

# 2005/2006 Graduate Student Handbook

## GRADUATE PROGRAM ADMINISTRATION

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### COLLEGE OF ARTS AND SCIENCES

**Kenneth Skinner, PhD**

*Director of the Liberal Studies Program*

**William E. Harver, PhD**

*Director of the Criminal Justice Program*

**James Vike, PhD**

*Director of the Public Administration Program*

### SCHOOL OF ENGINEERING

**John H. Dixon, BA**

*Director of Graduate and Special Programs*

**Vicki L. Brown, BSCET, PhD, PE**

*Chairman, Department of Civil Engineering*

**Maria Slomiana, BS, MS, PhD**

*Chairman, Department of Mechanical Engineering*

**Gennaro J. Maffia, MChE, MBA, DE**

*Chairman, Department of Chemical Engineering*

**Bryen E. Lorenz, MS, PhD**

*Chairman, Department of Electrical Engineering*

### SCHOOL OF HOSPITALITY MANAGEMENT

**John F. Mahoney, PhD**

*Director, Graduate Programs in Hospitality Management*

### SCHOOL OF HUMAN SERVICE PROFESSIONS

#### CENTER FOR EDUCATION

**Judy Alston, PhD**

*Associate Dean of the School of Human Service Professions and  
Director of the Center for Education*

#### CENTER FOR SOCIAL WORK EDUCATION

**Paula Silver, PhD, MSW, LSW**

*Associate Dean of the School of Human Service Professions and  
Director of the Center for Social Work Education*

#### INSTITUTE FOR

##### GRADUATE CLINICAL PSYCHOLOGY

**Virginia Brabender, PhD, ABPP (Clinical)**

*Associate Dean of the School of Human Service Professions and  
Director of the Institute for Graduate Clinical Psychology*

##### INSTITUTE FOR PHYSICAL THERAPY EDUCATION

**Robin L. Dole, PT, EdD, PCS**

*Associate Dean of the School of Human Service Professions and  
Director of the Institute for Physical Therapy Education*

### SCHOOL OF BUSINESS ADMINISTRATION

**Lisa Bussom, MS, PE**

*Assistant Dean for Graduate Programs in Business*

### SCHOOL OF NURSING

**Mary B. Walker, RN, EdD**

*Assistant Dean for Graduate Programs in Nursing*

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## **QUICK DIRECTORY**

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### **BOOKSTORES**

Main Campus, 610-876-7300  
Delaware Campus, 302-478-0606  
Harrisburg Campus, 717-541-3905

### **BUSINESS OFFICES**

Main Campus, 610-499-4150  
Delaware Campus, 302-477-2207  
Harrisburg Campus, 717-541-3905

### **CAMPUS SAFETY**

Main Campus, 610-499-4201  
Delaware Campus, 302-477-2200  
Harrisburg Campus, 717-541-3948

### **FINANCIAL AID**

Main Campus, 610-499-4174  
Delaware Campus, 302-478-2209  
Harrisburg Campus, 717-541-3961

### **LIBRARIES**

Main Campus, 610-499-4066  
Delaware Campus, 302-477-2272  
Harrisburg Campus, 717-541-3926

### **REGISTRAR**

Main Campus, 610-499-4141  
Delaware Campus, 302-477-2009  
Harrisburg Campus, 717-541-3904

### **STUDENT ACTIVITIES**

Main Campus, 610-499-4412

### **STUDENT HEALTH CENTER**

Main Campus, 610-499-1183

### **COUNSELING CENTER**

Main Campus, 610-499-1186

### **INFORMATION LINE**

610-499-4600

### **SCHOOL CLOSING NUMBERS**

PA #2461—reported on KYW-1060  
DE #2967—reported on WAMS-1380,  
WDEL-1150, & WILM-1450

### **WEB SITE**

<http://www.widener.edu>

## **WIDENER UNIVERSITY**

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Main Campus, One University Place, Chester, PA 19013-5792  
Delaware Campus, 4601 Concord Pike, Wilmington, DE 19803-0474  
Harrisburg Campus, 3800 Vartan Way, Harrisburg, PA 17110-9450  
Exton Campus, 825 Springdale Drive, Exton, PA 19341-2843

**Member, Association for Continuing Higher Education**  
**Accredited by the Middle States Association of Colleges and Schools**

## **UNIVERSITY POLICY**

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It is the policy of Widener University not to discriminate on the basis of sex, age, race, national origin or ethnicity, religion, disability, sexual orientation, or marital status in its educational programs, admissions policies, employment practices, financial aid, or other school-administered programs or activities. This policy is enforced under various federal and state laws, including Title VII of the Civil Rights Act of 1964 as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. Further, in compliance with state and federal laws, Widener University will provide the following information upon request: (a) copies of documents pertinent to the university's accreditations, approvals, or licensing by external agencies or governmental bodies; (b) reports on crime statistics and information on safety policies and procedures; and (c) information regarding gender equity relative to intercollegiate athletic programs—Contact: Vice President for University Advancement, Widener University, One University Place, Chester, PA 19013, 610-499-4123. Comments or requests for information regarding services and resources for disabled students should be directed to: Director of ENABLE, Widener University, One University Place, Chester, PA 19013, 610-499-1270; or Dean of Students, Delaware Campus of Widener University, P.O. Box 7474, Wilmington, DE 19803, 302-477-2177.

This publication contains information, policies, procedures, regulations, and requirements that were correct at the time of publication. In keeping with the educational mission of the university, the information, policies, procedures, regulations, and requirements contained herein are continually being reviewed, changed, and updated. Consequently, this document cannot be considered binding and must be used solely as an informational guide. Students are responsible for keeping informed of official policies and meeting all relevant requirements.

The university reserves the right and authority at any time to alter any or all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admission, and to dismiss from the university any student at any time, if it is deemed by the university to be in the best interest of the university, the university community, or the student to do so. The provisions of this publication are subject to change without notice, and nothing in this publication may be considered as setting forth terms of a contract between a student or a prospective student and Widener University.

*Published by the Office of University Relations, August 2005*

# INFORMATION DIRECTORY

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Main Campus	610-499-4000
Delaware Campus	302-478-3000
Exton Campus	484-713-0088
Harrisburg Campus	717-541-3900

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## ACADEMIC OFFICES

Provost	610-499-4106
Associate Provost	610-499-4372
<b>College of Arts &amp; Sciences</b>	<b>610-499-4336</b>
Master of Arts in Criminal Justice	610-499-4554
Master of Arts in Liberal Studies	610-499-4287
Master of Public Administration	610-499-4365
<b>School of Engineering</b>	<b>610-499-4036</b>
<b>School of Hospitality Management</b>	<b>610-499-1101</b>
Master of Hospitality Management	610-499-1102
<b>School of Human Service Professions</b>	<b>610-499-4351</b>
Center for Education	610-499-4294
Center for Social Work Education	610-499-1153
Institute for Graduate Clinical Psychology	610-499-1208
Institute for Physical Therapy Education	610-499-1277
<b>School of Business Administration</b>	<b>610-499-4305</b>
PA residents	610-499-4305
DE residents	302-478-3400
<b>School of Nursing Main Campus</b>	<b>610-499-4207</b>
Harrisburg Campus	717-541-1932

## ARAMARK DINING SERVICES

Main Campus	610-499-4418
Delaware Campus Dining Center	302-478-2242

## BURSAR'S OFFICE

General Information, Lipka Hall	610-499-4150
Delaware Campus—Cashier	302-477-2181
Harrisburg Campus—Cashier	717-541-3905

## BOOKSTORE

Main Campus	610-876-7300/8171
Delaware Campus	302-478-0606
Harrisburg Campus	717-541-3909

## CAMPUS SAFETY AND SECURITY

Main Campus (Old Main)	610-499-4200/4201
Delaware Campus	302-477-2200/2201

## CAREER ADVISING &

<b>PLANNING SERVICES (CAPS)</b>	<b>610-499-4176</b>
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<b>CHILD DEVELOPMENT CENTER</b>	<b>610-499-1097</b>
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## CREDIT UNIONS

Franklin Mint Federal Credit Union	610-499-4570
Atlantic Credit Union	610-325-3600

## EMERGENCY

Main Campus	610-499-4200
Delaware Campus	302-478-2200/2201

<b>ENABLE (DISABILITY SERVICES)</b>	<b>610-499-1266</b>
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## FINANCIAL AID

Main Campus	610-499-4174
Delaware Campus	302-477-2272
Harrisburg Campus	717-541-3961

## HEALTH CENTER

Main Campus	610-499-1183
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## INFORMATION TECHNOLOGY

<b>SERVICES (ITS)</b>	<b>610-499-1047</b>
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## LIBRARIES

<b>Delaware Campus</b>	<b>302-477-2114</b>
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### Harrisburg Campus

Circulation desk	717-541-3933
Reference desk	717-541-3934

### Main Campus—Wolfgram Memorial Library

Circulation desk	610-499-4066
Reference desk	610-499-4073

## UNIVERSITY CENTER

Administration Offices	610-499-4400
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## POST OFFICE

Main Campus	610-499-4410
Delaware Campus	302-477-2217

## REGISTRAR'S OFFICE

Main Campus	610-499-4140
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<b>SCHWARTZ ATHLETIC CENTER</b>	<b>610-499-4441</b>
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<b>VETERANS' AFFAIRS</b>	<b>610-499-4146</b>
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# ABOUT WIDENER UNIVERSITY

## HISTORY

Founded in 1821 as a preparatory school for boys in Wilmington, Delaware, the institution now known as Widener University moved to Pennsylvania in 1862, and was granted collegiate powers and privileges via universal charter by the Pennsylvania legislature in April of that year. It was known from 1892 to 1972 as Pennsylvania Military College, though it had officially become PMC Colleges in 1966 when a nonmilitary, coeducational component was added. The name Widener College was adopted, and the Corps of Cadets disbanded, in 1972. Graduate programs were introduced in 1967 and the School of Law acquired in 1975.

In recognition of its comprehensive offerings, Widener College became Widener University in 1979. Today, Widener is a four-campus university offering more than 140 programs of study. The university's schools include the College of Arts and Sciences, the School of Business Administration, the School of Engineering, the School of Hospitality Management, the School of Human Service Professions, the School of Law, the School of Nursing, and University College.

## MISSION

As a leading metropolitan university, we achieve our mission at Widener by creating a learning environment where curricula are connected to societal issues through civic engagement. We lead by providing a unique combination of liberal arts and professional education in a challenging, scholarly, and culturally diverse academic community. We engage our students through dynamic teaching, active scholarship, personal attention, and experiential learning. We inspire our students to be citizens of character who demonstrate professional and civic leadership. We contribute to the vitality and well-being of the communities we serve.

## VISION STATEMENT

Widener aspires to be the nation's preeminent metropolitan university recognized for an unparalleled academic environment, innovative approaches to learning, active scholarship, and the preparation of students for responsible citizenship in a global society.

## GOALS

- Develop a university community whose diversity enriches the lives of all members and where our students are prepared for living in a pluralistic and ever-changing world.
- Achieve an unparalleled academic environment by promoting rigorous educational programs, productive scholarship, and lifelong learning.
- Create a student-centered living and learning experience that supports the achievement of academic excellence.
- Transform Widener into a university known for distinctive educational programs that effectively use experiential and collaborative learning, mentoring, and engaged teaching to emphasize the linkage between the curricula and societal needs.
- Expand and diversify the university's financial resources, and manage its assets in an efficient and effective manner.
- Make Widener an employer of first choice and a place that attracts talented people at all levels to work or volunteer to help us fulfill our unique mission.
- Implement strategies to strengthen the integration of liberal arts and sciences and professional programs, and enrich our general education offerings to ensure that every undergraduate

student has common educational experiences involving civic engagement and experiential learning.

- Foster an environment that will encourage innovation in teaching, scholarship, and program development.
- Raise the profile of Widener among metropolitan leaders, the general public, the academic disciplines, and the national higher education community.
- Optimize the university's enrollment to achieve a vital university community at both the undergraduate and graduate levels.
- Address the metropolitan region's most pressing concerns and enhance our program offerings to respond to the educational needs of our communities.
- Actively promote the development of leadership skills and provide opportunities for leadership experiences for members of the university community so that they may become civic and professional leaders of our metropolitan region.

## ACCREDITATIONS AND MEMBERSHIPS

### ACCREDITATIONS

Widener University is accredited by the Middle States Association of Colleges and Schools. All business programs are accredited by AACSB International, the Association to Advance Collegiate Schools of Business. Widener University's graduate programs are additionally accredited by the following: American Bar Association (School of Law), American Psychological Association [750 First Street, NE, Washington, DC 20002] (Doctor of Psychology and Clinical Psychology Internship), Commission on Accreditation of Healthcare Management Education (Master of Business Administration in Health and Medical Services Administration), Commission on Accreditation in Physical Therapy Education (Doctor of Physical Therapy), Council on Social Work Education (Center for Social Work Education), National Association for Education of Young Children (Child Development Center), Pennsylvania Continuing Legal Education Board of the Supreme Court (School of Law), Pennsylvania Department of Education (Center for Education), Pennsylvania Department of Welfare (Child Development Center), Pennsylvania Private School Board (Center for Education).

The master's program in nursing is accredited by the National League for Nursing Accreditation Commission (NLNAC) and the Pennsylvania Board of Nurse Examiners. Information on the nursing programs is provided to NLNAC on an annual basis and is publicly available through NLNAC. The family nurse practitioner (FNP) program is approved by the Commonwealth of Pennsylvania State Board of Nursing, which has the authority to establish standards for the operation and approval of the FNP program. The FNP program was approved by the Pennsylvania State Board of Nursing in 1994, and the School of Nursing received accreditation status from the National League in 1992.

### MEMBERSHIPS

Widener University's graduate programs hold membership in the following: Association of University Programs in Health Administration (Department of Health and Medical Services Administration), Association of American Law Schools (School of Law), Association of Graduate Liberal Studies Program (Master of Arts in Liberal Studies), National Association of Schools of Public Affairs and Administration (Master of Public Administration), National League for Nursing and the American Association of Colleges of Nursing (School of Nursing).

## STUDENT ORGANIZATIONS

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### CLINICAL PSYCHOLOGY

**Student Forum**—The forum provides a means for students in the Psy.D. program to express their views on issues relating to university policy and procedures and student services. The director of the clinical psychology program meets with the Student Forum officers on a regular basis. As well, officers are invited to join the dean of the School of Human Service Professions, the associate deans and directors of all the graduate units, and the other graduate unit organizations as part of the Dean's Advisory Group. This enables students to have a voice with the graduate community at large. A student newsletter is published on a regular basis to keep the Psy.D. student body informed of the forum's activities. For further information, contact 610-499-1208.

### EDUCATION

**Education Doctoral Students' Association**—Organized to provide the doctoral student with an avenue for discussing the important issues and concerns of University Life. The social, academic affairs, faculty, and professional development subcommittees report to the Steering Committee, which, in turn, meets with an advisor. A newsletter keeps all students informed of the association's activities. For more information, please call 610-499-4383.

### BUSINESS

**Graduate Business Association**—The purpose of the Graduate Business Association is to serve the special needs of graduate students who work during the day and attend school on a part-time basis in the evening. The goals of the organization are to provide a liaison between the students and Career Advising and Planning Services and to provide a vehicle for student input into the curriculum. Contact 610-499-4305.

**Health and Medical Services Administration Student Association**—Students enrolled in the HMSA program are entitled to apply for membership in the American College of Healthcare Executives. For information, call 610-499-4384.

### NURSING

**Eta Beta Chapter, Sigma Theta Tau International**—This nursing honor society is open to both master's and doctoral students. For additional information, please contact the Graduate Nursing Office at 610-499-4207.

### PHYSICAL THERAPY

**Physical Therapy Student Association (P.T.S.A.)**—The organization's purpose is to enhance the understanding of physical therapy and current health issues among the student body and the Chester community. For information, call 610-499-1277.

### SOCIAL WORK

**Master of Social Work (M.S.W.) Student Organization**—The organization's purpose is to provide peer support, professional development, and representation for the students of the M.S.W. program. Membership is open to all matriculated students in the M.S.W. program. For information, call 610-499-1153.

**National Association of Black Social Workers, Student Chapter**—This organization provides peer support for students of African descent and offers opportunities for service and professional and cultural development. For more information call, 610-499-1153.

## ACADEMIC POLICIES

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The academic policies of each graduate program are outlined in the graduate bulletins. The policies covered in the bulletins include:

- Admissions Procedures
- Petitioning to Graduate
- Auditing
- Special Status Students
- Degree Requirements
- Transfer Credit
- Grading
- Withdrawal Policy
- Matriculation

Information on tuition and fees is available from each of the graduate program offices.

## STUDENT SERVICES

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### BOOKSTORES

#### MAIN CAMPUS

The Widener University Bookstore (operated by College Bookstores of America) is located on the main floor of University Center. The store carries a variety of merchandise in addition to textbooks, including greeting cards, paperback books, souvenirs, clothing, calculators, lab coats, school supplies, CDs, and specialty items (graduation announcements, frames, etc.).

#### Main Campus Bookstore Hours

Monday - Tuesday . . . . . 9:00 a.m. - 7:00 p.m.  
Wednesday - Thursday . . . . . 9:00 a.m. - 6:00 p.m.  
Friday . . . . . 9:00 a.m. - 5:00 p.m.  
Saturday . . . . . 8:30 a.m. - 2:00 p.m.  
Sunday . . . . . Closed  
Summer Hours: Monday - Thursday . . . . . 9:00 a.m. - 5:00 p.m.  
Friday - Sunday . . . . . Closed

To accommodate the student attending late day or evening classes, the bookstore extends hours at the beginning of each semester and summer session.

**Used Textbook Availability and Book "Buy Back"**—The bookstore also offers a large selection of used textbooks. The Bookstore will buy back current editions of used textbooks if there is a market for the books.

**Special Book Orders**—The bookstore can order books other than current textbooks. Students should see the textbook manager if they have this type of request.

**Credit Card Policy**—Purchases may be charged to MasterCard, VISA, American Express, and Discover.

**Textbook Return Policy**—The bookstore will accept new and used textbooks for refund. The following conditions must be observed for a refund to be obtained:

- Valid sales receipt required for all returns.
- Books must be returned within the first two weeks of classes (five days from the beginning of summer session classes).
- Books must be returned in original wrappings and free of markings.
- Books containing software are not returnable if software has been opened.
- Books must be returned at the Customer Service counter upon entering the bookstore.



An ATM with no transaction fee for Franklin Mint members is located outside the credit union office in the University Center. An ATM is also located in the lobby of Old Main. There is a \$1.50 transaction fee at each ATM for noncredit union members.

The credit unions' products include no-fee checking, savings, MAC/STAR, direct deposit, low-rate auto and consumer loans, VISA, MasterCard, telephone and on-line banking, and many other services. Membership privileges are for life, and eligibility extends to all family members. For more information on the Franklin Mint Federal Credit Union, call 610-325-5100 or visit [www.fmfcu.org](http://www.fmfcu.org).

## **DAY CARE**

The Widener Child Development Center, located at the corner of 15th Street and Providence Road, provides a nursery school and kindergarten program for three-, four-, and five-year olds. Open year round from 7 a.m. to 6 p.m., the center operates half-day and full-day sessions. The center has received NAEYC accreditation. The tuition schedule is available by calling 610-499-1097.

## **FINANCIAL INFORMATION**

### **OVERVIEW**

Widener University recognizes that financing a college education can be a fundamental concern for graduate students. Through a variety of financial aid programs, the university attempts to assist students who are unable to meet the full cost of attendance on their own. The Financial Aid Office helps students explore options and plan for the investment in their college education. The staff of the Financial Aid Office is available daily to discuss financial aid planning.

The first step in the financial aid process is determining the student's eligibility. Widener offers financial aid programs that are both need-based and non-need-based. Need is the difference between the student's cost of attendance and the federally calculated student contribution. The cost of attendance includes tuition, fees, room and board (\$850/month for off-campus paying rent or mortgage or \$200/month for commuters), books (\$95/course), travel (\$220/month for full-time students) and personal expenses (\$130/month). When a student's contribution is higher than the cost of attendance, the student's eligibility is restricted to non-need-based aid. Need-based aid may not exceed financial need. The total of all aid may not exceed the cost of attendance. Enrollment in a program of study abroad approved by the university may be considered enrollment in the university for purposes of applying for federal student financial assistance. The Financial Aid Office reviews each student's application in order to identify which of the available programs will best meet the student's objectives.

### **ELIGIBILITY CRITERIA**

A graduate student may be eligible for financial aid if he or she is:

1. a citizen of the United States or an eligible noncitizen.
2. matriculated in an eligible degree or certificate program.
3. maintaining satisfactory academic progress as defined in the *Financial Aid Handbook*.
4. NOT in default on a federal student loan and does not owe a refund on a federal grant.

5. enrolled at least half time in order to receive a Federal Stafford Loan. Half-time enrollment is defined as a minimum of 6 credits per semester for the Doctorate in Clinical Psychology, the Doctorate in Physical Therapy, and the Master's of Social Work, and a minimum of 5 credits per semester for all other graduate programs.

### **THE APPLICATION PROCESS**

All students applying for financial aid must file:

1. the Free Application for Federal Student Aid (FAFSA).
2. the Widener Graduate Student Financial Aid Data Form. If selected for verification, students will also need to complete a federal verification form and provide signed copies of their previous year's federal income tax returns and W-2 wage statements or a Widener statement of non-tax filing status.
3. the appropriate loan application(s) or Master Promissory Note if desired.

To obtain application materials, contact the Main Campus Financial Aid Office in Chester, PA at 610-499-4174.

**DEADLINES:** Widener's priority deadline is May 1. All students are encouraged to apply for financial aid as soon as possible after January 1. Graduate students interested in attending during the summer should apply no later than February 15. Graduate students who file after the May 1 deadline may not be considered for the Federal Perkins Loan or the Federal Work-Study programs.

**WARNING:** The financial aid process takes four to six weeks. Students who mail the FAFSA to the processor within six weeks of the start of classes should contact the Business Office to make alternate payment arrangements.

### **FINANCIAL AID PROGRAMS**

*All programs specified in this section are subject to change.*

**Federal Stafford Loan** is a low-interest federally insured loan available from banks and other commercial lenders such as Widener. A student applying for a Stafford Loan must enroll at least half time, complete the FAFSA, and submit all other required documentation before the loan application can be processed by the Financial Aid Office. Once processed, checks will be double disbursed according to federal regulations. Students who have outstanding Stafford Loans are strongly recommended to continue borrowing from their previous lender. The Stafford Loan is offered in two forms, a subsidized loan and an unsubsidized loan.

**The Subsidized Stafford Loan** is available to students who demonstrate financial need according to federal criteria. The federal government subsidizes the interest due on the loan funds while the borrower is enrolled in school on a half-time basis and during grace and deferment periods.

Depending on financial need, graduate students pursuing master's and doctoral degrees are eligible for a maximum subsidized Stafford Loan of \$8,500 per academic year. Students enrolled in programs leading to teaching certification only are eligible for an annual maximum of \$5,500.

**The Unsubsidized Stafford Loan** is available to students who do not demonstrate financial need, but who require loan funds to help meet their educational expenses. The borrower is responsible for the interest due on the loan while enrolled in school and during periods of deferment. The borrower has the option of paying the interest or allowing the lender to add the

accrued interest to the loan principal (capitalization). Graduate students are eligible for a maximum unsubsidized Stafford Loan of \$18,500 per academic year. The combination of subsidized and unsubsidized Stafford Loans cannot exceed the lower of \$18,500 per academic year or cost of attendance. Because the HEAL program has been phased out, Clinical Psychology students may borrow increased unsubsidized loan amounts up to \$31,000 less subsidized eligibility or cost of attendance.

For all Stafford Loan borrowers, repayment of interest and principal generally begins six months after graduation or the last date of half-time enrollment. The minimum monthly payment is \$50; however, the monthly payment must be sufficient to repay the principal and interest within ten years. Students who qualify may be eligible to have their loans deferred or partially cancelled for participation in certain volunteer service activities. For more information, please contact the Financial Aid Office for a copy of the *Financial Aid Handbook*.

**Federal Perkins Loan** is a low-interest (5 percent) federal loan program administered by the university and awarded to students with exceptional need. Recipients must sign a promissory note each year. The annual federal limit for graduate students is \$6,000. Actual award amounts at Widener University are determined by financial need and funds available. Repayment begins nine months after graduation or termination of at least half-time enrollment. (Students who have outstanding NDSL loans begin repayment in six months.) The maximum aggregate limit for both graduate and undergraduate level loans is \$40,000. Students who qualify may be eligible to have their loans deferred or partially cancelled for participation in certain volunteer service activities. For more information, please contact the Financial Aid Office for a copy of *The Student Guide*. Students who meet Widener University's May 1 filing deadline are given priority.

**Alternative Loan Programs** are offered by a variety of private lenders and organizations. The repayment terms and eligibility requirements vary widely. Students are encouraged to carefully review the provisions of the loan before incurring additional obligations. Contact the Financial Aid Office for a partial listing of lenders and programs.

**Federal Work-Study** is the opportunity to earn funds through employment and is awarded as part of the student's aid package. The amount of FWS awarded represents a maximum eligibility amount determined by the Financial Aid Office. Students may work up to 15 hours per week during any week

during which classes are held and up to 40 hours per week during vacation periods. Actual earnings will depend on the number of hours worked and the wage rate, but may not exceed the FWS award amount. Paychecks are processed biweekly. Students cannot be paid less than minimum wage. Students who meet Widener University's May 1 filing deadline are given priority. The rights and responsibilities of students receiving financial assistance pursuant to federal work-study programs and a statement of the federal requirements for the return of assistance provided thereunder is set forth in the *Financial Aid Handbook* which is available in the Financial Aid Office.

**Widener Student Employment** is on-campus employment funded from university resources for students who do not demonstrate need.

**Professional Nurse Traineeship Grants** partially cover the cost of tuition for full-time advanced education of professional nurses. Each appointment is for at least nine months of full-time study. Funds are subject to annual federal budget approval. Awards to individual students will vary depending on total funding and numbers of eligible students applying for funds. Information is available from the School of Nursing's graduate program office.

**Graduate Assistantships and Fellowships** are available to students enrolled in specific graduate programs. The student should contact the graduate program office for more information.

**Other Sources of Aid** such as private scholarships, grants, and loans are available to students through local organizations and associations. The Widener University Library has a number of books that may assist students in their search for funding. Students may also request a list of Internet websites from the Financial Aid Office.

Students who are receiving employer assistance may also apply for financial aid as long as all of the eligibility requirements are met.

Questions regarding payment arrangements should be directed to the Bursar's Office, Widener University.

Students interested in learning more about the federal financial aid programs may request a copy of *The Student Guide* from the Financial Aid Office.

## SATISFACTORY ACADEMIC PROGRESS

To continue to receive financial aid, students must earn sufficient credits and earn the required cumulative grade point average according to the university's Minimum Standards of Academic

### FEDERAL PERKINS LOAN MONTHLY PAYMENT AT 5% OVER 10 YEARS

Total Loan Amount	Interest Charges	Number of Payments	Total Repaid	Monthly Payment
\$4,500	\$1,227.60	120	\$5,727.60	\$47.73
9,000	2,455.20	120	11,455.20	95.46
18,000	4,910.40	120	22,910.40	190.92

Typical monthly payments and total interest charges over a 10-year period based on 5 percent interest rate.

### FEDERAL STAFFORD LOAN MONTHLY PAYMENTS AT 8.25% OVER 10 YEARS

Total Indebtedness	Interest Charges	Number of Payments	Total Repaid	Monthly Payment
\$2,600	\$628.42	65	\$3,228.42	\$50.00
5,000	2,358.97	120	7,358.97	61.33
7,500	3,538.80	120	11,038.80	91.99
10,000	4,718.00	120	14,718.00	122.65
15,000	7,077.60	120	22,077.60	183.98

Typical monthly payments and total interest charges over a 10-year period based on 8.25 percent interest rate.

Progress for Student Financial Aid. Detailed information regarding academic regulations concerning retention or reapplication for financial aid is available in the Financial Aid Office.

## **WITHDRAWAL AND ADJUSTMENT OF CHARGES**

### **Fall and Spring Semesters**

In case of withdrawal from a course (or program), tuition and room/board charges will be adjusted on a pro rata basis. In general, the adjustments will be 100 percent prior to the second class, 90 percent to the end of the second week, 80 percent for week three, 70 percent for week four, 60 percent for weeks five and six, 50 percent for week seven, and 40 percent for weeks eight and nine. No adjustment will be granted after the end of the ninth week of classes.

### **Summer Terms**

The adjustment schedule for summer terms is available to students in the Bursar's Office or the office of the dean of the applicable school/college.

## **FINANCIAL AID**

In the case of a financial aid recipient's withdrawal from all classes, a return of Title IV or other funds may be required. The amount returned to funding agencies is determined in accordance with federal and state regulations. Any balance remaining after required repayments to sources of financial aid is refunded to the student. However, if a student owes unpaid charges to the university at the time of withdrawal, the amount of these charges will be deducted from the refund due the student. The detailed worksheet for the distribution formula may be obtained from the Financial Aid Office.

Students who have qualified for and received Perkins or Stafford Loans must participate in both entrance and exit interviews. Students with Perkins loans should contact our Loan Collection Office located within the Bursar's Office in Lipka Hall. To schedule an interview, please call 610-499-4173. During the interview, students will be advised of the responsibilities and procedures in remitting payment on these loans. Furthermore, Perkins borrowers will be required to sign promissory notes as they officially setup a repayment schedule. The Stafford loan entrance and exit interview can be completed on-line at [www.aesuccess.org](http://www.aesuccess.org). The rights and responsibilities of students receiving financial assistance under the higher education assistance act and a statement of the federal requirements for the return of grant or loan assistance provided thereunder is set forth in the *Financial Aid Handbook*, which is available in the Financial Aid Office.

## **TUITION AND FEES**

Information on tuition and fees is provided in the application materials available from the individual graduate program offices.

## **INFORMATION TECHNOLOGY SERVICES**

Widener University's computing resources are managed by the Office of Information Technology Services (ITS), which is located on the second floor of Academic Center North (ACN) and has satellite offices located on both the Delaware and Harrisburg Campuses. ITS administers CampusCruiser and the Web-based information portal for the university. CampusCruiser enables the university community to access personal and group

calendars, e-mail, class schedules, campus events, review personal academic information such as GPAs, register for classes, and more. In addition to CampusCruiser, ITS provides central computing resources including Internet and World Wide Web access, Microsoft Office, numerous academic-specific software applications, residential computing connections, and HelpDesk support. ITS maintains general purpose labs on all campuses, with two on the Main Campus and one each on the Delaware and Harrisburg Campuses. ITS also maintains several computer classrooms throughout the university and provides support for classrooms equipped for multimedia presentations.

**Internet2**—Widener University is committed to the mission of Internet2 to facilitate and coordinate the development, deployment, and operation of a network for advanced network services and applications. Internet2's efforts at other universities and Widener University's involvement enable Pennsylvania and Delaware to provide services and leadership to higher education in the Northeastern region. Additionally, this partnership allows Widener University to service the collaborative technology needs of its campuses and other research universities and centers.

**Note:** Computer users are advised to read the *Widener University Student Computing Resource Policy*, which is available in all computing labs and at [www.widener.edu/110](http://www.widener.edu/110)

## **INTERNATIONAL STUDENTS**

The university invites the matriculation of students from other nations. It is authorized under federal law to enroll non-immigrant F-1 alien students. Students should apply to the director of the graduate program in their area of study providing official transcripts of the baccalaureate degree.

Students educated in any language other than English must take the College Entrance Examination Board's Test of English as a Foreign Language (TOEFL), scoring a minimum 550 paper-based or 213 computer based. Testing centers are located around the world. For information, write to: Test of English as a Foreign Language, Box 899, Princeton, NJ 08540.

For students requiring additional English language training before beginning their academic programs, the Pennsylvania Language Institute (PLI) is located at Widener University on the Chester campus. For information, contact PLI at Widener University, One University Place, Chester, Pa 19013.

The School of Nursing requires a passing score on the Commission on Graduates of Foreign Nursing Schools (CGFNS) Qualifying Examination. The CGFNS examination is a prerequisite for taking the National Registered Nurse Licensing Examination in the Commonwealth of Pennsylvania. Testing centers are located around the world. A valid, current RN license is required for admission. For CGFNS information, go online to [www.CGFNS.org](http://www.CGFNS.org).

Foreign nationals are required to forward a nonrefundable \$300 deposit and official, original documentation detailing how they will cover the cost of their education (tuition, fees, living expenses, personal expenses, etc.), and must include a bank certification in U.S. dollars demonstrating immediate availability of sufficient resources to cover all costs for the first year of study in the United States. The bank statement should also indicate that similar annual amounts will be available to the student for the duration of his/her academic program. Upon receipt of this information, the university can forward the I-20 form needed for presentation to U.S. immigration officials as the basis for issuance of the student visa to enter this country.

Most international students find that the easiest way of establishing their ability to finance their education is to get a current (within 90 days) statement from their banks detailing the personal resources in U.S. dollars to which they will have access while in the United States as students.

## **PARKING**

Parking on all campus parking areas is by permit only. Parking stickers can be obtained from the Campus Safety Office and are available on a semester or academic year basis in Lipka Hall. The parking fee for evening students is \$15, for day commuter students is \$40, and for resident students is \$50 per academic year. A permit does not guarantee the purchaser a parking space. Parking fines are \$10 for all violations except for parking in a handicapped space or a fire lane, which are \$25 each.

## **POST OFFICE**

As a substation of the Chester Post Office, this office, located on the ground floor of University Center, offers many postal services, including Express Mail. Money orders are not issued after 3 p.m. weekdays. The Post Office is open from 9 a.m. to 4 p.m., Monday through Friday, during the fall and spring semesters. During the summer, the Post Office is open from 9 a.m. to 4 p.m., Monday through Thursday. The mail is picked up at 1:30 p.m. and 4 p.m. daily by the Chester Post Office.

## **REGISTRAR'S OFFICE**

The Registrar's Office is located at the north end of Lipka Hall at 15th and Potter Streets. The office is open during the following hours: Fall and spring semesters (mid-August through May): Monday through Friday, 8:30 a.m. to 5 p.m. Summer (June through mid-August): Monday through Thursday, 8 a.m. to 5:30 p.m. The office is closed every Friday during the summer.

## **SAFETY AND SECURITY**

### **SAFETY – FIRE ALARMS AND EMERGENCY PROCEDURES**

A potential hazard is fire. Although most buildings are modern fire-resistant structures, they contain things that will burn—rugs, drapes, furniture, floor tiles, and other items that will not only burn but may generate toxic fumes. Compounding this situation is the fact that there are times during the day when each building teems with people, a perfect situation for the development of panic, unless each of us knows exactly what to do and how to do it.

To help avoid a disaster if a building catches fire, drills are held in each building throughout the year. Be prepared for them.

### **THOSE WHO FAIL TO COOPERATE DURING A DRILL WILL BE SUBJECT TO CAMPUS DISCIPLINE.**

1. Before a fire:
  - a) Know the location of all fire alarm stations in your area and how to activate them.
  - b) Know the location of the portable fire extinguishers and how to use them.
  - c) Know the locations of all exits and ways to use them.

2. On discovering a fire:
  - a) Sound the alarm immediately.
  - b) Telephone the Campus Safety Office to report a fire emergency, extension 4200.
  - c) If possible, shut all doors and windows in the immediate vicinity of the fire, shut off all equipment and utilities, and use the appropriate type of extinguisher on the fire.
  - d) Evacuate the building immediately. Once outside the building, follow directions of officials to a safe staging area.
3. On hearing the fire alarm sound:
  - a) Close all windows and doors in your area.
  - b) Leave the building immediately.
  - c) Do **not** use elevators. They may stop if power fails, causing occupants to become trapped.
  - d) Walk (don't run) at a safe speed and use the nearest accessible exit.
  - d) Do not re-enter the building until an official "all clear" has been given by a Campus Safety representative.
5. Fire alarms, fire hoses, and fire extinguishers are emergency safety devices and must not be used for other purposes. Tampering with such equipment is a violation of community standards and of university and state regulations. Those found guilty are subject to sanctions, not excluding expulsion, from the university as well as adjudication in criminal courts of law.

The fire safety system is vital to the life and safety of each member of the university. By setting false fire alarms, individuals jeopardize the safety of all. Because the life of each member of the community could be dependent on the appropriate response to the alarm bells and horns, it is the responsibility of all to see to it that the system is effective.
6. Smoking is prohibited in classrooms, laboratories, and other areas as posted.
7. No open fires are permitted anywhere on campus at any time.
8. Candles are prohibited because they pose a safety hazard.

### **SECURITY – LEARN TO PROTECT YOURSELF**

Widener University is committed to the safety and security of all members of the Widener University community. The Widener University Web site contains information on campus security and personal safety, including crime prevention, university law enforcement authority, crime reporting policies, disciplinary procedures, and other campus security matters. It also contains statistics for the three previous calendar years on reported crimes that occurred on campus, in certain off-campus buildings or property owned and controlled by the university, and on public property within or immediately adjacent to and accessible from campus.

The Annual Campus Safety Report for the Main Campus is available online at [www.widener.edu/1510](http://www.widener.edu/1510). The annual security report for the Delaware and Harrisburg Campuses is available at [www.law.widener.edu](http://www.law.widener.edu) under "Campus Safety." If you would like a printed copy of a report, contact the Campus Safety Office at 610-499-4203 to have a copy mailed to you. The information in these reports is required by law and is provided by the Campus Safety Office.

1. When walking around campus after dark, it is suggested that you walk with someone. Widener provides shuttle service during the spring and fall semesters to key locations on campus during evening hours, seven days per week.

The shuttle route and schedule are available in the Campus Safety Office. A walking escort service is also available by calling the Campus Safety Office at 610-499-4200.

2. Report any suspicious persons to Campus Safety.
3. When walking to parking lots, it is suggested that you have your keys ready before you get to your door. Park in well-lit areas if returning to your car after dark. Using the “buddy system” is encouraged.

## **SCHWARTZ ATHLETIC CENTER**

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The Schwartz Athletic Center is a multipurpose athletic complex incorporating a gymnasium, weight training room, exercise room, swimming pool, athletic department offices, several class and meeting rooms, and men’s and women’s locker rooms. There is also a field house that has a one-tenth mile running track and the entire area is covered with a tartan surface that is suitable for a variety of sports. West of the Schwartz Athletic Center is the Leslie C. Quick, Jr., Stadium and the George A. Hansell Track and Field. There are also six outdoor tennis courts, game fields, and a practice field with lights. For information regarding the Athletic Center’s hours of operation, please call 610-499-4452.

All graduate students are admitted to the center upon presentation of their identification card. Spouses of full-time graduate students have free use of the athletic facilities when accompanied by the sponsoring student and upon presentation of an identification card that can be obtained from the Safety Office. A graduate student may bring a guest to Schwartz Athletic Center by purchasing a \$1 guest pass from the Bursar’s Office. Only one guest may be brought to the athletic center at a time, and no more than five guests may be brought to the Center during a semester. A guest must be accompanied by the sponsoring student at all times.

Admission to athletic events. All graduate students are admitted to all home regular-season contests upon presentation of their identification card. Spouses of graduate students are also admitted free of charge when accompanied by the sponsoring student.

## **DISABILITY SERVICES**

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Enable is the office that provides disability services on campus, serving students with learning disabilities, physical disabilities, and psychological disabilities. Enable serves as a campus advocate for the needs of students with disabilities. Its goal is to ensure that all students have an equal opportunity to access academic programs and other aspects of university life. The Enable Office is located at 520 E. 14th Street. For more information, call 610-499-1266. Enable welcomes information and questions from students, faculty, and staff about the accessibility of Widener’s academic programs and facilities.

## **ACCOMMODATION REQUESTS AND COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

Any student has the right to request reasonable accommodation of a disability. If a student believes that an accommodation is necessary to allow equal access to a course or academic offering at Widener, the student will need to request the accommodation through Enable, which authorizes all accommodations for students on campus. Examples of typically requested accommodations include time extensions for exams, specialized testing situations, and note takers; the nature of accommodations varies according to the needs of individual students. The procedures for requesting accommodation can be obtained by calling or visiting the Enable Office; they are also online at [www.widener.edu](http://www.widener.edu).

Students who have concerns about accommodations or any other disability-related issue are encouraged to meet with the director of Enable to explore and discuss concerns. If the student and the director are unable to reach a satisfactory resolution, the student is encouraged to meet with the assistant provost to discuss possibilities for resolving the concerns or filing a grievance.

## **MAIN CAMPUS DINING**

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The university’s student dining center is located in University Center and operated by ARAMARK Corp. It provides money-saving all-you-can eat meals. The dining center is open until 7:30 p.m. on weekdays and 6:00 p.m. on Saturday and Sunday. Patrons can purchase meals at the entrance of the dining center. Frequent diners can purchase block meal plans from the Bursar’s Office. Block plans are available for 100, 50, or 25 meals.

Java City is located in the main lobby of the Kapelski Learning Center. It offers specialty coffee, drinks, sandwiches, and pastries. The hours are Monday through Thursday, 8:00 a.m. to 8:00 p.m., and Friday, 8:00 a.m. to 3:00 p.m.

Pioneer Pantry is located on the lower level of University Center and offers a convenience store and retail snack bar and grill. Hours are Monday through Thursday from noon to midnight and the grill is open 5:00 p.m. to midnight; Friday and Saturday from 4:00 p.m. to 2:00 a.m. and the grill from 5:00 p.m. to 2:00 a.m.

Quizno’s Subs is located in University Center. Hours are Monday through Thursday, 11:00 a.m. to 7:00 p.m.; Friday, 11:00 a.m. to 5:00 p.m.; and Saturday, 11:00 a.m. to 4:00 p.m.

## **STUDENT ID**

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All incoming new students must first report to the Campus Safety Office in Lipka Hall to receive a system number and the necessary financial clearance. To obtain a picture ID card, graduate students should contact the Campus Safety Office at 610-499-4200. A valid ID with barcode is necessary to use the library’s resources.

## **LOST AND FOUND**

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All property found on campus should be taken to Campus Safety within 48 hours of when it was found. Campus Safety will serve as the custodian of all found property. If an individual finds an object in public areas, it is his or her responsibility to take it to the Campus Safety Office. Items left in common areas such as the library and dining hall will be taken to Campus Safety by the staff workers in these areas. All staff workers will be directed to take found items to Campus Safety no later than the end of their shift. Athletic clothing and other athletic-related items found at the Schwartz Center will be handled by the equipment room at Schwartz Center.

All members of the Widener community are asked to use discretion in dealing with lost property. For example, a textbook that is found in a classroom, and that contains the identification of the owner, should, if possible, be given to the student rather than transferring it to Campus Safety.

Campus Safety will store and catalog all found items brought to it. It will maintain a database of all these items and provide the documentation necessary to ensure that these items are returned to the appropriate owners or finders. Upon receipt of an object, Campus Safety will attempt to identify the owner and contact him or her. If the owner cannot be identified, Campus Safety will proceed as follows:

- Attach an ID label to the item noting where, when, and by whom it was found.
- Give the finder a receipt for the found object. The receipt will contain the ID number of the finder, a description of the object, where and when the object was found.
- Enter the item in a database.

**Procedure for claiming lost items:**

- Try to locate lost items in the Campus Safety Office as soon as possible. Any such inquiry will be logged by Campus Safety.
- Prior to being shown any item, the claimer must describe the item and indicate the approximate time and place where the item was lost.
- The claimer will sign a form confirming that the item claimed is their property.

**Procedure for the disposal of found property not claimed:**

- Campus Safety will hold the found property for 30 days. During that time, owners of the lost property will be able to claim the items they lost.
- After 30 days, Campus Safety will attempt to contact the finder and offer her or him the items found. However, the director of the Campus Safety Department may, at his discretion, recommend that an item be retained for a period of longer than 30 days before it is offered to the finder.
- If the finder does not claim the property within 10 days after notification, the director of the Campus Safety Department will appropriately dispose of the property.

**VETERANS**

Widener University is approved for the training of veterans for all degree and internship programs. Veterans enrolling for the first time should contact their local Department of Veterans Affairs to verify benefits. The DVA will authorize an application and provide the veteran with a Certificate of Eligibility. The certificate should be taken to the coordinator of Veterans Affairs to establish receipt of benefits while attending Widener University. Veterans should apply at least six weeks prior to their expected date of enrollment.

Veterans transferring from another institution to Widener University are required to submit VA Form 22-1995 (Request for Change of Program or Place of Training) at least four to six weeks prior to the expected date of change.

Currently enrolled veterans are required to contact the campus coordinator of Veterans Affairs during each semester. This enrollment status requirement is designed to assist in avoiding delays in receipt of monthly benefits.

The coordinator's office is open daily, Monday through Friday from 9 a.m. to 5 p.m. For more information, contact the coordinator of Veterans Affairs, Registrar's Office, Lipka Hall, 610-499-4146.

**UNIVERSITY LIBRARIES**

**WOLFGRAM MEMORIAL LIBRARY (MAIN CAMPUS)**

The library is named in honor of Lt. William J. Wolfgram '43, killed in action in World War II in 1945. The building symbolizes the continuity of Widener, past and present, offering today's students traditional library support as well as modern library and information technology.

**Regular hours at Wolfgram are:**

Monday through Thursday . . . . . 8:00 a.m. - 11:30 p.m.  
 Friday . . . . . 8:00 a.m. - 9:00 p.m.  
 Saturday . . . . . 9:00 a.m. - 5:00 p.m.  
 Sunday . . . . . 12:00 p.m. - 11:30 p.m.  
 Please call the library to obtain summer and holiday hours.

The collection represents approximately 250,000 items including books and bound periodicals, microform materials, as well as slides, video and audiotapes, records, compact discs, and other nonprint materials.

**LIBRARY SERVICES**

Librarians are on duty during most of the library's hours to help identify and locate appropriate material for study and research. For assistance, call 610-499-4073. Librarians give library resource orientation and provide guidance in the use of the WebPac catalog, printed and electronic indexes, and other bibliographic and research tools. Reference librarians specialize in certain subject fields and are familiar with the use of traditional and electronic reference sources in their disciplines. They act as liaisons to the various colleges and their graduate programs. Access to nonprint media resources is arranged through the library's Instructional Media Services.

Instruction in the use of the library is available to all new students via Information Literacy Sessions. Arrangements can be made for special groups or individuals doing graduate level work and research. The public access catalog (WebPac) is a state-of-the-art database available on the Web.

Generous borrowing privileges for books and use of copying equipment for other printed and microform material are provided. Interlibrary loan services via fax, electronic document deliveries, or loans make it possible to obtain materials from other libraries.

The library provides access to more than 95 electronic databases, with full-text services, in the variety of disciplines associated with Widener's graduate programs of study. In addition to subject-specific databases, the library provides access to general databases, including full-text journal services. Check the Wolfgram Memorial Library's home page under Electronic Databases for a complete list and full description of all available databases and services. The library has access to OCLC, a national union catalog database with bibliographic and location information for millions of books and other resources found in more than 16,000 libraries. General Web access is also available in the library.

Instructional Media Services (IMS) provides assistance to faculty and students in the use of multimedia hardware and software, in the use of instructional technology, and in the development of course materials. The department houses the university's Geoghegan Compact Disc Collection and arranges for the rental of other materials. Multimedia classrooms may also be booked for group and class use. Live television programs and teleconferences may be downlinked and networked to some of the multimedia classrooms or recorded for later use. To contact IMS, please call 610-499-4090. Forms, procedures, and policies are available on the IMS section of the library's home page.

**LIBRARY FACILITIES**

There are facilities for group study, individual carrels, copying machines, bill changers, microform readers and printers, and video, audio, and disc players for in-house use. Special assistance to meet some of the unique needs of part-time, working,

and adult students is available on request. Equipment to assist those with visual difficulties is available in the Audiovisual Services Department.

### LIBRARY PHONE NUMBERS

General Information	610-499-4066
Director	610-499-4086, 4087
Public Services	610-499-4069
Circulation	610-499-4067
Instructional Media	610-499-4090
Interlibrary Loan	610-499-4070
Reference	610-499-4073
Reserves	610-499-4071
Student Employment	610-499-4068

### LIAISON LIBRARIANS

Engineering	Jan Alexander
Business	Deena Medzie
Education	Molly Crisanti
Humanities, Arts	Teresa Cartularo
History, Social Sciences	Mike Powell
Science, Computer Science,	
Physical Therapy, Math, Nursing	Maria Varki
University College, Psychology	James McCloskey

### LEGAL INFORMATION CENTER (DELAWARE AND HARRISBURG CAMPUSES)

The Widener University School of Law Legal Information Center houses one of the most significant legal collections in the region with more than 600,000 volumes and volume equivalents on the combined Wilmington and Harrisburg campuses. An integral component of the center's information resources is access to a wide array of electronic databases that are accessible on campus as well as remotely.

The collection also supports the graduate program offerings at each respective campus. In Wilmington, the Legal Information Center offers curricular support for business, liberal arts, and humanities programs. In Harrisburg, a developing collection of monographs and serials related to the fields of nursing and social work support those curricular offerings. Books and journal articles not available in the library's collection may be requested from other libraries through a nationwide interlibrary loan network.

The Widener University Library Online Catalog allows patrons to easily search the holdings of all three campus libraries. This Web-based catalog is designed for ease of use and provides links to numerous electronic databases. Requests for materials held on another campus can be easily done through the online catalog. See *Main Campus Wolfgram Memorial Library Services* for a detailed description of these holdings.

Knowledgeable and highly experienced reference librarians are available to assist students in the use of the information resources. The scope of the collection, integration of advanced technologies, and services represent the center's commitment to develop and maintain an excellent research facility for faculty and students.

### KEY CONTACTS

	<i>Delaware</i>	<i>Harrisburg</i>
Acquisitions	ext. 2036	... same
Interlibrary Loan	ext. 2292	... ext. 3953
Administrative Offices	ext. 2113	... ext. 3935
Reference	ext. 2114	... ext. 3934
Circulation Desk	ext. 2244	... ext. 3933
Technical Processing	ext. 2115	... ext. 3929
Collection Development	ext. 2036	... same

### DELAWARE LIBRARY HOURS

Monday through Thursday	8:00 a.m. - 12:00 a.m.
Friday	8:00 a.m. - 11:00 p.m.
Saturday	8:00 a.m. - 10:00 p.m.
Sunday	10:00 a.m. - 12:00 a.m.

### HARRISBURG LIBRARY HOURS

Monday through Thursday	8:00 a.m. - 12:00 a.m.
Friday	8:00 a.m. - 12:00 a.m.
Saturday	8:00 a.m. - 8:00 p.m.
Sunday	10:00 a.m. - 12:00 a.m.

Summer hours vary. For information, call 302-477-2244 in Delaware or 717-541-3933 in Harrisburg.

## FACILITIES

### ACADEMIC CENTER NORTH

This center, completed in 1988, houses the laboratories and kitchens for the School of Hospitality Management, the 100-seat Heintz Dining Room and Raub Lounge, a 25 seat computer classroom, multimedia presentation rooms, classrooms for general use, faculty offices, and the Scott Center for Computing Technology and Information Technology Services. All classrooms provide network and Internet access.

### ALUMNI AUDITORIUM

Built by the Alumni Association, this facility includes a large reception area, and the Pennsylvania Military College Museum. Quartered in the Tumbelston Room, the PMC Museum was established in 1999 by PMC alumni to preserve the exceptional heritage of Widener's predecessor schools, Pennsylvania Military Academy and Pennsylvania Military College.

### ART GALLERY

Located in University Center, the Widener University Art Collection and Gallery houses the university's collection of American paintings and the Alfred O. Deshong Collection of European paintings and Oriental art objects. In addition to the permanent collection on display, rotating exhibitions of contemporary art are held throughout the year along with receptions to meet the artists. Hours are 10:00 a.m. to 7:00 p.m., Tuesday; 10:00 a.m. to 4:30 p.m., Wednesday through Saturday; closed Sunday and Monday and on major holidays. The gallery is free and open to the public.

### CHILD DEVELOPMENT CENTER

Situated on the west side of the Main Campus on 15th Street near Providence Road, the center is an integral part of the operation of the early childhood education programs. The center provides a nursery school and kindergarten program for the university community and serves as a teaching laboratory at both the

undergraduate and graduate level. Preschool programs offer half-day and full-day sessions and are open year-round.

### **FITNESS CENTER**

The Fitness Center is located on the lower level of the University Center. It is available free of charge to full-time residential/commuter undergraduate students, full-time graduate students, and full-time faculty and staff. Part-time and University College students must pay a \$75 annual fee at the Bursar's Office and then present the receipt to the staff at the Fitness Center. There are numerous weight resistance machines and cardiovascular machines, self-defense and aerobic classes, and more than 600 pounds of free weight equipment. Upon completing the registration forms, each first-time patron will receive an orientation to the Fitness Center by a member of the staff. The hours of operation during the academic year are Monday through Friday, 9:00 a.m. to 10:00 p.m., and Saturday and Sunday, 10:30 a.m. to 10:00 p.m. The hours during the summer and semester breaks will be posted in a timely fashion on the Fitness Center's doors.

### **HYATT HALL**

Located on 14th Street and Chestnut Street across from University Center, Hyatt Hall houses the Center for Education.

### **HYATT MEMORIAL OBSERVATORY**

Built in 1891, the observatory houses a six-inch refracting telescope, a classroom, and a planetarium.

### **KAPELSKI LEARNING CENTER**

Kapelski Learning Center is a major multipurpose classroom building. There are two computing classrooms and various multimedia presentation rooms located throughout the center. All classrooms provide network and internet access. The center incorporates the use of instructional media, including closed-circuit television capability in the classrooms. The building also includes faculty offices, a student lounge, two auditoriums, an exhibit area, and a completely equipped recording studio and control room. In addition, the lounge area provides network access for students to connect their computers and utilize access capabilities.

### **KIRKBRIDE HALL**

This four-story building provides students with some 20 engineering laboratories, a fully equipped computer science laboratory, eight biology laboratories, four chemistry laboratories, six physics laboratories, an environmental science laboratory, a greenhouse, laboratory animal housing, two computing classrooms, various multimedia presentation rooms, and experimental and model shops. All classrooms provide network and Internet access. In all, there are 192 rooms in this facility.

### **LATHEM HALL**

Located on the corner of 13th and Potter Streets, Lathem Hall was acquired by the university in 1991. Formerly the Bible Presbyterian Church, it houses lecture halls, classrooms, a basic audio and video lab, and a computer graphics lab.

### **OLD MAIN**

A registered, historic national landmark, Old Main was constructed in 1868 and rebuilt after a fire in 1882. It houses the university's administrative offices and the School of Nursing.

### **ROBERT J. BRUCE GRADUATE CENTER**

Located on Walnut Street, this facility is comprised of Cottee Hall and Bruce Hall. It houses the Graduate Programs Office, the faculty offices, School of Human Service Professions Dean's Office, the Institute for Graduate Clinical Psychology, the Institute for Physical Therapy Education, the Center for Social Work Education, and other faculty offices.

### **SCHWARTZ ATHLETIC CENTER**

See description on page 10.

### **UNIVERSITY CENTER**

The University Center contains administration offices for the University Center administration and program staff, University Life, Housing and Residence Life, and Student Organizations and Volunteer Services. There are meeting rooms, two lounges, a convenience store, fitness center, post office, poolroom, and nondenominational chapel. The building also houses the art gallery, bookstore, credit union, and dining center. University Center staff reserve rooms in this facility, Alumni Auditorium, lecture space in Lathem Hall, and the Armory. A general purpose student computing lab is located on the lower level next to the Post Office.

## **HEALTH AND MEDICAL SERVICES**

The Student Health Center is open five days a week. Nationally certified nurse practitioners and evening registered nurses are available for health care service during the fall and spring semesters with abbreviated hours in the summer. A physician is available by appointment. Daily walk-in hours: 9:00–10:00 a.m. and 2:00–8:00 p.m. Appointments are highly recommended. Crozer-Chester Medical Center is available 24 hours a day for emergencies. The hospital service must be covered by individual primary health insurance.

## **THE RIGHT AND FREEDOM TO LEARN POLICY**

Widener University exists for the pursuit of truth and for the development of students. As members of our academic community, our students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Free inquiry, free expression, and the responsible use thereof are essential to any community of scholars. With this in mind, the following policy is published:

1. Students are responsible for thoroughly learning the content of any course of study, but they should be free to take reasonable exception to the data or items offered, and to reserve judgment about matters of opinion. They, therefore, should be evaluated by their professors solely on the basis of their academic performance.
2. Widener University is prepared to protect a student through orderly procedures against prejudiced or capricious academic evaluation by a faculty member.
3. Protection against improper disclosure of information concerning a student is a serious professional obligation of faculty members and administrative staff that must be balanced with their other obligations to the individual student, the university, and society.

## STUDENT RIGHTS AND RESPONSIBILITIES

The policies and procedures contained in this handbook are premised on several basic rights of all members of the Widener community.

**Academic Evaluation**—Students shall have protection against biased or capricious academic evaluation. They are, however, expected to maintain the standards of academic performance established for each course in which they enroll.

**Freedom of Expression**—Students are free to take reasonable exception to data offered or views expressed in any course. This does not negate the students' responsibility for learning the content of each course in which they enroll.

**Property**—All students share the responsibility for the proper care and use of personal and university property.

**Safety**—The right to safety implies that students will act responsibly to ensure their own safety and the safety of others.

**Security**—All students share the responsibility of ensuring a secure environment by following all rules and regulations.

### NOTICE TO STUDENTS REGARDING EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving

on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 responsibility. Upon request, the university discloses education records without student's consent to officials of another school in which the student seeks to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Widener University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.
5. The right to withhold public disclosure of any or all items of "directory information" by written notification to the Registrar's Office within two weeks after the commencement of the fall or spring semesters of any given academic year. Under current university policy, the term "directory information" includes a student's name, home and campus addresses, electronic mail address, home and campus telephone numbers, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

The Widener University *Policy Pertaining to Confidentiality of, Access to and Disclosure of Student Records* further describes the above rights and procedures relating thereto. Copies of the policy are available in the Office of University Life.

### STUDENT CODE OF CONDUCT

Widener University's *Student Code of Conduct* is designed to ensure the opportunity of all members of the university community to attain their educational objectives and to protect the health and safety of persons in the university and surrounding community. All students of the university must conduct themselves at all times in a mature and responsible manner, and respect the rights and property of others.

The violations listed on the following pages are considered in the context of the student's responsibility as a member of the academic community. Other actions that might be considered violations may be defined by other documents such as residence hall contracts or parking policies. Violations listed have been delineated to give reasonable warning to students and should not be rigidly construed.

#### VIOLATIONS AFFECTING THE EDUCATIONAL MISSION OF THE UNIVERSITY

- Plagiarism or other forms of cheating (see "Academic Honesty" section).
- Knowingly supplying false information, or causing false information to be supplied, to university faculty or staff who are in pursuit of their official duties, or to a hearing officer or board in the course of a disciplinary proceeding.
- Tampering with or accessing without authorization official university records.
- Refusal to identify oneself to representatives of the university who are in pursuit of their official duties.
- Interference with faculty or staff of the university in the performance of their official duties.

- Disturbance resulting in the disruption of authorized university activities, including conduct in classrooms, laboratories, and offices.
- Theft, unauthorized acquisition, removal, or misuse of computer hardware or software.
- Failure to respond to official university business or correspondence in a timely manner.
- Misrepresentation of information about, or intentional defamation of, an individual.
- Misuse of or tampering with the university ID card.

#### **VIOLATIONS AFFECTING THE HEALTH AND SAFETY OF THE CAMPUS COMMUNITY**

- Physical assault or the threat of physical assault of faculty, staff, or students of the university.
- Any action that endangers the health and safety of a member of the university community, including the student responsible for committing the action.
- Harassment, intimidation, or verbal abuse of faculty, staff, or students of the university.
- False reports of fire or other dangerous conditions.
- Tampering with or attempting to tamper with fire and safety equipment.
- Unauthorized possession of explosives, chemicals, fireworks, or violation of university regulations concerning the possession of offensive weapons.
- Lewd or indecent behavior defined by reasonable community standards.
- Failure to respond to official university business or correspondence in a timely manner.
- Violation of alcoholic beverage regulations as defined in this *Student Handbook*.
- Violation of drug and other controlled substances regulations as defined in this *Student Handbook*.
- Creation of a fire hazard or dangerous condition.
- Hazing, as defined in this *Student Handbook*.
- Intimidation or force placing anyone in fear of imminent physical harm.
- Sexual harassment (See Sexual Harassment Code).
- Disorderly conduct.
- Violation of federal, state, or local laws and ordinances.
- Any other act or omission, the effect of which may be determined or create a threat to the health, safety or welfare of any member of the university community, including the student responsible for the act or omission.
- Hosting guests who violate university policy.

#### **VIOLATIONS AFFECTING PROPERTY**

- Theft, unauthorized acquisition, removal or use of property belonging to the university or other members of the campus community.
- Misuse or destruction of library resources or other academic materials.
- Misuse, destruction, or defacement of university property or that of other members of the campus community.
- Trespassing or unauthorized presence in or on any university property.
- Tampering with locks or vending equipment.

#### **VIOLATIONS AFFECTING RESIDENCE HALLS**

- Interference with the normal residential life of other community members.
- Violation of residence hall contracts and regulations.

- Harassment, intimidation, or verbal abuse of residence hall staff members in the performance of their duties.
- Interference with or failure to respond to the directives of residence hall staff in the performance of their duties.
- Noise beyond a reasonable level or quiet hour violations.
- Throwing items out of the windows.
- Theft or unauthorized acquisition, removal, or use of property belonging to the university or other members of the campus community.
- The residents of a room where a policy violation has occurred may be held responsible for the violation regardless of whether or not they were present in the room at the time of the violation.

## **CAMPUS STANDARDS AND GENERAL REGULATIONS**

The following standards and regulations are published to help students understand Widener's expectations for their behavior. No claim is made that this document covers all rules and regulations now in effect at Widener University. Students are referred to such publications as the Graduate Bulletin of Widener University, Parking Regulations Policy, and departmental policy documents for further and more specific information on policies and regulations. Approved changes in writing may occur from time to time. Questions or formulations of new policies or regulations should be directed to the Student Government Association and to the Office of University Life.

All students are responsible for familiarizing themselves thoroughly with all expectations, standards, and regulations. A special section is included in this publication with more specific regulations for residential students.

### **ALCOHOLIC BEVERAGES**

In keeping with the laws of Pennsylvania, university policy regarding alcoholic beverages is as follows:

- It is illegal for any person under 21 years of age to possess alcoholic beverages or to attempt to purchase or to consume or transport any alcoholic beverages within Pennsylvania.
- It is illegal for a person to sell or give alcoholic beverages of any kind to a minor.
- It is illegal for any person to misrepresent his or her own age or the age of any other person in order to obtain alcoholic beverages.

For students and their guests of legal age, alcoholic beverages are confined to resident rooms with doors closed, or to a location designated and approved by the Office of University Life. Alcohol is prohibited in all public areas including, but not limited to porches, lounges, stairs, lobbies, classrooms, hallways, or offices. In those situations where exceptions are made, the university reserves the right to require additional procedures to ensure safety and responsible consumption. No alcoholic beverages are permitted in Schwartz Center, and alcoholic beverages are not allowed in University Center without explicit permission of the dean of University Life. No alcohol is permitted in the university stadium during athletic events or at locations where other university athletic events are being played.

Bulk amounts and common sources of alcohol are strictly prohibited for individual and campus organizations unless provided by a third party vendor and are registered with the Office of University Life. Examples of bulk amounts and common

sources of alcohol are kegs and beer balls. Bulk alcohol is defined as more than one fifth (1/5) of sprits or more than twenty-four (24) 12-ounce cans/bottles of beer or more than 1.5 liters of wine. Alcohol used in violation of university policy will be disposed of immediately.

The laws of Pennsylvania carry strict sanctions for violation of alcohol-related offenses, including jail sentences, substantial fines, and revocation of one's driver's license. Additionally, the city of Chester enforces an ordinance that prohibits open containers (e.g. cans, bottles, cups, squeeze bottles, etc.) of alcohol in outdoor public areas, including streets, roofs, porches, yards, sidewalks, and any external areas of the residence structure that are construed as part of the Widener University Main Campus.

In addition, empty alcoholic containers, including but not limited to, wine bottles, beer cans/bottles, liquor bottles of any size are prohibited on university property, including those for decorative purposes.

## **UNIVERSITY SANCTIONS**

Students who fail to meet the standards of conduct expected by the university or who bring discredit or tend to bring discredit on the institution will be liable for penalties according to the nature, severity, and number of their offenses.

Possible disciplinary sanctions include:

1. warning (written or verbal).
2. fines, as assessed by a university department or dean of University Life.
3. restitution.
4. work assignments and compensatory service as relevant to the offense.
5. participation in an alcohol and/or drug education counseling program in a case of related offenses.
6. dismissal or suspension from summer school or from a particular summer session if violation occurs in summer months.
7. disciplinary probation or dismissal or suspension from Widener University; the university reserves the right to suspend immediately, pending further action, a student who threatens the life or property of another person.

Termination of services is automatic upon dismissal or suspension from the university for disciplinary reasons. Students who have been dismissed or suspended or who are on disciplinary probation may not be awarded a degree or attend commencement events, even if they have completed all requirements for a degree. Financial restitution for any property damage will be charged against the student's account or campus organization. Additional information regarding disciplinary probation, suspension, and dismissal can be obtained from the Office of University Life.

## **CAMPUS JUDICIAL SYSTEM**

A violation by any student or any student group of any of the general regulations of Widener University found in the graduate bulletins of Widener University, *Graduate Student Handbook*, or any other generally available set of guidelines, or codes of conduct, shall be resolved in an informal or formal hearing and shall be dealt with according to the procedures set forth below, unless such violation is subject to a specific code or set of regulations adopted by the university.

Student disciplinary cases are not criminal proceedings and therefore the right of counsel is not a due process requirement.

Similarly, there is no general requirement that procedural due process be afforded in private institution student disciplinary cases. The procedures set forth below, however, have been established in an effort to guarantee each student accused of any violation the opportunity to have his/her case heard by a fair, impartial arbitrator and to insure that fundamental concepts of fair play guide the investigation and disposition of any such complaint.

The jurisdiction of the university extends to each actively enrolled student for the duration of the academic year, including those students enrolled in the summer sessions, or at any time the student is on campus. The jurisdiction ceases during officially scheduled vacation times if the student is absent from the campus.

### **INFORMAL ADJUDICATION**

Every disciplinary action may be subject to adjudication through a disciplinary meeting. Upon receipt of information regarding a violation of the student code of conduct a representative from the Office of University Life will investigate the incident and recommend its disposition.

If, upon investigation, the information appears to have merit, the student(s) allegedly involved will be given the opportunity in a disciplinary meeting to be fully informed about the allegations against him/her and shall be afforded the opportunity to present his/her statement or that of any other person in his/her own defense. Upon completion of the disciplinary meeting, the Office of University Life will review all of the evidence and either dismiss the complaint or uphold it. If upheld, sanctions will be imposed. Failure to attend a disciplinary meeting may result in sanctions being levied in the student's absence.

If the student accepts the decision of the disciplinary meeting officer, the decision is considered final. If a student does not accept the decision of the disciplinary meeting officer, a formal disciplinary hearing will be called.

### **DUE PROCESS AND FORMAL DISCIPLINARY HEARINGS**

All persons who are required by the university to appear for a formal hearing for judgment and disposition will be afforded due process as set forth below. The charged party will:

- be advised in writing of the complaint(s) against him/her.
- be advised in writing of the time, place, date, and type of hearing to which his/her case has been referred. The ONLY factors considered when scheduling hearings are class or other formal academic responsibilities.
- be afforded the right to present a defense and witnesses in his/her own behalf.
- be afforded the right to remain silent and not speak in his/her own behalf should he/she choose and be assured that his/her silence shall neither be held against him/her nor raise any implication of wrong doing.
- have the right to be accompanied by an advisor or personal representative of his/her own choosing during any aspect of the disciplinary procedure, provided that any such advisor or personal representative does not participate.
- be entitled to written notification of the findings of any board, including a summary of the complaint, the findings of the board, and, if sufficient evidence exists to support the allegations contained in the complaint, the sanctions recommended to the Dean of University Life.
- be afforded the right to a public hearing before an impartial board, unless the charged party specifically requests that

said hearing be closed or the hearing officer or administration determines that the hearing be closed.

- be afforded the privilege to continue his/her residence on campus and attendance at classes while the disciplinary matter is pending or an appeal of any finding of any board is being reviewed, except under unusual circumstances where the student's continued presence on campus would cause a clear and present danger to himself/herself or other students, faculty, or staff, or his/her presence would negatively affect the normal operations of the university.

Any of the due process rights set forth above may be waived by the charged party in writing. If the charged party fails to exercise any of these rights and such failure impedes the orderly continuation of the judicial process, the administrator, or chairperson of the board in question will proceed with the judicial process in whatever manner he/she deems most appropriate to insure protection of the rights of all parties involved.

At the discretion of the Office of University Life, any disciplinary matter may be reviewed by an appropriate disciplinary board. After an appropriate investigation and hearing, the board shall formulate a recommendation to the dean of University Life who shall make the final decision on the merits or lack thereof of the complaint and the sanctions, if any, to be imposed. These regulations apply to students as well as campus organizations.

## DISCIPLINARY HEARINGS

- **Structure:** Disciplinary hearings will be conducted by officers designated by the Office of University Life.
- **Hearing:** Hearings will be scheduled by the Office of University Life within a reasonable time after the initiation of the case.
- **Notification:** The charged person will be given written notice by the Office of University Life of the complaint against him/her; the name of the officer in charge; and the time, place, date, and nature of hearing.
- **Proceedings:** The proceedings will be organized by the officer in charge. The officer will ensure that the charged party is informed of his/her due process rights as set forth above. The officer in charge has the right to delay, continue, or reschedule any hearing for cause on request of any party or upon his/her own motion.
- **Participation:** The Office of University Life in charge has the right to request any Widener student, faculty, or staff member to participate in a hearing and give evidence by issuing a formal request to appear. However, no student, faculty or staff member will be compelled to testify against his or her will.
- **Notification of Decision:** Within three working days of completion of the hearing, a statement of the complaint(s), findings, and any recommended sanction(s) will be sent to the dean of University Life.
- **Record of Hearing:** The officer in charge will ensure that an accurate record of the hearing is maintained. The record will be presented to the dean of University Life and will become part of the charged student's disciplinary record.
- **Decision:** The decision of the officer in charge is a recommendation only. The dean of University Life will review the recommendation and make a final determination after consultation with appropriate university officials. No hearing will be considered final until such decisions have been approved by the dean of University Life. Upon final decision, the dean of University Life shall advise the charged

party in writing of his or her findings and the sanction(s) to be imposed.

- **Record of Decision:** A statement of the final disposition, including a statement of the complaints, findings, and sanctions imposed, will be retained in the files of the Office of University Life.
- **Non-waiver, Substantial Compliance:** Failure of the university to act within any prescribed time period or in strict compliance with any procedure will not be deemed a waiver or invalidation of any university finding or action unless such failure substantially affects the due process rights of the charged party set forth herein. The university shall be deemed to have abided by all procedural requirements provided it can demonstrate substantial compliance with those requirements. The disciplinary hearing is not a criminal proceeding and does not require a literal or strict construction of the procedural requirements.

## RIGHT OF APPEAL

The decision of the dean of University Life in disciplinary cases may be appealed by the charged party by submitting a written request for an appeal to the Vice President for Admissions and Student Services within three working days of the receipt of the dean's decision. The basis of an appeal is limited to issues of substantial noncompliance with the procedures and recommended sanctions set forth in this Handbook by the university or to the discovery of substantial new evidence or both.

Decisions of the vice president of Admissions and Student Services may be appealed in writing to the president by a charged party within three working days of receipt of that decision. Any such appeal is without further hearing. The president's decision on any such appeal is final.

## DISCRIMINATION AND HARASSMENT CODES

It is the policy of Widener University not to discriminate on the basis of sex, age, race, national origin or ethnicity, religion, disability, sexual orientation, or marital status in its educational programs, admissions policies, employment practices, financial aid, or other school-administered programs or activities.

To provide a clear statement of the process that will be applied at the university to respond to allegations of discrimination or harassment, the university has developed three Discrimination and Harassment Codes: (1) the Faculty Member Discrimination and Harassment Code, (2) the Employee Discrimination and Harassment Code, (3) the Student Discrimination and Harassment Code. The applicability of a specific code is based on the status of the individual against whom an allegation of discrimination or harassment is made. Each code specifies both informal grievance procedures and formal grievance procedures.

The university will endeavor to respond to and resolve all complaints quickly and effectively. Individuals who believe they have been discriminated against and/or harassed are encouraged to take action in any of the ways described in the codes. The university will take appropriate steps to prevent recurrence of any discrimination and/or harassment found to have occurred and to correct its adverse effects on the complainant and others. The codes further prohibit retaliation against any individual bringing a complaint under the codes or who participates in a discrimination and/or harassment inquiry.

Complete copies of the codes are on file in all principal offices in the university, including the Human Resources Department, and will be made available for reference upon request by any member of the staff, faculty, or student body. Questions regarding the codes may be directed to the vice president for Administration and Finance.

## **RACIAL AND ETHNIC INTIMIDATION**

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The university calls attention to the Commonwealth of Pennsylvania’s “Ethnic Intimidation Act of 1982,” which takes cognizance of the fact that certain criminal acts are a result of manifestation of malicious intent toward the particular race, color, religion or national origin of an individual or group. All students are responsible for their actions relating to this act. A complete copy of the act is on file and is available from the Office of the Dean of University Life.

## **ACADEMIC GRIEVANCE APPEAL PROCEDURE**

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If a student has a grievance concerning a class in which he or she is enrolled, he/she will first try to resolve the problem with the instructor of the class. If a student has a grievance concerning an academic requirement of the program (e.g., comprehensive examination, final clinical oral examination, clinical placements), he/she will first try to resolve the problem with the director of the program. If it is impossible to resolve the matter at this initial level, the grievance must be placed in writing. Then the student may appeal to the next higher level. The student should inquire in the office of the dean responsible for the course or program in question for the proper appeal procedure if the student’s grievance is not resolved to the student’s satisfaction after initial appeal to the instructor or the program director.

## **STANDARDS FOR ACADEMIC INTEGRITY**

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### **ACADEMIC INTEGRITY STATEMENT**

Widener University strongly supports the concepts of academic freedom and academic integrity and expects students and all other members of the Widener University community to be honest in all academic endeavors. Cheating, plagiarism, and all other forms of academic fraud are serious and unacceptable violations of university policy, as specified in the *Student Handbook*. Widener University expects all students to be familiar with university policies on academic honesty and will not accept a claim of ignorance—either of the policy itself or of what constitutes academic fraud—as a valid defense against such a charge.

This statement was adopted by the Faculty Council on February 24, 1998, upon recommendation of the Academic Affairs Committee.

### **DEFINITION OF VIOLATIONS OF THE STANDARDS OF ACADEMIC INTEGRITY**

Violations of the Standards of Academic Integrity constitute academic fraud. Academic fraud consists of any actions that serve to

undermine the integrity of the academic process, including but not limited to:

- unauthorized inspection or duplication of test materials. cheating, attempting to cheat, or assisting others to cheat in a classroom test, take-home examination, or final examination.
- post-test alteration of examination responses.
- plagiarism.
- electronic or computer fraud.

Additionally, each university program may have specific acts particular to a discipline that constitute academic fraud.

### **DEFINITION OF PLAGIARISM**

One of the most common violations of the Standards for Academic Integrity is plagiarism. Plagiarism can be intentional or unintentional. However, since each student is responsible for knowing what constitutes plagiarism, unintentional plagiarism is as unacceptable as intentional plagiarism and commission of it will bring the same penalties. In many classes, faculty members will provide their definitions of plagiarism. In classes where a definition is not provided, students are invited to follow the standards articulated in the following statement.

#### **STATEMENT ON PLAGIARISM**

**PLAGIARISM**—passing off the work of others as your own – is a serious offense. In the academic world, plagiarism is theft. Information from sources – whether quoted, paraphrased, or summarized - must be given credit through specific in-text citations. All sources used in the preparation of an academic paper must also be listed with full bibliographic details at the end of the paper. It is especially important that paraphrase be both cited and put into your own words. Merely rearranging a sentence or changing a few words is not sufficient.

### **PENALTIES**

The minimum penalty for individuals found to have engaged in academic fraud will be failure in the course. For a second offense, the penalty will be failure in the course and expulsion from the university. For attempting to steal or stealing an examination, students will be failed in the course and expelled from the university.

### **PROCEDURES FOR STUDENTS ACCUSED OF A VIOLATION OF THE STANDARDS FOR ACADEMIC INTEGRITY**

- A faculty member who obtains evidence of academic fraud should inform the student of this evidence, either orally or in writing. The faculty member may also provide the student with the opportunity to respond to the charges. If the faculty member cannot resolve the matter satisfactorily with the student, he/she may file a formal complaint against the student through the office of the dean of the faculty member’s school or college.
- Upon receiving such charges, the office of the dean of the school or college shall thereupon notify the student in writing of the complaint, the evidence upon which the complaint is based, the penalty to be imposed, and of all rights of appeal.
- If a student wishes to contest the allegations of the complaint, he/she may do so according to the process stipulated in the by-laws of the school or college in which the alleged offense occurred. In such a case, the student will also be informed of the time and location of a hearing on the complaint and of all rights of appeal.

- Upon determination that sufficient evidence exists to support the allegations contained in the complaint by the school/college committee which hears the initial appeal, or in cases in which the student chooses not to contest the complaint, the prescribed penalty shall be imposed.
- The dean will notify the associate provost in writing of the name of the student who has been found to have engaged in academic fraud.
- Appeals beyond an individual school/college body may be made by the student to the university Academic Review Board. Please see the following section of this handbook for board duties. Appeal to the Academic Review Board must be initiated by the student through the Office of the Associate Provost.
- In the event a complaint is filed against a student alleging academic fraud and the student is not enrolled in the course in which academic fraud is alleged, action will be taken by the dean's office of the school/college where the student is matriculated.
- An "F" for academic fraud will supersede any other mark including a "W" for withdrawal. When a student is found to have engaged in academic fraud under Widener's academic fraud policies, that student is prohibited from exercising the repeat-of-course option to remove the "F" grade (given as a result of fraud) from the GPA calculation.
- A confidential, centralized listing of students disciplined for academic fraud will be maintained by the Office of the Provost. In the event of the filing of a complaint alleging a second offense, the student will be informed, in writing, by the Office of the Provost of such complaint. Names will be dropped from the list of first offenders upon graduation or at the end of seven years after the last attendance.
- The above articulated steps constitute due process when students are accused of academic fraud.

## **ACADEMIC REVIEW BOARD**

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The Academic Review Board consists of the provost, the assistant and associate provosts, the deans of each school/college, the vice-chairperson of the Faculty Council, and the chair of the Faculty Council Faculty Affairs Committee. Duties of the board include: (1) hearing petitions for the waiver of academic regulations that transcend a single school/college (e.g., withdrawal from a course); (2) serving as the appeal body in cases where there is an alleged violation of procedure in school/college Academic Council hearings.

## **SENIOR ADMINISTRATION**

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Senior Vice President and Provost

**Joseph J. Baker, BS, MBA, CPA**  
Senior Vice President,  
Administration & Finance

**Linda S. Durant, BS, MEd**  
Vice President, University Advancement

**Cecilia M. McCormick, BS, JD**  
Executive Assistant to the President

**Marcine C. Pickron-Davis, BS, MSW, PhD**  
Special Assistant to the President  
for Community Engagement

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Dean, School of Engineering

**Marguerite M. Barbieri, BSN, MAEd,  
MSN, EdD**  
Dean, School of Nursing

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Dean, School of Hospitality Management

**Matthew Poslusny, BA, MA, PhD**  
Dean, College of Arts and Sciences

**Savas Özatalay, BS, MA, PhD**  
Dean, School of Business Administration

**Michael J. Goldberg, BS, JD**  
Acting Dean, School of Law

**Emily C. Richardson, BS, MEd, DEd**  
Dean, University College

**Stephen C. Wilhite, BS, DPhil**  
Dean, School of Human Service Professions

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**Robert J. Bruce, AB, MA, LHD**  
President Emeritus

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