such as college contractors, internship employers, the college's vendors and suppliers, etc.), the college urges him or her to use the grievance procedure set forth below.

Student Conduct and Disciplinary Action

Bryn Athyn College strives to create a campus community founded on and consistent with Christian morals. Enrollment at Bryn Athyn College is a voluntary decision, and students are expected to respect the mission and values of Bryn Athyn College and to behave in accordance with its conduct policies. Any student who violates the student conduct policies described below will be subject to the disciplinary actions described in this handbook.

Chapel and Convocation Attendance

Chapel is an integral part of campus life, and as such, all full-time students are required each week to attend the Wednesday or Friday morning chapel service or the Wednesday evening vespers service (visiting and exchange students from other institutions are expected but not required to attend chapel). Once a term, convocation is held on Wednesday in place of the week's regular chapel services (on these occasions students are required to attend convocation in place of the regular Wednesday or Friday chapel services). Students are required to swipe their student ID card upon entering the chapel to verify attendance and to remain in attendance throughout the chapel service or convocation.

Students are permitted to miss up to a combination of three weekly chapel services (or convocations) each term for any reason. Students should note that these permitted absences include those for scheduled appointments and illness as well as those simply at the student's choosing. Missing more than a combination of three chapel services or convocations for any reason in any given term will result in the following disciplinary action (for definitions of types of disciplinary action see the Disciplinary Action section:

- More than three chapels in one term will result in disciplinary warning.
- More than six chapels in one term will result in disciplinary probation.
- More than three chapels in any subsequent term within the same academic year may result in disciplinary suspension.

Example: A student misses a combination of four chapel services and convocations during fall term and is placed on disciplinary warning. The student then misses two more chapel services or convocations during the remainder of fall term (six total) and is placed on disciplinary probation. The student misses a combination of less than three chapel services or convocations during winter term, but misses a combination of more than three chapel services or convocations during the spring term. The student may face disciplinary suspension.

Students who have a legitimate conflict with all weekly chapel services in a given term (*e.g.* internship, required observation or practical education training at another school, *etc.*) must apply to the Dean of Students in writing for an exemption to this policy.

Dress Code

Bryn Athyn College recognizes the need for freedom of personal choice with regard to dress. However, modesty plays an important role in helping to foster the type of campus community the college strives to create. Therefore, students are expected to wear clothing that is appropriate and modest. Shirts must be worn at all times in public areas, except when participating in sports or recreational activities. Shoes must be worn in all campus facilities, with the exception of residence facilities.

Conduct between Students

Courteous and appropriate conduct between students is vital in creating a campus community that supports respectful, charitable interaction and honors the ideals of marriage. Students are expected to act appropriately and respectfully with others, including avoiding behavior or physical contact that draws attention or makes others feel uncomfortable.

Inappropriate Advocacy

Bryn Athyn College is committed to promoting an academic culture of free inquiry. While the college promotes such intellectual inquiry, students who openly engage in or encourage behavior that violates the rules governing student conduct or, more broadly, the civil law, will be subject to disciplinary action.

Sexual Behavior

Bryn Athyn College strives to uphold ideals based on our understanding of the teachings for the New Church regarding the preparation for and protection of marriage between one man and one woman. Students are not permitted to engage in behavior that appears to undermine this ideal of marriage. This behavior includes but is not limited to acts of sexual intimacy outside of marriage, including engaged couples. Students who violate the policy will be subject to disciplinary action.

Sexual Exploitation and Sexual Violence

Bryn Athyn College is committed to a community free from exploitation and sexual violence. The college does not tolerate acts of sexual exploitation or violence, which are not only a violation of civil law, but are reprehensible as moral and spiritual disorders.

Sexual exploitation involves sexual behavior that places a person in a degrading, exploitative, abusive, or humiliating situation, including but not limited to posting photographs or videos of a sexual nature online. An act of sexual violence involves any sexual act directed against another person in which that person does not give consent or is incapable of giving consent. This includes situations where a person is not able to give consent due to consumption of alcohol and/or drugs. The definition of sexual violence can take many forms, including but not limited to rape/date rape/acquaintance rape and non-consensual sexual contact/sexual assault (sexual touching or fondling by force without consent).

Reporting Sexual Violence

Please see Sexual Harassment/Sexual Misconduct Policy in the online version of the Student Handbook.

Harassment

See Bryn Athyn College Harassment Policy in Discrimination, Retaliation, or Harassment by Employees and Non-Employees section.

Hate Language

Bryn Athyn College does not tolerate hate language. Hate language is defined as any verbal, written, or visual communication that disparages a person or a group on the basis of some characteristic including but not limited to race, gender, ethnicity, nationality, religion, or sexual orientation. This includes posting or sending hate language on the internet and through other forms of electronic communication including but not limited to Facebook, blogs, Myspace, Instant Messenger, email, and texting. Even if a particular individual or group is not mentioned by name, if that individual or group can be reasonably identified as the target of hate language, the student responsible for the hate language is subject to disciplinary action.

Physical Violence

Physical assault is defined as any physical contact with another person that causes that person harm, intends to cause that person harm, is harassing, or can reasonably be viewed by the person as a source of harm, regardless of whether the behavior was deliberate or whether the potential outcome was intended. Physical assault can be direct (for example, striking, shoving, or kicking another) or indirect (for example, hitting a person with anything thrown or propelled, including objects thrown from a window or structure).

Alcohol and Drugs

In compliance with the requirements of the 1989 amendments to the Drug-Free Schools and Communities Act (DFSCA), Bryn Athyn College developed and implemented a program to prevent the unlawful possession, use, sale or distribution of illicit drugs and alcohol by students and employees.

Students should avoid any conduct that reflects badly on the college or results in legal charges. In line with federal and state law, the college prohibits possession, use, sale, or distribution of any alcohol or unauthorized or illegal drugs. Furthermore:

- Students of any age may not possess, transport, use, sell, distribute or consume alcoholic beverages or unauthorized or illegal drugs either on campus and/or during any off-campus college-sponsored event or activity.
- Students may not be under the influence of alcoholic beverages or unauthorized or illegal drugs either on campus and/or during any off-campus college sponsored event or activity.
- Students may not cause or contribute to a disturbance on campus and/or during any off-campus college-sponsored event or activity, whether or not they are under the influence of alcohol or unauthorized or illegal drugs.

A student found to be in violation of any provision of this policy will be subject to disciplinary action. Disciplinary action may include but not be limited to the following: disciplinary warning, probation, suspension or expulsion; mandated evaluation and treatment, compliance with a contract, and/or required random drug testing. In addition, a student may be subject to criminal prosecution under applicable federal, state, and local laws.

Please note that marijuana is an illegal drug and is therefore prohibited under the guidelines specified above. When the odor of marijuana is detected by a residence life staff member, campus security, or other college personnel, it is considered sufficient evidence of the presence of marijuana. Students responsible will be subject to disciplinary action as specified above.

For more information, visit the following websites:

- <https://www.deadiversion.usdoj.gov/21cfr/21usc/844.htm>
- www.collegedrinkingprevention.gov
- <https://www.rethinkingdrinking.niaaa.nih.gov>
- <https://www.drugabuse.gov>

Resources: The state and community offer a variety of resources. The Pennsylvania Department of Health refers people to the Network of Drug and Alcohol Single County Authorities (SCA), which is responsible for coordinating all alcohol and other drug prevention, intervention, and treatment efforts. The Montgomery County SCA gives the following contact information for people seeking treatment for drug and alcohol abuse: Montgomery County Drug & Alcohol Treatment, 610-278-3642. There are also a number of locally-based programs.

If a student believes he or she may have a drug and/or alcohol problem, he or she is encouraged to contact the Dean of Students, the chaplain, and/or one of the professional counselors at the Student Health Center.

Conduct on College-Sponsored Trips and Off-Campus Events

Students are expected to abide by all student conduct policies including but not limited to those regarding moral conduct, sexual behavior, alcohol, and drug use during college-sponsored trips and off-campus events.

Theft, Vandalism, and Care of College Property

Students are prohibited from any act involving the taking or unauthorized usage of property belonging to another student; members of the administration, faculty, or staff; and/or Bryn Athyn College. Students are also prohibited from committing willful destruction of Bryn Athyn College, public, or private property.

Students are expected to exercise care in using buildings, grounds, furniture, and equipment. Students responsible for any damage to Bryn Athyn College property will be charged a fee for replacement or repair.

Tampering with or covering smoke detectors anywhere on campus is a significant safety hazard for all individuals on campus and therefore is strictly prohibited. If a smoke detector in a student's place of residence is tampered with, it is considered his/her responsibility and he/she will be subject to disciplinary action and responsible for any damage fees.

Use of Campus Facilities

Students are welcome to use campus facilities during their hours of operation. Students are not permitted in campus facilities outside the established hours of operation unless supervised by a faculty member or an approved institutional representative. Students are permitted, however, to use the Brickman Center great room and dining room for study purposes outside of the building's hours of operation provided they act responsibly and follow all student conduct policies. Students are expected to keep these areas free of trash and are not permitted to bring food into the Brickman Center great room. These rooms are patrolled by campus security, who will report violations of conduct policy to the Dean of Students.

Events scheduled in campus facilities after normal school hours must be approved and a building permit must be submitted to Jody Maddock, director of campus services (PO Box 711 – Pitcairn Hall), two weeks in advance of the event.

Use of the Campus Computer Network

Bryn Athyn College promotes access to a wide range of information and computer services for academic, instructional, administrative, and research purposes. All access to Bryn Athyn College network and computer systems is granted subject to college policies as written in the student handbook, and local, state, and federal laws.

Acceptable use always is charitable, ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

Guidelines:

In making acceptable use of resources you must:

- Use resources only for authorized purposes.
- Protect your user ID and system from unauthorized use. You are responsible for all activities on your user ID or that originate from your system.
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

In making acceptable use of resources you must *not*:

- Use another person's system, user ID, password, files, or data without permission.
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert system or network security measures.
- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to college data.
- Use college systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.
- Make or use illegal copies of copyrighted materials or software, store such copies on college systems, or transmit them over college networks.
- Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or user ID.

- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Use the college's systems or networks for personal gain; for example, by selling access to your user ID or to college systems or networks, or by performing work for profit with college resources in a manner not authorized by the college.
- Engage in any other activity that does not comply with the General Principles presented above.

Enforcement:

Bryn Athyn College considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on college systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Violators are subject to disciplinary action. Offenders also may be prosecuted under applicable local, state, and federal laws.

Information Disclaimer:

Individuals using computer systems owned by Bryn Athyn College do so subject to applicable laws and college policies. Bryn Athyn College disclaims any responsibility and/or warranties for information and materials residing on non-college systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions, or values of Bryn Athyn College, its faculty, staff, or students.

Smoking and Other Tobacco Products

Smoking and other use of tobacco products is prohibited in all campus buildings and immediately outside of public entrance areas, including all entrance areas to Brickman Center, Pendleton Hall, Doering Center, Swedenborg Library, Childs Hall, Grant Hall, suites, and cottages. Smoking is strictly prohibited on any portion of the campus shared with the Academy of the New Church Secondary Schools, including the Asplundh Field House and the Academy Dining Hall.

Lethal Weapons and Safety Hazards

The possession of firearms, lethal weapons, explosives, fireworks, hazardous chemicals, or other potential safety hazards on campus is strictly prohibited.

Off-Campus Conduct

Off-campus conduct that reflects poorly on Bryn Athyn College, brings the college into disrepute, and/or results in legal charges, or the possibility of charges being filed, against a student will result in disciplinary action.

Other

In addition to the specific student conduct policies described above, disciplinary action may be taken against a student for any other offense involving repeated infractions that reflect a general disregard or defiance of moral or civil principles, Bryn Athyn College policies, or residence life policies.

Disciplinary Action

Types of Disciplinary Action

Bryn Athyn College uses three formal levels of disciplinary action: disciplinary warning, disciplinary probation, and disciplinary suspension.

- *Disciplinary Warning.* A specified period of time during which further violation of student conduct policies may lead to disciplinary probation.
- *Disciplinary Probation.* A specified period of time during which further violation of student conduct policies may lead to disciplinary suspension.
- *Disciplinary Suspension.* A specified period of time during which the student is removed from the College.

Bryn Athyn College reserves the right to remove, at any time, students whose conduct it regards as detrimental to themselves or to the institution. Neither Bryn Athyn College, the Academy of the New Church, nor any of its officers or directors shall be under any liability for such removal.

Students who are on disciplinary warning, disciplinary probation, or disciplinary suspension are not in good standing with the institution.

Disciplinary Action Procedure

Incidents involving student misconduct are handled by the Dean of Students. The Dean of Students discusses the incident with the student and explains the ramifications of the appropriate disciplinary action(s). Students are notified in writing by the Dean of Students of any disciplinary action taken against them and of their right to appeal the action through the disciplinary action grievance procedure. Record of the disciplinary action is maintained confidentially and separately from other records. Disciplinary action does not appear on a student's transcript.

Disciplinary Action Grievance Procedure

Any student wishing to appeal the disciplinary action must notify the Dean of Students in writing within four days of receiving his or her official notification of disciplinary action. Once the Dean of Students receives written notification from a student that he or she wishes to appeal a disciplinary action, within ten days the Dean of Students must convene a disciplinary appeal panel consisting of the Dean of Students (non-voting chair), two faculty or administrators, and three representatives from student government. The panel follows the procedure below:

- The Dean of Students calls the meeting to order, reviews the procedures, and stresses the importance of confidentiality in order to protect the student involved.
- The Dean of Students presents the facts of the case to the panel.
- The student making the appeal has the right to explain his or her actions and reasons for appealing the action.
- Panel members may ask questions of either the Dean of Students or the student making the appeal for the purpose of clarification regarding the facts of the case.

- After all questions have been addressed, the student making the appeal is dismissed.
- The Dean of Students discusses with the panel his or her reasoning for issuing the disciplinary action.
- The Dean of Students recuses himself or herself so that the panel members can deliberate on the appropriateness of the disciplinary action.
- The panel members vote by written ballot whether to affirm or modify the disciplinary action. A decision to modify the disciplinary action should be based on a preponderance of the evidence that the disciplinary action issued was inappropriate given the facts of the case.
- If a majority of the panel votes to modify the disciplinary action, a second vote by written ballot is taken to suggest the modified disciplinary action. If a majority does not vote to modify the disciplinary action, the action stands.
- The Dean of Students is invited back into the room to be informed of the outcome of the vote.
- The Dean of Students may or may not take the panel's counsel in rendering a final decision.

The Dean of Students notifies the student of the outcome of the appeal in writing within 24 hours of the adjournment of the panel meeting. If the final outcome of the appeal results in the disciplinary suspension of a student, that student may appeal his or her suspension to the president of the college.

Payment of Fees and Account Balance Policy

Students are responsible for maintaining all payment arrangements. Students will be able to register for classes, send transcripts, and receive diplomas only when all tuition and fees, late fees, library fines, health insurance fees, book store fees, and other fines have been paid or arrangements have been agreed upon.

Late Payment Policy

A late payment charge of \$35.00 will be assessed for each month after the payment due date for each term. If sufficient payment is not made throughout a term a student may be withheld from attending classes in successive terms.

Student Identification Card Policy

All students must obtain a photo student identification (ID) card and possess a student ID card throughout the year. This ID will be required for checking out materials from the Swedenborg Library and for resident students to enter the dining hall, and may be required as identification on campus. All buildings, including the residence halls, have swipe card access only. Student photo identification cards are available from the campus safety and security department (267-502-2509). Students are required to report lost or missing ID cards to security immediately. Replacement ID cards are available for \$10.

Health, Immunization, and Health Insurance Policies

New and Transfer Students

A Student Health Information Packet which includes a physical examination, and NCAA sports participation packet (if applicable), will be distributed to incoming students in their admissions packets. Forms can also be found on the student health center web page <https://brynathyn.edu/student-life/student-health-services>. Student Health Information Packets must be completed and submitted by July 1 for fall incoming students or four weeks before the start of a term for incoming winter and spring term students. A student is not permitted to move onto campus or take part in any campus activity until his or her medical form has been reviewed and cleared by the student health center. All students must comply with all immunizations as specified on the health form. Students requesting a waiver of this immunization requirement for religious or philosophical reasons must contact the student health center prior to arrival on campus.

Returning Students

Returning students are required to complete and submit a tuberculosis screening questionnaire form yearly. Forms can also be found on the student health center web page <https://brynathyn.edu/student-life/student-health-services>. It is also recommended that students submit a health insurance update form to the health center yearly to assist the Student Health Center in managing their care. Health insurance update forms can be found on the Student Health Center web page <https://brynathyn.edu/student-life/student-health-services>.

Health Insurance

It is highly recommended that all students have health insurance during enrollment at the College. Students from outside the immediate area are urged to contact their insurance benefits administrator to learn how their insurance covers them while they are in college. If you are a citizen of the United States and are not currently covered by health insurance, we advise you to visit the healthcare.gov website (<https://www.healthcare.gov/>) or for Pennsylvania residents (<https://www.compass.state.pa.us/Compass.Web/public/cmphome>) to search for a plan that may work for you. The College does not offer a health insurance plan for students. International students are encouraged to purchase an international student plan that may meet their needs.

International Student Health Insurance Requirement

Bryn Athyn College no longer offers a student health insurance plan. International students on an F1 visa **do not** have any government related health insurance requirements to meet when studying in the USA. With this in mind, and because having adequate health insurance is so important, we highly recommend that international students seek out adequate health care coverage. Please remember that purchasing appropriate insurance is the only way to protect against unforeseen medical bills.

The following is a link to one of many international student health care plans. If you have any other questions please feel free to contact health services directly.

<http://www.internationalstudentinsurance.com/student-health-insurance/>

Student Athlete forms

New and Transfer Student Athlete Forms

New and transfer student athletes are required to have one entrance pre-participation physical exam which is found in the health information packet. They are also required to complete the NCAA Sports participation form which can be found on the Student Health Center web page <https://brynathyn.edu/student-life/student-health-services> or the Sports Medicine web page on the athletics website <http://www.brynathynathletics.com/information/sportsmedicine>. Student Athletes are also required to complete an on-line **ImPACT**[®] (Immediate Post-Concussion Assessment and Cognitive Testing) which is located on the Sports Medicine web page (<http://www.brynathynathletics.com/information/sportsmedicine>.)

Athletic physicals are no longer offered on campus. A student athlete is not permitted to participate in any athletic or team function until his or her sports participation information has been cleared by the Student Health Center and Sports Medicine staff. All student athletes are required to have health insurance before participating in their sport.

Returning Student Athlete Forms

Returning students that want to participate in athletics must complete and submit a Returning Student Athlete Form (which contains a physical form) before the start of their season. A student athlete is not permitted to participate in any athletic or team function until his or her sports participation information has been cleared by the Student Health Center and Sports Medicine staff. Forms are located on both the Student Health Center web page and the Sports Medicine web page. **Athletic physicals are no longer offered on campus.** Freshman and Juniors must complete **ImPACT**[®] (Immediate Post-Concussion Assessment and Cognitive Testing) before the start of their sports season. Directions for the **ImPACT**[®] test can be found on the Sports Medicine website <http://www.brynathynathletics.com/information/sportsmedicine>.

Student Mailbox and Email Account Policy

Both locked and open mailboxes are provided for all resident students in the Pendleton Hall student lounge. Commuter students are allocated open mailboxes. Students are required to have an email account on the campus network, which is set up upon arrival on campus by the IT department. Students are responsible for checking their mailboxes and campus email accounts daily and for responding promptly to messages from faculty and staff. Tampering with other students' email or mailboxes is a federal crime.

Bulletin Board and Notice Policy

Students, faculty, and staff are expected to post advertisements and general information on the appropriate bulletin boards provided in Brickman Center, Pendleton Hall, and Doering Center. Advertisements and fliers are not permitted on doors, windows, or walls. Members of the general public wishing to post advertisements must submit them to the College Office for approval, and all advertisements must be dated.

Project Display Policy

Displays of individual or class projects are permitted in Brickman Center, Pendleton Hall, and Doering Center for a specific length of time subject to approval by the president of the college.

Personal Property Protection

Personal property should be insured under a family, homeowner's or other policy. Bryn Athyn College is not responsible for the loss, damage, or theft of students' personal property in the residence facilities or elsewhere on campus.

Vehicles and Parking Regulations

To accommodate Bryn Athyn College's continued growth, there are some important changes to parking requirements beginning with the 2017-2018 school year:

- Separate parking lots/areas are designated for the following groups: (see map at <http://www.brynathyn.edu/parkingplan>):
 - Resident students
 - Commuter students (open lots)
 - Faculty/Staff
 - Visitors
- There are still designated spots for persons with particular needs (handicapped parking) or responsibilities (resident life directors, service vehicles, etc.)
- The Pitcairn Hall and Jungé Pavilion lots and the lot below Glencairn/Cairnwood across from the Cathedral are open parking, available for commuters. There are spaces designated in the Pitcairn lot for faculty/staff and visitors. Resident student parking is designated in proximity to the residence halls. Additional parking is in the planning stages, including a gravel lot for resident students across from Grant Hall.
- Students are permitted to own and operate cars and motorcycles on campus, provided that they are registered with the safety and security department and display the appropriate parking decal. Vehicle registration can be found at www.brynathyn.edu/student-life/safety. Every vehicle registered on campus will receive two reflective parking decals.:
 - The first (2"x3") will contain the school year ('17-18') and an assigned four-digit number.
 - The second, smaller decal (1"x3") will be color-coded for quick identification during parking enforcement. A different colored decal will be issued for 1) employees, 2) commuter students, and 3) resident students.
- If you will be driving a car that does not have a valid parking sticker, it will be your responsibility to obtain an additional sticker or temporary hang-tag permit for your vehicle. Parking in lots or areas for which you do not have permission will be subject to enforcement actions including fines, booting, towing and revocation of parking privileges.
- Additional details:
 - Lot restrictions are enforced during the daytime hours of 7:00 AM – 4:00 PM Monday through Friday during the school year. For weekday evening hours during the school year (from 4:00 PM until 7:00 AM), weekends, holidays, and dates when school is not in session, lots are open unless temporary restrictions are imposed by Security.
 - Fire lanes, especially in the Childs Hall and Grant Hall lots, are strictly enforced. Parking in areas that are not specifically designated as parking spaces, including on the grass and in

parking lot aisles, is prohibited. Violations will be ticketed. These parking and driving regulations are enforced by the safety and security department and the Bryn Athyn police and are subject to change.

- Handicapped permits can be obtained from Security for a temporary disability. If all handicapped spaces are occupied in proximity to a building, Security will not ticket a car with a valid handicapped permit that is otherwise parked in an unauthorized location.
- Additional restrictions may be imposed by Security at any time without notice. This includes the addition of reserved spaces to accommodate staff or visitor needs. Students will especially need to be alert for notices of event restrictions at the Cathedral.

Operating a car or motorcycle on campus is a privilege and is subject to suspension if abused. The Dean of Students, in consultation with the safety and security manager, may suspend a student's use of a motor vehicle on campus for the following reasons: repeated violation of campus parking regulations, the use of a vehicle for harmful activities, reckless driving, violation of driving laws, driving without a proper driver's license or required insurance, or transporting and/or consuming alcoholic beverages on campus.

Bicycle, Skateboard, and Rollerblade Policy

The use of skateboards and roller blades are strictly prohibited on the Bryn Athyn College campus. Bicycles and non-motorized scooters are permitted on paths for commuting purposes only. Riders are strongly encouraged to wear a helmet.

Supervision of Social Events and College Trips

The following regulations exist to promote a safe, orderly, and caring environment for social activities.

Off-Campus Trips

All college-sponsored off-campus events (i.e. events organized by the College, using college vans or funds, or featured on the college social calendar) must be under the direct supervision of an institutional representative (see Institutional Representative section). For co-ed overnight trips, there must be both a male and female institutional representative. The institutional representative receives from the director of student activities both a written procedural guide for supervising an off-campus trip and a guide to emergency procedures with a list of contact numbers. The institutional representative must be a college-approved driver (see van drive section below) or be accompanied by a college-approved driver. The institutional representative must have a cell phone and is expected to collect cell phone numbers from the trip participants to maintain communication and contact them in case of emergency. All college-sponsored trips must be sanctioned by the outing club advisor, the director of student activities, and/or the Dean of Students.

Van Drivers

Any faculty, staff, or student who wishes to drive a college van on a college-sponsored trip must receive approval from the Dean of Students and must be an approved van driver. To become an approved van driver, a driver must:

- Be 21 years of age or older.
- Have five years driving experience.
- Give permission for a review of his or her driving record by the campus safety and security department.
- Have his or her driving record cleared by the campus safety and security department.
- Successfully complete van driving and safety training from the campus safety and security department.
- Submit a copy of his or her driver's license to the business office for insurance purposes.

Residence Life Policies

Introduction

Each resident student is a member of our residence life community. Life in this community is based on trust and mutual respect between residents, resident assistants, and managers. Our goal is to provide each resident with a high quality living-learning environment and to meet his or her individual needs to the best of our ability while ensuring the health and welfare of the entire residence community. Our residence life staff seeks to meet the needs of a diverse group of residents. Students attending Bryn Athyn College cover a wide range of ages and are from countries all over the world. We hope each resident will embrace the opportunities and excitement that come from getting to know people from different backgrounds and cultures, yet who share common values.

Residence life is often a lot of fun, is not always easy, and is always educational. Being a member of a community affords each resident a variety of opportunities and responsibilities. We hope each resident experiences a year of positive challenge, personal growth, excitement and opportunity to form long-lasting friendships.

Housing Security Deposit

All residents are required to submit a housing security deposit of \$250.00 prior to the first time they move into on-campus housing facilities. This deposit is used to cover any damage incurred to a resident's room during their stay on campus or any other residence hall expenses the student is responsible for such as the condition of their room upon move-out. If no damage or other charges are applied to this deposit when a student no longer intends to live on campus (upon graduation, withdrawal, or change of resident status), this deposit will be refunded in full to the student. If charges have been applied, the remaining amount (if any) will be refunded to the student. Charges beyond \$250 will be applied to the student's billing statement.

Residency Policy

First-year students under the age of 20 and whose parents' homes are too far away from Bryn Athyn to permit reasonable daily commuting are expected to live on campus. After three terms, these students may elect to reside off-campus. All students living on campus must be enrolled as full-time students (minimum of 9 credits per term).

On-campus housing is designed for individual students. Bryn Athyn College does not provide married-student or family housing to undergraduate students.

General Responsibilities

As a member of our residence life community, each resident is expected to:

1. Consider the needs of others as well as her/his own needs. Living in close proximity to other residents necessitates that each resident respects the rights of others to study, sleep, and be safe and secure.
2. Communicate with staff and other residents and to ask for help when needed. If a resident needs assistance, the residence life staff and other professionals are eager to assist, whether it is with an academic problem or a personal situation. Others may not always be able to tell, however, when a resident needs help. Ask for help. Effective communication is an important personal and community responsibility.
3. Demonstrate a commitment to community. We encourage all residents to get involved to ensure that they benefit as much as possible from living on campus. Attending required residence hall meetings and taking part in regular cleaning is expected of all residents as members of the campus community. We expect residents to get to know the other residents on their floor and in their residence hall, and to take part in residence life social activities.
4. Promote safety and security. All residents can help to ensure their own safety as well as the safety and security of others by: locking their rooms, closing doors that are propped open, not propping outside doors, avoiding walking alone at night, and reporting any suspicious persons to campus security. Each student shares the responsibility for maintaining a safe and secure campus.

Room Assignments

All residents should expect to have a roommate. Every attempt is made to match each new resident with a compatible roommate based on information provided on the roommate questionnaire form, which is mailed to every new resident. Roommate assignments are sent to new students in mid-July for the next academic year. Students enrolling mid-year can expect to receive their assignments on a case by case basis depending on time of admission.

Returning residents participate in a housing lottery every spring. Please see Housing Assignment Lottery Information Packet for specific guidelines and procedures about the housing lottery.

If a resident is placed in a double room without a roommate, he or she is expected to keep their belongings only on their assigned side of the room. A resident in a double room who does not have a roommate should also note that this assignment is subject to change at any time.

Room Policies

General Room Policies

Each individual residence hall room is considered the responsibility of the resident to whom it is assigned. We urge residents to make a habit of locking their doors whenever they leave their room. Any damage or inappropriate behavior occurring in a residence room is assumed to be the responsibility of the current resident.

Residents should be aware that residence life staff and members of the college administration may enter residence hall rooms for any reason, including for purposes of inspection, maintenance, and/or consultation, and to ensure compliance with student conduct policies as well as the health and safety of the resident.

Room Furnishings

At the time that a resident first occupies a room, it will be clean and properly organized with appropriate furnishings. The college provides furniture for residents' use which may not be dismantled or removed from the room. Lounge furniture is for the use of the entire residence hall and is not to be removed and/or put in an individual's room. Residents are welcome to bring smaller items such as lamps, cushions, night stands, small coffee tables, bean bag chairs, small bookcases (those which do not necessitate attachment to the wall), rugs, and electronics (and their accompanying stands). Residents are not allowed to bring larger furniture such as couches, armchairs, office chairs, or tables for use in their room. Please note that since all residence rooms have tile floors, residents may want to bring an area rug.

Space heaters and cooking appliances (hot plates, toaster ovens, microwaves, etc.) are not permitted in residence rooms. All cooking must be confined to the kitchen in each residence facility. Coffeemakers (provided they have an automatic shut off) and personal refrigerators (provided that they do not exceed 3 feet in height) are permitted in residence rooms.

Room Decorations

Residents are permitted to decorate their residence rooms to reflect personal tastes and interests, provided that they do not violate the moral principles of Bryn Athyn College, create a fire or safety hazard, damage college property, or prevent periodic maintenance. Decorations may only be mounted with 3M command strips or blue painter's tape. Residents may not use nails, tacks, screws, adhesive squares, glow-in-the-dark stickers, or any type of tape (excluding painter's tape) on the walls, ceilings, floors, woodwork, or either side of doors. Room decorations, including posters and pictures, may not be lewd or promote the use of alcohol or drugs, and alcohol bottle collections are not permitted. Burning candles or incense is also not permitted.

Campus Computer Network and Telephone Access

Each residence hall room has an Ethernet jack as well as wireless access to the campus computer network and a phone jack. Email is available via any internet browser, and all students have individual email accounts through the campus network. Each resident is given an individual mailbox, which he or she is required to check on a regular basis. Telephones, however, are not provided. Standard residential analog phones are compatible with the campus phone system.

Move Out Policy

When the time comes to vacate rooms, each resident will be responsible for removing all personal items, (including personal furnishings and decorations) and returning the room to clean, move-in condition by the date and time specified by residence life staff. Each room will be inspected and residents will be charged for any damage to the room or the college-provided furnishings in the room. All damage to a residence room will be assumed to be the responsibility of the current resident unless the staff was properly notified at the time of the incident.

Residents can expect a charge to their security deposit for not following move-out procedures outlined by the residence life staff. This includes removal of all personal items as well as properly cleaning the space. Residents will also be charged if their room key is not returned to residence life staff or campus security.

Cleaning

Residence life has a proud tradition of service to the institution through resident cleaning of the residence halls. This tradition not only supports Bryn Athyn College's mission of service, but it reinforces the value the college places on the formation of personal responsibility. As one resident put it, "We all live together and share the same environment, just like a home. Our home gets dirty and messy just because we live in it. It's nobody's fault; yet it's everyone's responsibility to care for our home."

Each resident is expected to give up to one hour each week to help keep their residence hall clean. Each residence hall manager develops a cleaning system that best fits her/his residence hall. Residents are expected to follow the cleaning system and to fulfill the cleaning responsibilities as established by their residence director.

Pets

No pets of any kind (including fish) are permitted in the residence halls.

Visiting Hours

Students of the opposite sex or anyone with whom the resident is romantically involved, are permitted to visit in the public areas of all residence halls during the posted visiting hours of each building. Public areas include lobbies, lounges (Childs Hall and Grant Hall), living rooms (suites and cottages), and kitchens. Students of the opposite sex or anyone with whom the resident is romantically involved are not permitted in residence rooms or hallways leading to residence rooms. If a resident wishes to have an immediate family member of the opposite sex visit his or her room, special arrangements must be made with the residence staff member on duty. Faculty and staff are permitted in the residence halls at any time, but faculty and staff members of the opposite sex must remain in public areas within the residence halls. Residents are also required to keep at least one light on while hosting a visitor of the opposite sex or anyone with whom the resident is romantically involved.

Childs and Grant Hall	Sunday-Thursday	7:00 pm – 12:00 am
	Friday-Saturday	7:00 pm – 2:00 am
Suites	Sunday-Thursday	1:00 pm – 12:00 am
	Friday-Saturday	1:00 pm – 2:00 am
Cottages	Sunday-Thursday	1:00 pm – 12:00 am
	Friday-Saturday	1:00 pm – 2:00 am

Curfew

All first-year residents under the age of 20 must be in their residence hall by 12:00 midnight on weekdays and 2:00 am on weekends. First-year residents may request extended curfew in the case of a particular event that ends after curfew, but extended curfew is a privilege and is up to the discretion of the residence staff. All other residents, including new and first-year residents over the age of 20 may set their own hours, and are expected to use good judgment in doing so.

Overnight Sign-out

First year residents under the age of 20 must sign out and provide necessary contact information before leaving the residence hall overnight. Residents over the age of 20 with no curfew are encouraged to sign out overnight and/or to let a residence life staff member know when they will be out of the building overnight, especially for an extended period of time. This allows the staff to contact the resident in case of emergency. Residents are not permitted to sign out overnight to the residence of a member of the opposite sex or anyone with whom the resident is romantically involved, unless it is part of an approved college trip with an institutional representative (see Institutional Representative section).

Overnight Guests

Residents are welcome to host non-romantic same-sex overnight visitors provided that the resident receives permission from her/his roommate and her/his guest checks in with a member of the residence staff. The host resident is responsible for making sure that her/his guest is aware that she/he is subject to all residence life policies and rules. A guest may be asked to leave campus housing for violating residence life policies and the resident host is responsible for any fines that her/his guest may incur. A guest may not stay in campus housing for more than three consecutive nights or more than nine nights per academic term.

Extended Overnight Guests

Residents who wish to host a non-romantic same-sex guest for more than three consecutive nights must submit an extended overnight visitor application to the director of residence life at least two weeks prior to the guest's expected date of arrival and must have the application approved by the director of residence life. Approved guests must pay \$100 for each full or partial week (beyond the three consecutive night maximum for guests described above). Guests will receive a key-fob providing access to the residence hall upon receipt of a \$20 deposit, refunded upon return of the fob. The host resident is responsible for making sure that her/his extended overnight guest is aware that she/he is subject to all residence life policies and rules. A guest may be asked to leave campus housing for violating residence life policies and the resident host is responsible for any fines that her/his guest may incur.

Enforcement of Residence Life Policies

All residence life policies are supported by a system of fines and warnings. A fine or a warning is administered to a resident when a policy is broken. Specific fines and warning systems vary by residence hall.

The residence life staff supervises the administration of the fines and warnings system that is appropriate to their building. Additional disciplinary action may also apply at the discretion of the residence hall manager, director of residence life and/or the Dean of Students.

Housing When School is Not in Session

Room and board fees cover residence only while school is in session. Therefore, all residence halls are closed over mid-year and summer breaks. Students are expected to have alternate living and eating arrangements during Thanksgiving, Christmas, spring, Easter, and summer breaks.

The exact dates and times that the residence halls will open and close for an upcoming break are communicated to the student body via email from the Director of Residence Life about two weeks in advance.

Housing During Mid-Year Breaks

Residents may apply to live in campus housing during Thanksgiving, Christmas, and spring breaks by submitting an application to their residence hall manager prior to the beginning of the break. To be eligible for approval, a resident must meet the following criteria:

- She/he must be in good academic and disciplinary standing with the college.
- She/he must be registered for classes and/or an internship immediately following the break for which she/he is applying for housing.
- She /he must either: a) be an international student, b) meet the college's official definition of a self-supporting student as defined for financial aid purposes and be verified as such by the college financial office, or c) be registered through Bryn Athyn College for classes at another institution that continue to meet during the break or who are actively engaged in an on-campus internship during the break.

The fee for any portion of a mid-year break is \$100. Residents approved to live in campus housing over a mid-year break must sign a contract by which they agree to a method of payment for the housing fee and to abide by the residence life policies in effect during the break.

Residence Life Staff

The residence life staff is made up of Resident Assistants (RAs), Resident Hall Managers, and the Director of Residence Life.

RAs live in the residence halls with their fellow students and help provide a welcoming and friendly atmosphere. They also provide supervision of residents by maintaining and sharing duty hours as well as administering fines and warnings when appropriate.

Residence Hall Managers are adult staff members who live on campus and oversee the function of one residence hall or complex. Residence Hall Managers supervise a staff of RAs and ensures that residence life policies are upheld at all times. Managers also function as a support for residents who may need consultation and ensures the health and well-being of every resident while promoting a supportive learning community.

The Director of Residence Life is responsible for overseeing all aspects of residence hall life. This includes oversight of all housing assignments, management of residence hall facilities, enforcing policy and promoting an atmosphere of learning and support throughout the residence life program.

Additional Policies

Additional policies and information about residence life are available in the Resident Student Handbook. Each resident student is expected to familiarize themselves with and be responsible for these policies prior to move-in every academic year.

Religious and Community Life

Sacred Space and Chapel Program

The Bryn Athyn College chaplain's office strives to promote spiritual consciousness among students, faculty and administrators in accordance with the teachings for the New Church. Toward this end, it administers programs that are designed to provide an atmosphere in which spiritual inquiry may be fearlessly pursued, moral life conscientiously practiced, and charitable actions generously performed.

The chaplain's office provides students and faculty with opportunities to worship as a community in a variety of ways so that there is ample opportunity for prayer, mutual reflection, and religious instruction. The following sacred space program offerings provide an opportunity for members of the college community to support each other in focusing on the spiritual dimension of their lives:

- Monday morning. Support Groups and Spiritual Practices (various locations). Bible study, spiritual growth programs, meditation, twelve step recovery programs, etc. (not required)
- Wednesday morning. Traditional Chapel Service (Pendleton Hall auditorium). Reflective music, prayer, hymns, readings from the Sacred Scriptures, and a talk by a minister. (Full-time students are required to attend either this service, the Wednesday evening vespers service, or the Friday praise and testimony service).
- Wednesday evening. Vespers Service (Brickman Center Great Hall). Prayer, readings, and a simple talk in a quiet, peaceful atmosphere. (Full-time students are required to attend either this service, the Wednesday traditional chapel service, or the Friday praise and testimony service)
- Friday morning. Praise and Testimony (Pendleton Hall auditorium). Contemporary praise music, prayer, and the testimony of individuals invited to share aspects of their spiritual journey and spiritual experiences with the Bryn Athyn College community. (Full-time students are required to attend either this service, the Wednesday traditional chapel service, or the Wednesday evening vespers service).

Wednesday or Friday offerings may be replaced occasionally by special presentations highlighting spiritual topics important to the Bryn Athyn College community. Special presentations may feature guest speakers.

Convocation

Convocation is held three times per year for the purpose of having the entire college community come together for spiritual focus and community building. Convocations are held on Wednesday and take the place of all the week's regular offerings.

Student Services

Academic Support

Students experiencing academic difficulties or who desire academic support are encouraged to contact their academic advisor and the director of academic support. Academic assistance is available to students through the Academic Support Program.

The Academic Support Program consists of a limited tutoring program and four academic support centers. The peer tutoring program has a limited budget to match students needing specific assistance with peer tutors. The four academic support centers provide assistance in math, writing, research, and study habits. See Academic Support section for more information.

Career Education and Development

The office of career services at Bryn Athyn College exists to help students and recent graduates identify, create, and pursue meaningful careers that will draw upon their talents, interests, and skills, as well as hone their spiritual and moral lives. We assist our BAC students with resume writing, portfolio preparation, internship placement services, career counseling, and work-study advising.

The college holds campus career and major days, career focused meet-ups, and offers a career mentoring service through the Alumni Association. Below is a sample of recent and future events:

- GRE prep classes
- Alumni Association Open House
- Business Seminar
- Choosing your Major
- Link Up Through LinkedIn
- Social Networking for Job Hunting
- Career Lunch with Board Members
- Senior Capstone Presentations
- Mock Interview Program
- Career Olympics

Career Resources:

- Bryn Athyn Graduate Employment Rates (<https://brynathyn.edu/about/consumer-information/>)
- National Association of Colleges and Employers (<http://www.naceweb.org/>)
- Federal Career Information (<https://www.onetonline.org/>)
- PA State Career Information (<http://www.pa.gov/>)

For more information, contact the Career Counselors Jennifer DeLuca (267-502-2413) and Arlicia Miller (267-502-2417).

Counseling Services

The college years often bring demanding challenges which can impact students' academic, social and personal functioning. Our goal is to help students ameliorate problems and explore their concerns in a safe, welcoming, caring, and confidential environment. We find that when students use the resources available to them, there is a much greater chance of success and overall well-being. Counseling services are available to Bryn Athyn undergraduate students during the academic calendar year. Students are invited to make an appointment about any issue (s). Typical concerns may be related to:

- stress and anxiety
- identity development
- depression
- relationship and family issues
- trauma
- eating disorders
- drug and alcohol concerns
- personal growth

Students may contact the on-campus counselor, Bryan Peightal, directly for appointments at 267-502-2949, or by email at bryan.peightal@brynathyn.edu.

The counseling services office is located in the Student Health Center in Brickman, office number 20. The counselor will see students for 5 sessions, free of charge. The days and times of service are found on the health page of the Bryn Athyn website. Students in need of long term support may be referred to an appropriate community provider. The counselor will provide a list of possible off-campus providers in the surrounding area for students to access. Off-campus counseling services need to be paid for from either health insurance or out-of-pocket payments and the student can incur cost for these services. Please do not hesitate to contact Dr. Suzanne Nelson, Dean of Students, at 267-502-2482 for any questions about the counseling program.

Student Health Services

Bryn Athyn College contracts with Abington/Jefferson health systems. Student Health Services is located in Lower Brickman just outside the entrance to the Dining Hall. All students are eligible for routine care for illness or injury. Services conducted in the health center are free of charge for all students (commuter and resident). We work closely with a broad network of nearby specialists if further evaluation is needed. Students may incur charges if they are referred to off campus medical providers.

Students may contact the nurse practitioner, Christina Wood, at 267-502-6011 or Christina.wood@brynathyn.edu. A Nurse Practitioner is on site for 12 hours each week while school is in session. Please see the website for the monthly schedule.

Further Information

Additional information on mental health services, addiction issues, physical health, and/or personal counseling is available from the Dean of Students, the residence hall directors, or any of the personal counselors available to college students. Students should feel free to contact any of the above at any time if they are experiencing difficulties that seem beyond their ability to handle. Getting help for a problem before it becomes a bigger problem is one way students can be active in their own health.

Campus Security

Campus security is overseen by the Academy of the New Church Security and Safety Department, located in the Benade Hall building on the Academy of the New Church Secondary School. Specific policies and procedures, as well as full crime statistics, are available from the Security and Safety Department (www.brynathyn.edu/student-life/safety). An on-call security officer can be reached 24 hours 7 days a week at 267-502-2424. The Annual Security Report for Bryn Athyn College is available at www.brynathyn.edu/student-life/safety.

International Student Support

An international student advisor is available to assist international students in making adjustments to life in this country and on campus, including assisting them with visa information, obtaining a social security number, facilitating work study on campus, etc. International students seeking personal support are encouraged to meet with the international student advisor or the professional counseling services provided by the college (see Personal Counseling section).

Information Technology

Bryn Athyn College promotes access to a wide range of information and computer services for academic, instructional, administrative, and research purposes. This includes providing each student with a campus computer network account. Help desk support is generally available at the Information Technology Department (located on the ground floor of Pitcairn Hall) Monday through Friday 8:00 am – 5:00 pm. After hours tech support is available Sunday through Thursday 7:00 pm – 10:00 pm. Hours are subject to change. Check our support site for the most up to date hours – see link below. Students may go to the Information Technology Department, call (267-502-2680), email (helpdesk@brynathyn.edu), or visit our support site <http://HelpMeWithIT.brynathyn.edu> for assistance (login required – use your campus account or any free Microsoft account).

All students are required to have a laptop for academic purposes. Laptop requirements can be found on the college website's IT page or in the FAQ documents on our support site. Public computers are also available in the Swedenborg Library and Pendleton Hall student lounge. Public printers are available for student use at the library and Pendleton Hall.

Swedenborg Library

Swedenborg Library, with more than 118,000 volumes and online databases available for study and research in a wide variety of fields, is an important resource center in the academic life of our students. A current student ID card with library barcode is required for checking out all materials. This includes reserve items and interlibrary loan services. The privilege of borrowing books and other materials from Swedenborg Library may be withdrawn if fines for overdue or lost materials are not paid upon notification. Students are expected to abide by all posted library rules.

Campus Dining

Bryn Athyn College is proud to partner with SAGE Dining Services®. SAGE, established in 1990, is the leading food service provider for independent schools and colleges throughout North America. SAGE's unparalleled expertise in nutrition, sustainability, and culinary trends produces exceptional dining experiences that delight the senses, inspire minds, and foster community.

SAGE provides our school community with customized, delicious, dietitian-approved meals, cooked from scratch using fresh, locally sourced ingredients. Their talented chefs enhance mealtime with a wide array of options and flavors, including authentic Asian dishes, Latin American cuisine, and vegetarian and vegan fare. A monthly Educational Seasonings program explores food in cultural and historical contexts, and chefs often engage communities with exciting display cooking.

All SAGE Team Members have extensive training in food service protocols and food allergy awareness. Their open kitchen policy allows parents to schedule a time to visit and ask questions about inventories and preparation methods. SAGE's comprehensive online allergen filter is an important tool that allows students and parents to filter all menus for allergens and choose safe meals.

For more information about SAGE, please visit www.sagedining.com.

If you are a resident student, your dining hall meal plan is pre-loaded onto your Campus Cash card each term.

Commuter students can purchase lunches for a whole term (prices listed below) or individually using your [Campus Cash card](#) (\$5 for breakfast; \$7 for lunch or dinner). If you wish to purchase lunches for the whole term please visit the bursar to make a payment and have the meal plan added to your Campus Cash card. You may also pay for meals using cash or credit card at the door. These prices will be \$5.25 for breakfast and \$7.50 for lunch or dinner. All such sales will also incur sales tax.

If you have any questions please contact the Bursar's office at 267-502-2493 or bursar@brynathyn.edu.

Term Meal Plans	Price	Term Ends
Term 1	\$368.75	11/10/2017
Term 2	\$337.50	2/22/2018
Term 3	\$343.75	5/23/2018

Contact Information:

John Starrett, *Food Service Director*

j.starrett@sagedining.com

Ed Clark, *Assistant Food Service Director*

e.clark@sagedining.com

Bookstore

The college bookstore, located on the first floor of the Swedenborg Library, is available for students to purchase academic supplies, course textbooks and reading packets, and Bryn Athyn College apparel. Students may contact the bookstore manager (267-502-2612) with questions regarding textbook or other academic supplies.

College Grounds Café

College Grounds Café is located conveniently in the Swedenborg Library, right next to the BAC Bookstore. College Grounds serves the full line-up of Starbucks coffee and drinks, including Tazo teas, smoothies, as well as highly popular breakfast sandwiches, has browns, pastries, bagels, and candy. The comfy booths, iPod docks, and HD Plasma TV help make the Café the perfect spot for meetings with faculty and friends.

Student Clubs and Organizations

Student Government

The purpose of student government is to represent and serve the student body and to enrich the student experience at Bryn Athyn College. To this end, student government addresses issues within the college that pertain to the lives of students and serves as the official point of communication between the student body and the college administration and faculty. Student government also promotes and approves the establishment of officially recognized student clubs and organizations, allocates funds to support student club and organization activities, and sponsors events to enrich campus life.

Student Government consists of a student body president and vice president, two representatives from each class, and representatives from each student organization that has been granted a voting seat on student government. Elections take place in the spring term of the academic year prior to the elected representatives taking office (with the exception of the freshman class representatives, who are elected in the fall term of the year in which they serve).

Social Committee

The social committee is made up of students who are interested in brainstorming, planning, and leading social, cultural, and recreational events for the college community. The committee meets regularly with the coordinator of student activities to develop ideas and organize events for the student body. Students interested in serving on the social committee are encouraged to contact Renata Boodhansingh, director of student activities (267-502-6029 or renata.boodhansingh@brynathyn.edu).

CARE (Community Service)

C.A.R.E. is a student-led service organization where students can either gain leadership experience by designing, organizing, and facilitating service projects or simply experience the joy and reward that come from serving others by participating in an established service project. C.A.R.E. offers numerous on- and off-campus service opportunities throughout the year, including Operation Christmas Child during winter term. Students interested in joining C.A.R.E. should contact the student C.A.R.E. president or vice president. Questions about C.A.R.E. can be directed to either the CARE president or the C.A.R.E. advisor, Renata Boodhansingh (267-502-6029 or renata.boodhansingh@brynathyn.edu)

Active Minds

Bryn Athyn College is currently one of more than 340 colleges to have a chapter of the national Active Minds organization. The goal of Active Minds is to increase student awareness of mental health issues, sponsor mental health awareness programs, and make information and resources regarding mental health and mental illness available to the student body. Active Minds seeks to help remove the stigma that can surround mental health issues and to create a comfortable environment for open conversation about mental health issues on college campuses through North America. Students interested in joining the Bryn Athyn College chapter of Active Minds should contact the student Active Minds chapter president.

Multicultural Student Organization (MSO)

The Multicultural Student Organization (M.S.O.) strives to meet the unique needs of multicultural students to support them in achieving personal growth and academic success. While providing educational programs, services and resources that promote a diverse and transformative learning environment for all members of the college community. M.S.O. sponsors several campus wide annual events including Black History Month program, Kente ceremony for graduating seniors and students receiving their A.A. degree and multicultural focus group series. Students interested in participating in M.S.O. should contact the student M.S.O. president. Questions about the Multicultural Student Organization can be directed to either the student M.S.O. president or the M.S.O. advisor, Renata Boodhansingh (267-502-6029 or renata.boodhansingh@brynathyn.edu).

International Student Organization

The International Student Organization (I.S.O.) strives to raise global cultural awareness among the student body, address campus issues that particularly affect international students, and celebrate and support the international members of the student body. I.S.O. sponsors several excursions to nearby cities as well as an annual diversity day, which allows students to share their heritage with the college community by showcasing their nation's traditional foods, clothing, music, and art. I.S.O. is open to all students, international and domestic. Students interested in participating in I.S.O. should contact the student I.S.O. president. Questions about the International Student Organization can be directed to either the student I.S.O. president or the I.S.O. advisor, Renata Boodhansingh (267-502-6029 or renata.boodhansingh@brynathyn.edu).

Student Athlete Advisory Committee

The Student Athlete Advisory Committee (SAAC) is made up of representative student-athletes chosen from each athletic team by their coaches. The purpose of SAAC is to give student athletes an opportunity to provide insight on the student-athlete experience, including input on how rules, regulations, and policies affect the student-athlete. Questions about the Student Athlete Advisory Committee can be directed to the SAAC chair, Kaitlyn Fitzgerald (267-502-4573 or kaitlyn.fitzgerald@brynathyn.edu).

Student Complaint Policy¹

Purpose and Principles

Bryn Athyn College (BAC) is committed to continuous improvement of its curricular and extracurricular services and programs for its students. To this end the College provides adequate, easily activated procedures to receive and respond to student complaints. Effective complaint resolution processes provide BAC with valuable opportunities to analyze recurring or persistent problems and ensure continuous development and improvement of student services and student satisfaction.

Bryn Athyn College is committed to resolving student complaints quickly, using a clear, fair and reliable management process. The College treats complaints seriously and ensures all processes are clear, prompt, confidential, and fair to all parties, and uses its best endeavors to ensure an acceptable resolution is achieved.

The College is also committed, wherever possible, to dealing with complaints at the local level (within the confines of the College). Complaints that are resolved quickly, locally and with the fewest people have the greatest chances of removing any impediment to good working/teaching/learning relationships.

The complaints policy and procedures are based on the following principles:

- 1) That the process used to handle and resolve complaints is fair and is perceived as fair; it is impartial and capable of offering appropriate outcomes;
- 2) That complaints are treated confidentially and information is only used for the purposes for which it was collected;
- 3) That the complaint procedures are understood easily and that students and staff have appropriate access to information about the operation and outcomes of the process;
- 4) That any barriers which deter or prevent students from accessing the complaints system are identified and steps taken to remove them;
- 5) That bias in favor of either students or staff is avoided and that reasons for decisions are provided to all parties concerned;
- 6) That faculty/staff involved in resolving complaints give all parties to a complaint the opportunity to respond to issues raised where appropriate and treat each complaint on its merit regardless of the manner of presentation of either the complaint or the complainant;
- 7) That the complaints system is supported at all levels of the College, where a student's right to complain is recognized;

¹ This policy is based in large part on Alabama A&M University's policy regarding student complaints, and is used with permission.

http://www.aamu.edu/Academics/academicresources/Documents/Student_Complaint_Policy.pdf

- 8) That a mechanism is in place to ensure that no student is victimized or suffers detriment as a result of making a complaint. Any attempt to penalize a student for compiling a complaint will be subject to College disciplinary procedures;
- 9) That complaints are handled in a timely manner with achievable deadlines clearly stated for each step in the resolution of the complaint;
- 10) That faculty/staff who handle complaints are enabled and encouraged to use their judgment within a framework of documented guidelines, procedures, legislation, or College policy;
- 11) That wherever possible complaints are handled, resolved and reviewed locally and have the fewest people necessary involved;
- 12) That all students have the right to appeal local decisions to the next level and ultimately to the President of the College, who will intervene only when local reviews have not satisfactorily resolved the issues raised by the complainant;
- 13) That a mechanism is in place to monitor the nature and outcome of complaints across the College and identify issues of widespread concern to students; and
- 14) That the effectiveness of the complaints system is regularly evaluated by faculty/staff and students involved in the process.

Application

This policy covers issues of concern relating to any aspect of the Bryn Athyn College student experience, including academic affairs, student affairs, and administrative services.

The complaint policy does not cover:

- Complaints that are outside the scope of College operations;
- Complaints about individuals who are not full or part-time members of staff or enrolled at the College.

Some of the College's policies include grievance or appeal procedures specific to those policies (see the list below). Students should use the policy-specific process before registering a complaint regarding a service or action associated with a policy that includes its own appeal or grievance procedure.

Specific policies guide grievance or appeal processes for:

- Grades (these are handled by the grievance procedure for grades)
- Instructor's actions in response to disruptive behavior in class (these are handled by the grievance procedure for disruptive behavior)
- Academic deficiency suspension (this is handled by the appeal procedure for suspension due to academic deficiency)
- Actions in response to academic misconduct (these are handled by the grievance procedure for academic misconduct actions)

- Discrimination, harassment, or retaliation (this is covered by the grievance procedure for discrimination, harassment, or retaliation)
- Disciplinary actions (these are covered by the disciplinary action grievance procedure)

If after exhausting the policy-specific appeal or grievance process a student wishes to make a complaint about the service, then the student may do so by following the procedure given below.

Accountability

All faculty/staff and students have a responsibility to contribute to a teaching, learning, and working environment that is characterized by mutual respect, open communication, and the resolution of conflicts.

Senior administrators (deans, chief financial officer, and president) will:

- a) ensure that commitment of the College to the satisfactory resolution of complaints is an integral part of providing high quality services for students and is understood by senior College managers; and
- b) receive a report as to any decisions of lower management and take such steps, as she/he may consider necessary to ensure its full and effective implementation.
- c) ensure that complaint processes are promoted openly, and actively supported;
- d) ensure that staff have access to adequate support, information, resources and training in resolving complaints;
- e) ensure that information is gathered on the number and types of complaints received and used to inform policy and procedural review;
- f) ensure that any corrective actions arising from complaints are implemented and, where appropriate, reasonable steps are taken to prevent a similar complaint reoccurring; and
- g) monitor working and teaching environments to prevent victimization as a result of complaints.

College administrators will:

- a) be accountable for conducting a review of complaints which have not been satisfactorily resolved at the local level, unless they have been involved in the resolution or have conflict of interest. In these cases the accountability will lie with the next managerial level.
- b) **Be** responsible for consulting with any person or group of people, including College committees, necessary to establish the fact of the complaint and offer an appropriate resolution. Unless the permission of the complainant is gained, this consultation will be as a case-in-principle.

All faculty and staff will:

- a) attempt to resolve all complaints in a timely manner according to the procedures and guidelines on complaint resolution;
- b) ensure that all complaints are treated seriously, investigated sensitively, and that confidentiality is maintained at all times; and
- c) be familiar with the relevant regulations, policies, processes, administrative instructions, guidelines, and complaint resolution procedures.

Students will:

- a) behave in a manner consistent with College policies;
- b) express concerns and make comments in order to improve current practices and inform new policy and procedures;
- c) provide timely and accurate information during the course of a complaint; and
- d) not make mischievous, trivial, or malicious complaints.

Procedures for Handling and Resolving Student Complaints

This process is designed to meet the following objectives:

- To provide procedures that recognize and protect the rights of students to make complaints and to ensure that the rights of the complainant and the respondent are addressed in an even-handed way;
- To provide processes which are accessible to all students and which are appropriate for dealing with all complaints in an equitable and culturally sensitive manner;
- To identify clearly the various steps and processes involved in handling and resolving complaints;
- To identify clearly sources of information for students and faculty/staff involved in a complaint;
- To specify timelines by which processes must be completed;
- To ensure that mechanisms are in place to maintain confidentiality, with a minimum number of people involved and secure record keeping; and
- To provide processes for feedback on service provision to staff and encourage dissemination of best practice examples.

Process Summary

STEP 1: When a problem or issue arises, students are advised to seek information and assistance from the Student Government Association's Office. Students have three options for proceeding:

- Take no further action
- Make comments or suggestions regarding the issues, or
- Make a complaint (see Step 2 below)

STEP 2: A student makes an informal complaint (oral or written) to the member of faculty/staff responsible for the service, decision, or action about which they wish to complain. Faculty/Staff will endeavor to find a resolution. The majority of complaints are resolved successfully at this step.

STEP 3: Students who feel that their complaint has not been resolved satisfactorily in Step 2 may initiate the formal steps of the complaint process by filling out a "Student Complaint Tracking Form" (available at the College Office) and meeting again with the member of faculty/staff responsible for the service, decision, or action about which they wish to complain. Faculty/Staff will endeavor to find a resolution and document their action on the tracking form.

STEP 4: Students who feel that their complaint has not been resolved satisfactorily in Step 3 can request a review by Department Chairs or Administrative Managers. Chairs and Managers will review independently the complaint and either support the original offer or provide an alternative resolution. The next managerial level should conduct the review where the Chairperson or Manager was involved in the initial attempts at resolution or has a conflict of interest in the review. The Chairs or Managers document their action on the tracking form.

STEP 5: If satisfactory resolution has not been obtained at this point, students can lodge a written appeal with the appropriate senior administrator who will hear the complaint and render a final decision based on all the evidence presented. Only the President of the College may overturn this decision. The senior administrator documents the outcome on the tracking form and in the record of institutional complaints.

Action

(Note that the timelines given below may be adjusted when the College is not in session, such as over the summer and between terms.)

Making a Complaint

Students are encouraged to seek information and assistance about their options before proceeding. (Within 72 hours of occurrence).

Acknowledging Receipt of Complaint

Once a complaint reaches the formal level (Step 3 above), staff must acknowledge in writing a complaint within 5 working days from receipt to the next level of management. This written notation is made on the

staff/faculty member's section of the complaint form. The record should identify the staff member handling the complaint and give an estimated time frame for resolution.

Notification of Initial Resolution

Staff will send resolution details in writing to the student within ten working days, giving reasons for the decision.

Requesting a Review of the Decision

Students who are not satisfied with the offer of resolution can submit a request for a review to Department Chairs or Administrative Managers within 20 working days of the date of the notification of initial resolution.

Acknowledging a Request for Review

Chairs/Managers must acknowledge in writing a complaint within 5 working days from receipt. The letter should identify the staff member handling the complaint and give an estimated time frame for resolution.

Notification of Review of Decision

The Chair or Manager will send resolution details in writing within 20 working days to the student giving reasons for the decision.

Lodging an Appeal

Students can lodge an appeal to the appropriate senior administrator within 20 working days of the date of the notification of the review decision.

Appeal Review

Other than in exceptional circumstances, the senior administrator will hear the complaint within 15 working days of receipt of the students' appeal.

Notification of Appeal Decision

Students will receive notification of the senior administrator's decision or estimated time frame for further investigation within 5 working days of the date of the appeal review.

Withdrawing a Complaint

Students have the right to withdraw a complaint at any time during the process, in which case the complaint shall be registered as concluded and noted as withdrawn. The staff member who receives the notification will advise all parties to the complaint in writing of the withdrawal.

If the complaint was against another person or group of people, they have the right to make a written statement following the withdrawal. This should be addressed to the member of staff handling the complaint, who will then circulate the response to all those involved in handling the complaint to date. The complaint will then be concluded and no further correspondence will be required.

Campus Facilities and Hours of Operation

Unless otherwise noted, all hours of operation are Monday – Friday

Asplundh Field House

The Asplundh Field House, which underwent extensive renovation and addition in the late 1990s, is home of the Lions basketball and volleyball and teams as well as housing a fitness center, training room, two gymnasiums and a dance studio.

Hours of Operation:

Athletics Office 8:30 am – 4:30 pm

Fitness Center 5:00 am – 11:00 pm

Brickman Center

The 28,000 square foot Theodore and Sally Brickman Center for Student Life and Admissions serves as an entrance and welcome center for the College. With a great hall, dining and kitchen facilities, offices for admissions and financial aid, the Alumni Association office, the President’s Office, and ample space for studying and student life activities, the Brickman Center serves as a central location for student life and information at the College.

Hours of Operation:

President’s Office 8:30 am – 4:30 pm

Admissions and Financial Aid 8:30 am – 4:30 pm

Brickman Center Dining Room

Monday-Friday

Breakfast 8:15 am – 9:45 am

Lunch 11:45 am – 1:45 pm

Dinner 5:30 pm – 7:00 pm

Weekend

Brunch 12:00 pm – 1:00 pm

Dinner 5:30 pm – 6:30 pm

Cairnwood Estate

Cairnwood Estate is an educational, cultural, and hospitality center serving Bryn Athyn College, the Academy of the New Church Secondary Schools, the Bryn Athyn community, and the surrounding area. Designed in the Beaux Arts style by the renowned architectural firm Carrère and Hastings, Cairnwood Estate was the home of John Pitcairn, founder of the Pittsburgh Plate Glass Company, from its completion in 1895 until his death in 1916. After the Pitcairn family donated the house to the Academy of the New Church in 1980, Cairnwood stood vacant until its renovation in 1994. Students have the opportunity to serve as interns and interpreters at Cairnwood Estate

Tuesday - Sunday Tours: 10 and 11:00 am

Doering Center

The Grant R. Doering Center for Science and Research houses science laboratories that facilitate undergraduate research projects as well as classrooms and faculty offices. The building was awarded LEED (Leadership in Energy and Environmental Design) Gold Standard by the United States Green Building Council. The 39,000 square-foot Doering Center opened in 2009.

Hours of Operation: During class hours (see course schedule)

Fine Arts Center

The Fine Arts Center houses laboratory facilities for ceramics, drawing and painting, and photography, as well as classrooms, music rehearsal rooms, and a gallery.

Hours of Operation: During class hours (see course schedule)

Glencairn Museum

Glencairn Museum serves Bryn Athyn College, the Academy of the New Church Secondary Schools, the Bryn Athyn Community, and the broader public through educating visitors about the history of religion through the art and artifacts in its world-renowned collections. Glencairn's Ancient Near East, Egyptian, Greek, Roman, and Medieval collections provide an unparalleled educational resource for Bryn Athyn College art history, history, and religion students, many of whom will find their classes held in the museum's classroom and galleries. Bryn Athyn students also have the opportunity to serve as museum interns and interpreters at Glencairn. Built in the medieval Romanesque style by Raymond Pitcairn, Glencairn served as a family home from its completion in 1939 until 1980, when Glencairn was given to the Academy of the New Church. Raymond Pitcairn's impressive collection of religious art then combined with the Academy Museum collections to form Glencairn Museum.

Hours of Operation:

Museum Shop

Tuesday-Friday	2:00 pm to 4:30 pm
Weekend	1:00 to 4:30 pm

Highlights Tour

Tuesday-Friday	2:30 pm
Weekend	1:00, 2:30 and 3:00 pm

"Time Travelers": A Family Backpack Tour

Weekend	1:45 pm
By Appointment	

Jungé Pavilion

The James F. Jungé Ice Rink and Pavilion is home of the Lions men's ice hockey team. The pavilion also serves as the home rink for the Academy of the New Church Secondary Schools and Bryn Athyn Youth Hockey as well as serving the Bryn Athyn community.

Hours of Operation: See ice hockey schedule for practice times and games

Mitchell Performing Arts Center (MPAC)

Built as the school's original gymnasium and community meeting facility in the early 20th century, the 439 seat Mitchell Performing Arts Center was renovated in 1999 and provides modern facilities for staging a variety of theatrical, musical, and other performances.

Hours of Operation: During class hours (see course schedule) and during theatrical practices.

Pendleton Hall

Pendleton Hall houses the main college office, the dean's offices, the chaplain's office, faculty offices, the college's chapel, the college's theological school, and newly renovated classrooms.

Hours of Operation:

College Office 8:30 am – 4:30 pm

Theological School Office 8:30 am – 4:30 pm (Mon – Thurs)

Pitcairn Hall

Pitcairn Hall houses a number of administrative and campus services offices, including the vice chancellor, treasurer, development office, information technology department, and director of campus services.

Hours of Operation:

Information Technology Department 8:30 am – 4:30 pm

After Hours Tech Support 3:00 pm – 9:00 pm (Sunday)
7:00 pm – 10:30 pm (Mon – Thurs)

Other Offices 8:30 am – 4:30 pm

Social Center

Originally built as a garage for the historic Cairnwood Estate, the social center hosts college events such as karaoke, dance parties, and small-stage events, and also provides an informal space for students to watch movies and play games.

Hours of Operation: See college social calendar for events

Swedenborg Library, Bookstore, and Café

The Swedenborg Library houses over 118,000 books, periodicals, and special collections as well as access to databases and computers for student use, the College Bookstore and College Grounds Café. The Swedenborg Library is a center for New Church research, housing the world's largest collection of Swedenborg's works, among other rare collections. College Grounds Café (serving Starbucks drinks) is a popular place for students and faculty to study, socialize, or meet in small groups.

Hours of Operation:

Swedenborg Library

Monday – Thursday 7:30 am – 6:00 pm and 7:00 pm – 11:00 pm
Friday 7:30 am – 5:00 pm
Sunday 2 pm – 5 pm and 7:00 pm – 11:00 pm (closed Saturdays)

College Bookstore 9:00 am – 1:00 pm

College Grounds Café

Monday – Thursday 8:00 am – 3:00 pm
Friday 8:00 am – 2:30 pm
(closed during the summer)

Residence Facilities

Childs Hall | 750 Campus Drive

Childs Hall, the largest residence hall on campus, houses 45 students in a combination of double and single rooms. Recent renovations to the downstairs lounges and entrance area provide an attractive space for student social events. A music room offers students an area for creative outlet. Kitchen facilities as well as a laundry room are available for student use. Just outside of Childs Hall, outdoor basketball and volleyball courts and a student-built gazebo form a center for college social life.

Visiting Hours: Sunday – Thursday 7:00 pm – 12:00 am
Friday – Saturday 7:00 pm – 2:00 am

Grant Hall | 730 Campus Drive

Grant Hall provides housing for 39 women. Eight single-occupancy rooms are available to second year and above students in the east wing. First-year students are housed in twelve double-occupancy rooms and two single rooms for RAs located in the south wing. The facility also contains several lounges (one of which is a “quiet” study lounge), TV rooms, a kitchen and dining area, and laundry facilities.

Visiting Hours: Sunday – Thursday 7:00 pm – 12:00 am
Friday – Saturday 7:00 pm – 2:00 am

Suites

The three suite buildings, which opened in 2010, provide 18 apartment-style suites for second, third, and fourth-year residents. Each suite houses five residents in two double rooms and one single room, and has a private bathroom and kitchen-living space. Each of the three suite buildings has a coin-operated laundry facility. The suites are staffed by two resident managers and six resident assistants (RAs).

Visiting Hours: Sunday – Thursday 1:00 pm – 12:00 am
Friday – Saturday 1:00 pm – 2:00 am

Cottages

Four cottages, which opened in 2008, provide house-style living for third and fourth-year residents. Each cottage houses ten residents in three double and four single rooms, and has an open-style kitchen and spacious living room. Each cottage has a coin-operated laundry facility. The cottages are staffed by a resident manager and four resident assistants (RAs).

Visiting Hours: Sunday – Thursday 1:00 pm – 12:00 am
Friday – Saturday 1:00 pm – 2:00 am

Appendices

Important Phone Numbers and Email Addresses

Academic and Student Services

Bryn Athyn College Bookstore	Eden Zecher 267-502-1612 (eden.zecher@brynathyn.edu)
Director of Academic Support	Nina Phillips 267-502-2518 (nina.phillips@brynathyn.edu)
Academic Career Excellence ACE	Ann Buss 215-510-0069 (ann.buss@brynathyn.edu)
International Student Coordinator	Sarah Wong 267-502-2798 (sarah.wong@brynathyn.edu)
Internship Coordinator	Laura Nash 267-502-2412 (laura.nash@brynathyn.edu)
Career Counselors	Jennifer F. DeLuca 267-502-2413 (jennifer.deluca@brynathyn.edu) Arlicia Miller 267-502-2417 (arlicia.miller@brynathyn.edu)
Coordinator of Orientation	Renata Boodhansingh 267-502-6029 (renata.boodhansingh@brynathyn.edu)
Director of Student Activities	Renata Boodhansingh 267-502-6029 (renata.boodhansingh@brynathyn.edu)
Student Health Clinic	Coordinator, Scott Jones 267-502-4517 (scott.jones@brynathyn.edu)
Office of Disability Resources	Kiri Rogers 267-502-2551 (kiri.rogers@brynathyn.edu)
Swedenborg Library	267-502-2524

Financial Aid

Financial Aid Director	Brian Keister 267-502-6034 (brian.keister@brynathyn.edu)
Financial Aid Coordinator	Ashley McCarrie 267-502-2630 (ashley.mccarrie@brynathyn.edu)
Bursar	Micah Alden 267-502-2630 (bursar@brynathyn.edu)

Athletics and Student Organizations

Director of Athletics	Matthew Kennedy 267-502-4566 (matthew.kennedy@brynathyn.edu)
CARE (Community Service)	Renata Boodhansingh 267-502-6029 (renata.boodhansingh@brynathyn.edu)
International Student Organization	Renata Boodhansingh 267-502-6029 (renata.boodhansingh@brynathyn.edu)
Student Government	Suzanne Nelson 267-502-2482 (suzanne.nelson@brynathyn.edu)

College Administration

President	Mr. Brian G. Blair 267-502-2410 (brian.blair@brynathyn.edu)
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Asst. College Chaplain

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Dining Hall and Food Service

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Assistant Food Service Director

Ed Clark (e.clark@sagedining.com)

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**Director of Residence Life
Manager of King Hall and the Cottages**

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Safety and Security Department

Emergency	911
On-duty Security Officer	267-502-2424
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Anonymous Tip Line	267-502-4523
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Bryn Athyn Police	215-947-0118