



# UNIVERSITY OF VALLEY FORGE ***STUDENT HANDBOOK 2024-2025***



# UVF'S MISSION

TO PREPARE INDIVIDUALS  
FOR A LIFE OF SERVICE AND  
LEADERSHIP IN THE CHURCH AND  
IN THE WORLD

## STUDENT DEVELOPMENT OUTCOMES

Student Development Outcomes represent the skills and competencies students learn in the co-curricular experience by the time they graduate. They align with our Institutional Student Learning Outcomes.

- 1. Communication** – Students will practice effective communication through a variety of appropriate means in co-curricular settings.
- 2. Information Literacy/Critical Thinking** – Students will be able to locate and analyze information in order to solve problems and make evidence-based decisions in a variety of co-curricular settings.
- 3. Interpersonal Skills** – Students will demonstrate respectful and responsible personal behavior, interpersonal relationships, and leadership in a variety of co-curricular settings.
- 4. Christian Worldview** – Students will practice a Christian worldview as indicated by articulating the Gospel, abiding in God's presence, following Jesus, and fulfilling God's mission through a Spirit-empowered life in a variety of co-curricular settings.
- 5. Holistic Development** – Students will practice a holistic lifestyle with attention to mental/emotional, physical, spiritual, and social dimensions of personhood in a variety of co-curricular settings.
- 6. Professional** – Students will demonstrate the essential knowledge and skills necessary to lead in specific co-curricular settings.

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# WELCOME FROM THE VP OF STUDENT LIFE



So...why should a student read the Student Handbook?

Great question!

In this Handbook you will find answers to questions you have today or are likely to have in the future, such as, “What should I bring with me to campus?” or “What happens if I miss a few days of classes during the semester?” or “Where can I get a new ID card?”

Any handbook is full of answers to questions like these, and our Student Handbook is a great resource for most questions you will have about policies and procedures here at UVF.

But there is more. What you will begin to see in our Handbook is what makes us unique at the University of Valley Forge--who we are.

Our values. What we believe. What makes our community special.

Yes, there are a lot of policies and procedures! But behind all of that is the powerful desire to live and achieve the God-given mission of Valley Forge, and to do it together, in a Spirit-filled, loving community that makes disciples of Jesus Christ.

We are not a perfect community. Not by any means! But in the messy beauty of living and learning together, God empowers us by his Spirit to grow to love him and love others more. What He is doing on our campus and in our community is truly special.

Thank you for taking time to invest in our community by reading this Handbook.

Jesus is our Center. Community is our Calling.

Sincerely,  
Rev. Jennifer Gale  
Vice President of Student Life

# STUDENT LIFE OFFICE MISSION STATEMENT

TO ADVANCE THE MISSION OF  
THE UNIVERSITY BY CREATING  
OPPORTUNITIES FOR STUDENTS  
TO GROW HOLISTICALLY IN A  
SPIRIT-FILLED, LOVING COMMUNITY  
THAT MAKES DISCIPLES.



# STUDENT LIFE OFFICE DIRECTORY

<b>Staff Member</b>	<b>Location</b>	<b>Phone</b>
Vice President of Student Life	Student Life Bldg.	610.917.1488
Office Coordinator and Administrative Assistant	Student Life Bldg.	610.917.1468
Campus Life and Housing Assistant	Student Life Bldg.	610.917.1501
Director of Campus Life	Student Life Bldg.	610.917.1429
Female Residence Director	Student Life Bldg.	610.917.1457
Male Residence Director	Student Life Bldg.	610.917.1418
Housing Coordinator	Student Life Bldg.	610.917.1455
Director of Health and Wellness Services	Student Life Bldg.	610.917.1465
Director of Security	Student Life Bldg.	610.917.1818
Assistant Director of Spiritual Formation and Residence Life	Student Life Bldg.	610.917.1555

## Important Student Contact Numbers

Campus Security	484.614.2965
Department of Athletics	610.917.1441
Director on Call	484.919.8786
Counseling Appointments	610.917.1465
Dining Commons	610.917.3918
Gym	610.917.1480
Health and Wellness Center	610.917.1465
Mailroom	610.917.1437
Student Success	610.917.1461
SRC (Library)	484.917.2001
University Vehicle Request	MyValleyForge/Student Life
Room Request Form	MyValleyForge/Student Life

The Front Desk (610.935.0450) can transfer to the Registrar, Financial Service, and Career Service offices.

# STUDENT LIFE OFFICE PERSONNEL

## **Vice President of Student Life**

The Vice President of Student Life provides supervision to all areas of the Student Life Office: residence life, student leadership training, student organizations, student activities, Health Services, and student discipline. She is concerned about the success and challenges of each student and is accountable to the President of the University.

## **Office Coordinator and Administrative Assistant**

The Administrative Assistant is responsible for providing administrative support to the Vice President of Student Life and the Student Life Office. The Administrative Assistant oversees student services such as ID cards, parking permits, and much more. She is always eager to help students and will greet you with a warm and friendly smile.

## **Residence Directors**

Residence Directors (RDs) oversee and support the Resident Assistants (RAs) and strive to develop spiritual and moral character in the students they serve. RDs serve as resource persons and are available for pastoral coaching, accountability, and support. Please feel free to schedule appointments with the RDs in the Student Life Office.

## **The Director of Campus Life**

The Director of Campus Life (DCL) oversees student events and Student-Led Ministries. The DCL also provides coaching and mentoring for students working through issues that require greater support.

## **Housing Coordinator**

The Housing Coordinator oversees housing for on campus students and serves as the liaison for facilities needs in our residence halls. The Housing Coordinator also oversees family housing and housing over college breaks.

## **Graduate Assistants**

Graduate assistants serve UVF students in a variety of ways, including coordinating housing for resident students, assisting with event planning, serving as a liaison for facilities needs in residence halls, teaching seminars or leading Bible Studies, directing student ministries or providing mentoring and coaching.

## **Resident Assistants and Associate Resident Assistants**

Resident Assistants (RAs) and Associate Resident Assistants (ARAs) are student leaders responsible for fostering a safe and loving atmosphere in residence halls through discipling students on their floor. RAs and ARAs do this by spending time with students and facilitating communication between the Student Life Office and their floor. They also serve as a catalyst for ideas and activities in their living environment to help create a Spirit-filled, loving community that makes disciples. RAs communicate with the Housing Coordinator and with the Facilities Department about maintenance or building issues. The RAs and ARAs are accountable to the Residence Directors.

## **Director of Health and Wellness Services**

The Director of Health and Wellness Services is responsible for providing high quality health care, contracted counselors, and for the well-being of students, faculty, staff and visitors. Office hours are posted on the Health and Wellness Center door and on MyValleyForge. Students are encouraged to seek out the Director when they are sick, injured or are interested in learning more about counseling at UVF.





# STUDENT LIFE

A teal-tinted background featuring silhouettes of several students walking through a wooded area. The text "STUDENT LIFE" is overlaid in the center in a bold, white, sans-serif font.

# UNIVERSITY OF VALLEY FORGE SPIRITUAL PILLARS

The University of Valley Forge is a Christ-centered institution committed to making disciples of Jesus Christ that will be ministers of the gospel in every context of life. As part of this commitment, we believe that biblical truth necessary to the life of every believer can be described using four pillars.

## **His Gospel: Behold and Become**

**Romans 1:16** - For I am not ashamed of the gospel, because it is the power of God that brings salvation to everyone who believes: first to the Jew, then to the Gentile.

## **His Presence: Abide and Live**

**John 15:5** - "I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing."

## **His Ways: Follow and Obey**

**Matthew 4:19** - "Come, follow me," Jesus said, "and I will send you out to fish for people."

## **His Mission: Receive and Go**

**Acts 1:8** - "But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth."

# UNIVERSITY OF VALLEY FORGE CORE VALUES

At UVF, we believe that culture is behavior based on a set of values. In order to create a culture of discipleship, we, as a community, hold each other accountable to act and make decisions that align with the values below. It is our goal that all of the policies in our Student Handbook flow out of these values.

**Jesus is our Center**

**Students are our Focus**

**Progress is our Expectation**

**Excellence is our Pursuit**

**Servant-Leadership is our Identity**

**Teamwork is our Spirit**

**Community is our Calling**

# CHARACTER DEVELOPMENT

The culture and community of the University of Valley Forge is defined by seven values: Jesus is our Center, Students are our Focus, Progress is our Expectation, Excellence is our Pursuit, Teamwork is our Spirit, Servant Leadership is our Identity, and Community is our Calling. Centered on Jesus and biblical principles, we desire to align our behavior (how we live, work, serve, and grow together) with our community values. Realizing all of us fall short of God's glory, the University believes that upholding biblical expectations for community and behavior allows us to cultivate an environment where a Spirit-filled, loving community can develop.

The following community standards reflect the kinds of issues people encounter when living in community together, including safety concerns, interpersonal issues, health and wellbeing, and state and local requirements. While some behavioral standards may seem lenient to some, and strict for others, it is our intention to uphold biblical principles of conduct. This may mean voluntarily setting aside some personal freedoms for the sake of the community. Community is our Calling. Together we endeavor to promote personal and community culture and behavior that helps us to grow as disciples of Jesus Christ.

## **Behavioral Standards**

As a Christian academic community, we hold that certain behaviors are counterproductive to University life, to the maturing believer and to the development of Christian leaders. Behavioral standards apply both on and off campus and are to be followed the entire time an individual is enrolled or living at UVF, including weekends, breaks, and summer.

## **Statement on Racial Diversity**

As a Christ-centered, Spirit-empowered academic community, we value each individual and the resulting cultural diversity of our community. The Bible states clearly that each person is created in the image and likeness of God (Genesis 1:26). God is equally concerned about people of all racial and ethnic backgrounds. Christ, in His saving work, has destroyed the walls that separated us as people, bringing reconciliation through the cross (Ephesians 2:14-18). The work of the Holy Spirit on the Day of Pentecost created a diverse community, centered on Christ, driven by an eternal mission, and knit together by the Holy Spirit (Acts 2). At the end of days people from every tribe and tongue will be seen worshipping around the throne of Christ (Revelation 7:9).

With these biblical truths as a foundation, and in light of our mission, to prepare individuals for a life of service and leadership in the church and in the world, the University of Valley Forge wholeheartedly embraces the charge to grow as a community characterized by Christian love, respect, and understanding. UVF celebrates the racial diversity of our campus and recognizes that we must strive for harmony so that all individuals on campus experience a safe and respectful environment in which people of all racial backgrounds are valued.

UVF will not tolerate racism in any form. Therefore, the following policy regarding racial diversity applies to all students, faculty, and staff.

- Title VI of the Civil Rights Act (1964) prohibits discrimination on the basis of race, color, or national origin. Racial harassment or discrimination is illegal and will not be tolerated in any form. The use of racial epithets, insults, slurs, threats, jokes, intimidation, or utterances of any kind will not be tolerated.

- Viewpoints about race should be expressed within a respectful setting with the goal of learning of experiences other than one's own. Respectful conversations about race meant to produce growth in understanding are welcomed and encouraged; however, it is imperative that mutual respect remain at the core of these conversations. Members of the UVF community come from a variety of backgrounds and experiences and may hold varying viewpoints on any topic, including race. All members of the UVF community are encouraged to show empathy and support of one another when the topic of race arises.
- Through educational efforts, we seek to create and implement strategies to increase racial and ethnic competency among campus members and to develop a healthy, racially diverse campus culture.
- UVF will respond promptly and firmly to all acts with racist intent. Students are encouraged to report incidents of racism to the Student Life Office immediately. Residence Life Directors and/or members of the Diversity Committee will gather information from all parties involved. The Vice President of Student Life will take action to resolve the issue in a fair and just manner. Language or acts of racist intent will be considered Level 2 infractions; serious or repeated language or acts of racist intent will be considered Level 3 infractions according to the University's Disciplinary Process.

### **Statement on Human Sexuality and Gender Identity**

As a community of believers in Christ, we have faith in the redeeming and sanctifying work of God in all areas of our lives. The University of Valley Forge is endorsed by and committed to the doctrinal statements of the General Council of the Assemblies of God, rooted in Evangelical, Holiness, and Pentecostal traditions, and we align with our parent organization regarding interpretation of Scripture. Our ultimate goal is to recognize that our true identity is in Christ and our daily thoughts and actions give us opportunity to live out redeemed identity. We believe as we commit our lives to God, we are empowered by the Holy Spirit to grow in our faith, compassionately care for and lead others to Christ, and be good stewards of all of our resources, including sexuality.

We believe God created humans to love and worship Him above all else (Deut. 6:5) so that everything we are and everything we do falls under His Lordship. We are His people. So, as we consider our human sexuality, we strive to honor and serve Him, above our own desires. Our sex and sexuality is not an end in itself but is something God created for His purpose. We understand our beliefs may be contrary to other worldviews and we do not seek to antagonize or disrespect those whose views differ from our interpretation. Since the University of Valley Forge is a Christian university, guided by the above principles, members of this community are expected to live congruently with the Scriptural teachings of our heritage. We further expect this community of believers to extend grace and care as we strive to honor God in all we do and say.

We believe God created two distinct sexes, male and female (Genesis 1:27; Matt. 19:4-5), and our sexuality is a gift from God reflecting who we are as humans, designed for His purpose to do the good work He has called us to do. We regard sex at birth as the identification of a person's biological sex and do not support attempts to alter one's birth sex in favor of an opposite psychological gender. This statement is not meant to reflect those rare situations concerning congenital disorders of sex development.

We believe God designed sexual intimacy to be expressed solely within a marriage between a male and female (1 Cor. 6:9, 16-20) and sexual intimacy outside of that marital relationship, as recorded in Scripture, violated the will of God. We do not support acts of sexual behavior (opposite-sex or same-sex) other than those that occur in legal marriage between a male and female.

Our commitment is to live in ways that guide us towards holiness, whether we are unmarried or married. Our sexuality, expressed through sexual abstinence for single persons and sexual faithfulness in marriage, allows us to bring honor and glory to God.

We do not support behavior whereby personal desire, satisfaction, and/or dominance (such as pornography, lust, exhibitionism, sexting, sex trafficking, etc.) supersedes care for others and service to God.

Persons in our community may have had experiences that cause them to struggle in maintaining sexual purity or faithfulness, experience same-sex attraction, or question their biological sex or psychological gender. These experiences may have led to internal conflict and external behavior that is incongruent with the biblical standards. But this is not the end of the story. We serve a God who redeems our sexuality and who invites us to trust Him with our whole beings. For those whose beliefs align with these Christian teachings and community standards, the University of Valley Forge can be a place of healing and restoration. We seek to care for persons in ways that convey respect, concern, support, and accountability.

### **Interpersonal Conflict and Disputes**

While harmony is a hallmark of the Christian community, conflicts do occur. UVF desires to assist all members of the University community in the resolution of personal disputes. When facing a dispute, community members are encouraged to remain calm and seek the Lord regarding the issue. Persons are strongly encouraged to seek to resolve the dispute first with the other person(s) involved (Matthew 18:15-17 model). Should you be unable to resolve the matter with them it would be appropriate to ask an objective person to hear the dispute and provide some guidance. In disputes involving two students, an objective person could be a Resident Assistant, Residence Director, Director of Campus Life, a staff member or a faculty member. If the dispute involves a student and a University department it is always appropriate to ask a supervisor to consider your dispute if you were unable to resolve it with the person involved. The matter may eventually be referred to one of the University administrators who are available to help resolve disputes in their areas of responsibility. If you are unclear regarding the steps you should take to resolve disputes the Vice President of Student Life is available to listen and provide some avenues for how to proceed.

### **Grievances**

A grievance is defined as an issue related to a perceived academic or nonacademic injustice, whereby a student believes that he/she has been dealt with unfairly or in a way that violates established laws, rules, policies, or procedures by an employee or employees of the University. The University's full Student Grievance Policy is available on the website at [valleyforge.edu](http://valleyforge.edu) under Consumer Information. The Student Grievance Petition Form allows students to submit a formal grievance to the University for investigation. Students are asked to review in detail the University's Student Grievance Policy before submitting the form.

### **Response to University Personnel**

A prompt, respectful, and cooperative response to requests for information or to meet with University personnel, including Campus Security officers, is required and greatly appreciated. Students are required to respond within 48 hours to all email or phone requests for information. Students who fail to cooperate or respond inappropriately to a request are subject to disciplinary action, which may include a fine.

### **Personal Expression**

The right to free expression is limited not only by general community concerns, but also by individual needs and biblical standards. Sensitivity to the rights, needs and concerns of others should be evident in all public areas, including the library, classrooms, residence halls, athletic areas, lounges, Dining Commons and campus grounds. Vulgar or coarse language, coarse joking, obscenity, lying, gossip, passing rumors, verbal abuse, racial slurs, intimidation and the like are prohibited on campus, off campus, and in online venues such as social media, email, gaming, etc.

**Interruptions and Disturbances**

Senseless acts that damage or destroy resources are not tolerated. Willful acts of disruption in class, chapel services, or the day-to-day business of the University are prohibited. Such acts include but are not limited to: failure to comply with the directives of University officials; false reports of fire or other dangerous conditions; creation of a fire hazard or other dangerous condition; activities or actions that interfere with campus safety, civility, or environmental health.

**Hazing and Pranks**

Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization, is strictly prohibited. Disciplinary action will be pursued if students are involved in hazing. Similarly, pranks that cause harm to persons or property are also illegal and strictly prohibited. Because the appropriateness of a particular act may be difficult to gauge, students are discouraged from participating in pranks. Consequences may include a verbal or written warning, a fine or other disciplinary sanction as appropriate.

**Alcohol and Tobacco**

The purchase, possession, transportation, consumption, or distribution of intoxicating beverages, tobacco or paraphernalia (pipes, hookahs, electronic cigarettes or recreational vaporizers) in any form is prohibited. For those under 21 years of age, consumption of alcohol is also a crime according to the laws of the State of Pennsylvania. In light of the University's concern regarding alcohol consumption, students are not permitted to be employed as bartenders. This standard applies both on and off campus and is to be followed the entire time an individual is enrolled or living at UVF, including weekends, breaks and summer. Students who have been convicted under State or Federal law involving the possession or sale of a controlled substance, are ineligible for federal student aid for specific periods ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender.

**Substance Abuse**

UVF complies with the Drug Free Schools and Communities act. The use, abuse, or unauthorized use of all controlled substances, illegal or prohibited drugs and non-medical narcotics or hallucinogenic drugs, and the possession of drug paraphernalia is prohibited. Students who possess, distribute, purchase, illegally manufacture, and/or use narcotics (including medical marijuana, the misuse, abuse, or unauthorized use of prescription drugs or other non-controlled substances, Salvia, any form of hallucinogens, etc.) or other intoxicants, or who otherwise violate this policy are subject to disciplinary action. Federal laws prohibit marijuana use, possession, and /or cultivation at educational institutions. There is no exception for medically prescribed marijuana or any product containing tetrahydrocannabinol (THC) in any of its forms or their derivatives; therefore, the use, possession, or cultivation of marijuana for any purposes, including medical, is not allowed. A first offense violation of this policy includes a range of responses up to dismissal from the University. The University will cooperate with law enforcement agencies in responding to illegal drug possession.

**Notification of a History of Addictions**

Students who have a history of addiction to alcohol, tobacco, drug abuse, pornography, or other potentially life-controlling issues are strongly encouraged to discuss the matter with their Residence Director. The purpose of the conversation is to promote accountability and to determine if resources are available to assist the student.

**Discrimination**

Discrimination of any type (e.g. racism, sexism, ageism) will not be tolerated.

**Criminal Activity**

Members of the UVF community are required to conform to all local, State and Federal laws. Students who are arrested for any reason (misdemeanor or felony at the City, State or Federal level) are required to notify the Student Life Office immediately. The University will cooperate with local authorities when it becomes aware that a law may have been broken. The University may pursue disciplinary action when students are suspected of unlawful behavior regardless of the status of criminal or civil proceedings.

**Knowing Presence**

A “knowing presence contribution” is defined as: behaviors, active or passive, which fail to confront or correct the misconduct of fellow community members. Students who choose to remain in the vicinity when one or more violations are occurring are choosing to accept the consequences of that decision. Anyone who creates an opportunity or encourages another person to violate regulations may be deemed as responsible as the actual perpetrator and may be subject to the same sanctions.

**Emotional Health**

It is not unusual for students to experience difficult circumstances during their college career. Whether it is a relationship breakup, stress, depression, past trauma, or even the death of a loved one, professional counseling or pastoral guidance is sometimes needed. Students in difficulty are encouraged to contact the Health and Wellness Center which will provide referrals to qualified professional counselors through the Counseling Center. Limited funds are available to assist students with the cost of these services. Students who have been diagnosed with a serious mental health disorder or are consistently seeing a mental health professional are also requested to inform the Student Life Office so that support can be provided as necessary. Students with a history of eating disorders, abusive relationships, or who have experienced any other trauma are encouraged to seek helpful and supportive resources by contacting a Residence Director. In some instances, a student may be asked to commit to and sign a Wellness Contract. The Wellness Contract will outline specific steps the student will take, under the guidance of Residence Life staff, to encourage his or her well being and health. The contract may include such elements as regular counseling appointments, regular meetings with the University nurse, outside medical care, pastoral mentoring, keeping an eating log or journal, suspension of leadership, athletics or extracurricular activities for a specific length of time, etc.

On rare occasions, a student may be required to leave UVF for a period of time in order to receive appropriate medical care. Students not actively attending classes or chapel are subject to involuntary withdrawal from the University if it is determined that they are suffering from severe emotional distress, and as a result of that distress, engage in or threaten to engage in behavior that may cause harm to themselves or to others, or that proves disruptive to the University community. Any attempt, verbal or physical, toward ending one's own life will result in notification of local law enforcement authorities and/or mental health authorities. Residence Life personnel will also intervene by providing support, and when appropriate, will require students to sign a contract against harm. The student who has withdrawn will be permitted to return to the University only after the issue that led to the withdrawal has been successfully dealt with and a support plan has been developed by the student's counselor or physician and agreed to by the Vice President of Student Life.

**Public Intimacy**

Respect for others limits the settings in which physical intimacy can occur. Discretion in the display of affection is expected in public places, including all lounges. Displays of affection that could place another person in a compromising situation or cause offense or embarrassment are prohibited. Lap sitting, resting one's head on the lap of another person, and extended periods of hugging or kissing are not appropriate in public. In addition, students should refrain from posting pictures or videos online that portray images described in this section.



### **Sexual Immorality**

Members of the University community are required to refrain from all forms of sexual immorality including, but not limited to, any form of pornography, promiscuity, homosexuality, pre-marital sex, adultery, rape, sexual violence and abuse, public nudity, contact of intimate parts above or below clothing, sharing sexual images of oneself or others and other forms of sexual misconduct. Furthermore, the use of University telephone or computer equipment or personal computer to access pornographic sites, services, databases, or talk radio stations is prohibited. Actions which infer sexual immorality, such as ‘hooking up’ or ‘sleeping together’ or ‘living together’ are also prohibited.

Pregnancy is one possible result of sexual behavior. Students should know that the University of Valley Forge sincerely supports any student who finds herself pregnant and chooses to seek help in carrying out the pregnancy. The University strongly believes in the sanctity of human life and that all persons are made in the image of God and is opposed to elective abortion as a means to terminate an unwanted pregnancy. Any student faced with such a decision is greatly encouraged to see their Residence Director for help and support.

### **Sexual Harassment and Misconduct**

The University of Valley Forge is committed to maintaining an environment conducive to learning for all students and a professional workplace for its employees and takes active measures against all discrimination, discriminatory harassment, and sexual harassment, including sexual misconduct and violence.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the university conditioning the provision of an aid, benefit, or service of the university on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the university's education program or activity.

Other forms of sexual misconduct are also forms of sexual harassment:

- Sexual assault means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- Sex offense means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.
- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Consent means words or overt actions by a person who is competent to give informed consent indicating freely given agreement to have sexual intercourse or sexual contact.

- Silence is not a guarantee of consent.
- Consent to one activity or one event in time does not imply consent to future sexual actions.
- In order to give consent, one must be of legal age.
- A person cannot give consent when they are mentally or physically incapacitated.
- Dating violence means violence committed by a person— A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and B. where the existence of such a relationship shall be determined based on a consideration of the following factors: i. The length of the relationship. ii. The type of relationship. iii. The frequency of interaction between the persons involved in the relationship.
- Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— A. fear for his or her safety or the safety of others; or B. suffer substantial emotional distress.

Any member of the University community may report complaints of sexual harassment, including sexual misconduct, to the Title IX Coordinator. Any form of sexual harassment is unacceptable for any member of the University community, including faculty, staff and students.

More information about Title IX, the Title IX Coordinator, and UVF's Title IX Care Team, including contact information and how to make a report, may be found in the Title IX Appendix at the back of this publication, and on the University's website at [valleyforge.edu](http://valleyforge.edu), Title IX.

### **General Expectations**

It is expected that all UVF community members will avoid the following behaviors:

#### **Lying**

Withholding information or giving false information.

#### **Misrepresentation**

Misrepresentation of oneself, or an organization, to be an agent of the University.

#### **Forgery**

Forgery, alteration or misuse of campus documents, records, or identification, or knowingly furnishing false information to University officials.

#### **Unauthorized Use**

Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the University or a member of the University community.

#### **Vandalism**

Unauthorized alteration of property from its original condition, placement and/or presentation, including graffiti, paint, alteration to landscaping, etc.

#### **Theft**

Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other public or private property.

**Failure to Evacuate**

Failure to evacuate a campus building immediately upon the sound of an alarm, or failure to follow specific prescribed procedures, including the on-site directives of a campus representative.

**Breaching Security Systems**

The University is not and will not be responsible for any damage, injury, or other harm of any nature whatsoever to any person or to the property of any person who deliberately disables, circumvents, compromises, or otherwise interferes with any of the University's security systems, equipment, protocols, policies, or any other security measures of any kind.

These behavioral standards are for all students for the entire time they are enrolled here.

**Entertainment Standards**

The University of Valley Forge encourages students to think seriously about the moral and philosophical implications of the media they consume. Questionable entertainment and activities, including those that diminish a person's moral sensitivity, are to be avoided. If any person present is uncomfortable with the content of the entertainment, all persons present should respect that person and resist from viewing or listening to the material. As a general rule, entertainment that contains consistent non-biblical values and conduct such as, profanity, sexual themes, gratuitous violence, etc. is discouraged. This standard applies to all entertainment including live theater, television, movies, videos, video games, radio, concerts, music, social media sites, websites, etc.

The University recognizes that students must learn to exercise discretion without relying solely on the entertainment industry's secular rating standards. However, students are expected to cooperate with the following standards on and off campus.

**Movies and other Media:**

- Students are permitted to view movies and other media with the rating up to "PG13" and "TV14". Students are not permitted to keep or view movies that are rated "R", "TVMA", or higher.
- Non-rated movies or other media that have "R" ratings or "TVMA" (or higher) content are also not permitted.

**Music:**

- Music with violent, profane, vulgar, or sexually explicit lyrics or that has a "Parental Advisory, Explicit Content" warning label is prohibited.

**Gaming:**

- Games with an "Adult Only" rating are not permissible. All games should be played at low volumes and should not be heard outside of a student's residence hall room. All forms of gambling are prohibited.
- Students should be aware that some games with lower ratings may not be permitted due to content.

**Dancing:**

- Any dancing in social settings such as clubs, bars and lounges is not permitted. This does not prohibit modest dancing at appropriate non-UVF sponsored events and cultural settings such as family celebrations or formal occasions such as weddings and balls. Performance or athletic choreography is permitted by students involved in public presentation of drama, music and cultural performances as well as scheduled classes.

**Movie Copyright Laws:**

- Viewing a movie in a Residence Hall lounge is permissible as long as the gathering is not advertised publicly or admission is charged.

### **Appearance Standards**

The Bible establishes a number of principles that bear upon appearance decisions including: modesty that we may not offend others (1 Cor. 8), avoiding a preoccupation with clothing (Matt. 6:25-33), emphasizing the care and beauty of the inner person rather than outer adornment (1 Tim. 2:9; 1 Peter 3:3-5), and respecting others (Romans 12:10). Furthermore, neatness, cleanliness and appropriateness are qualities appreciated by roommates, spouses and coworkers. Appropriate dress in chapel respects the Lord and the worship experience. This is especially true in the attire of participants in the chapel service. Dressing for class encourages a readiness in students to learn and respects the preparation of the faculty member.

Because people have different perspectives regarding the concepts of modesty and appropriateness, the University has established appearance guidelines for all community members, including resident spouses and children. Students are encouraged to strive for excellence and to exceed minimum expectations in all areas, including dress. Because these are community standards, members of the faculty, staff, administration and even other students will confront students if their appearance is in violation of the appearance standards.

Students are typically provided a warning (first offense) or a fine if they are found to be out of appearance standards in public. Students are encouraged to carefully evaluate their appearance prior to entering a public place.

### **Appearance Standards are as follows: (These apply at all times when in public.)**

- Attire must be neat, clean and modest.
- Footwear is required.
- Hair must be kept neat, clean and well groomed.
- Shirts are required at all times.
- Tops must have a minimum of a 1-1/2 inch strap or sleeve.
- Dresses, skirts, and shorts must be modest in cut and length.
- Pants and leggings must be clean, neat, and modest.
- Head coverings (hats, hoods, etc.) may not be worn in class or Chapel.
- Inappropriate attire includes: clothing that is torn (ask a Residence Director for a further description), grubby, too-tight, provocative, exposes torso, midriff or back, undergarments, advertises/displays items contrary to University policies or Christian beliefs; pajama pants or sweat pants with writing on the back.
- Students are not permitted to obtain any brandings, self piercings, or self tattoos.
- Ear, nose or other piercings, and ear gauges should be modest.
- If participating in an organized sporting event (“shirts and skins”), men may not be required to wear a shirt.
- The Student Life Office reserves the right to determine what is modest.

It is to be understood that some clothing styles that look modest on one person may not be modest on another. Any student with questions related to appearance standards is invited to ask a Residence Director.

### **Banquet and Formal Event Attire**

The following attire is appropriate and expected for those attending the Spring Banquet or other formal and semi-formal events

**Men**

Men should wear dress shirts, neckties, dress slacks, dress socks and dress shoes. A sport jacket is encouraged.

**Women**

Women should wear dresses, skirt and top outfits or slacks with the appropriate hosiery and dress shoes. Dresses must have a modest hem (no higher than two inches from the top of the knee), and modest neck and back lines. Low cut dresses are not permitted. Strapless dresses must be modest in cut and style. Clothes must also not be too tight.

Questions regarding formal attire should be directed to a Residence Director. Students wearing inappropriate attire will not be permitted to attend the event and will not receive a refund.

**Chapel Platform Attire**

Chapel platform attire should be professional, neat, clean modest, and ironed.

# DISCIPLINARY PROCESS

## Reporting Incidents or Concerns

Our biblical principles of love for one another and mutual accountability encourage all members of our community to address behavior that hinders personal growth or disrupts community life. Therefore, all community members are asked to report concerns, violations of our community standards, or potential crimes to Campus Security, Residence Life personnel (Resident Assistants, Residence Directors, Director of Campus Life, or the Vice President of Student Life), or the Director of Human Resources.

Retaliation against someone who reports an incident or concern, or provides assistance to University staff in gathering information about an incident or concern is strictly prohibited by University policy and law. Students should be careful to avoid any behavior that could be experienced as retaliation and are invited to seek counsel from Residence Life staff.

The University will follow the disciplinary process described below when addressing incidents outside of the realm of Title IX. Reports of sexual harassment, including sexual misconduct, will be addressed through the UVF Grievance Procedures for Title IX Complaints, which may be found on the University's website at [valleyforge.edu](http://valleyforge.edu), Consumer Information page.

The University is obligated to investigate reports of sexual harassment, including sexual misconduct, when it has actual knowledge of an incident or allegations of sexual harassment. UVF considers that it has actual knowledge of a report when it has been received by the Title IX Coordinator, the Deputy Coordinator, or a member of the Title IX Care Team. The university's full Sexual Misconduct and Violence Policy and UVF's Grievance Procedures for Title IX Complaints may be found on the University's website at [valleyforge.edu](http://valleyforge.edu), Consumer Information page. The grievance procedures explain how the University will respond to, investigate, and make a determination regarding a complaint of sexual harassment, including sexual misconduct.

More information about Title IX and UVF's Title IX Care Team, including contact information and how to make a report may be found in the Title IX Appendix at the back of this publication, and on the University's website at [valleyforge.edu](http://valleyforge.edu), Title IX.

## **Confidentiality and Respect**

Students involved in the discipline process are treated with respect and the issues discussed will remain confidential. It is the policy of the University to approach each student as an individual, yet in a pattern consistent with the overall purpose of University of Valley Forge. Through its disciplinary process, the University seeks to help students understand the consequences of their behavior, provide resources to assist students as needed, encourage compliance with community expectations, and restore students to the community whenever possible.

Discipline decisions are based on the knowledge of the facts concerning the particular situation. Since few students are aware of all the facts, it is inappropriate to draw conclusions about what “should have been done differently,” and it is never appropriate to gossip regarding the person, circumstances, or decision. While painstaking efforts are taken to maintain consistency from case to case, confidentiality often prevents the disclosure of details that contribute to a disciplinary decision, occasionally resulting in unanswered questions regarding an outcome. Community members are asked to extend the benefit of the doubt to officials, knowing that prayerful consideration has been employed in the discipline process and the subsequent outcome.

## **“Walk-In” vs. “Call-In” Sessions**

If a student realizes that he or she has violated a University standard and is genuinely repentant, the student should take the initiative to voluntarily “walk-in” and confess the matter. Appropriate counsel and efforts to understand student problems are an integral part of all potential disciplinary situations. The voluntary nature of a “walk-in” provides for maximum flexibility in the restoration process. The meeting must take place within one week of the violation to be considered a “walk-in.” The student may confess the violation to a Student Life staff member. It is advantageous for students to take the initiative for a “walk-in” because it demonstrates their desire for accountability and their commitment to resolve the matter.

A “call-in” session is one in which a Student Life staff member believes that a student may have violated a behavioral standard and seeks an appointment or “calls-in” the student. Students will receive notification via a voice mail message, email, invitation, or personal invitation. The purpose of a “call-in” session is to discuss the alleged violation and provide clarity regarding the situation. Appropriate disciplinary action will be pursued if it is determined that a violation has occurred.

## **Sanctions**

One should expect the University to confront, with firmness and with love, any circumstance or behavior that might hinder personal growth or disrupt community life. The term ‘redemptive path’ is often used to describe the intent of the sanctions, or consequences, employed by the University when community expectations are not met or disregarded. Sanctions included in the redemptive path are influenced by several factors, which may include; (1) the severity of the violation, (2) the context of the incident, (3) the responsiveness of the accused to confrontation, (4) confession, (5) the degree to which the individual displays genuine repentance, and (6) prior disciplinary offenses.

When it employs sanctions, the University intends to:

- Be fair and consistent.
- Promote change in the individual.
- Provide restitution (in case of theft and loss).
- Restore the individual to the community.

The following is a list of possible sanctions available to the University. More than one of the sanctions may be imposed for any single violation. Other sanctions may be used when deemed appropriate.

### **Warning**

A statement of the standards of conduct is written to the student with an official warning concerning future behavior.

### **Loss of Privileges**

Denial of specified privileges for a designated period of time.

### **Fines**

Fines vary according to the violation, and may include all costs involving damage to University or private property.

### **Restitution**

Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

### **Discretionary Sanction**

Work assignments, service to the University or other related discretionary assignments.

### **Mentoring/Accountability**

The student is required to meet for a specified period of time with a faculty or staff mentor for accountability and support.

### **Memo of Understanding**

A student has a mandatory meeting with Residence Life personnel on a specific matter and signs a memo of understanding acknowledging expectations, understanding and consequences.

### **Disciplinary Contract**

A student is placed on disciplinary contract for serious and/or repeated behavioral infractions. When placing a student on disciplinary contract the University intends to communicate that the student's behavior is serious and that subsequent behavioral violations, as well as failure to complete disciplinary action will result in more serious disciplinary action, up to and including immediate dismissal from the University.

### **Disciplinary Probation**

The student is expected to show development in responsible actions toward the University and members of the community for a specified period of time. A student is placed on disciplinary probation for major and/or repeated behavioral infractions. When placing a student on disciplinary probation the University intends to communicate that the student's behavior is jeopardizing their enrollment and that subsequent behavioral violations, as well as failure to complete disciplinary sanctions, will likely result in an immediate dismissal from the University. Probationary students are ineligible to hold student leadership and ministry positions, may not participate in public ministry or varsity athletics at the University, and may forfeit institutional scholarship awards. The University generally informs the parents or legal guardians of students who are placed on disciplinary probation as permitted under the Family Educational Rights to Privacy Act.

### **Interim Suspension**

Students are denied access to the residence halls and/or to the campus (including classes) and/or all University activities or privileges for which the student might otherwise be eligible. Interim suspension by University officials may be imposed:

- to ensure the safety and well-being of members of the University community or preservation of University property;
- to ensure the student's own physical or emotional safety and well-being;
- if the student poses a definite threat of disruption of, or interference with the normal operations of the University.



### **Suspension**

The student is involuntarily separated from the University for a specified length of time. Suspended students are required to leave campus for the duration of their suspension and may not attend class, reside in the residence halls, attend Chapel, eat in the Dining Commons, etc. Absences from classes and chapels are not excused and faculty members are not obligated to permit students to make up missed classroom work. All academic and financial consequences caused by the suspension are the responsibility of the student.

### **Withdrawal**

The student is permitted to withdraw from the University without the privilege of returning until a time specified.

### **Dismissal**

The student is separated from the University. The student will have their refund calculated according to University policy and Department of Education Title IV regulations, and the student will suffer academic consequences of his/her actions. Dismissed students are required to leave campus immediately, will receive failing grades in all their classes and will not receive a refund.

It is important to note that in respect to discipline, a private University, such as University of Valley Forge, does not follow civil rules of evidence. In determining whether or not a violation has occurred, the standard “more likely than not” is applied, rather than “proof beyond a reasonable doubt.” Occasionally, situations arise in which one student’s testimony directly contradicts another student’s testimony. When this occurs, the University will decide the matter based on the credibility of the testimony.

The University is not required to impose the same discipline in all situations involving the same violation of community standards. However, to honor consistency, consideration is always given to impose the same sanction for the same violation. Consideration will be given to the specifics of the incident and to the previous behavior of the student(s) involved. More serious disciplinary action will be taken in situations involving repeated violations. Below is a list of typical violations and the sanctions that will be considered when students violate community standards. UVF may be required to respond to violations that do not appear on this list. The University will assess each case based on the expectations found in the Student Handbook and impose appropriate sanctions.

### **Disciplinary Levels and Sanctions**

It is important that students understand the expectations that the University has for their participation in the community. It is also important that students have a clear understanding of the consequences when they choose to act in ways that are inconsistent with the expectations of the University. The University has identified three disciplinary levels and provided general guidelines for the sanctions that are typically used when responding to behavioral violations:

#### **Level 1**

A Level 1 infraction is a first offense, incidental or minor infraction of University policy: accidents, dress code violation, entertainment violation (walk-in), quiet hour violation, failed room inspection, parking violation, exceeding allowable chapel absences, burning candles, etc.

Disciplinary sanctions in this category include but are not limited to a warning, fine, community service, reduction in community privileges (quiet hours, visitation), restitution, etc.

#### **Level 2**

A Level 2 infraction is a serious or repeated infraction of University policy: repeated Level 1 infraction, lack of follow through on a Level 1 sanction, chapel probation, minor or repeated visitation violation with a person of the opposite sex or of romantic and/or sexual interest, pornography (walk-in, first offense), pranks, minor sexual immorality (walk-in, first offense), alcohol or tobacco use (walk-in, first time offense, minor use), profanity, language, or acts of racist intent, etc.

Disciplinary sanctions in this category include but are not limited to all Level 1 responses, memo of understanding, disciplinary contract, mentoring, professional counseling, suspension of public ministry (including traveling teams), removal from student leadership positions, removal from athletic participation, curfew restriction, suspension, etc.

### **Level 3**

A Level 3 infraction is a very serious or dangerous infraction of University policy: repeated Level 2 infraction, lack of follow through on a Level 2 sanction, exceeding allowable chapel absences after being placed on chapel probation, scanning and then leaving chapel without proper permission, serious or repeated visitation violation with a person of the opposite sex or of romantic and/or sexual interest, pornography (call-in, repeated offense), sexual immorality, theft, vandalism, alcohol or tobacco use (call-in, repeated offense, major use), illegal or unauthorized drug use or other violation of the Substance Abuse policy, lying, harassment, stalking, violation of the law, hazing, violent behavior, occult practices, serious or repeated language or acts of racist intent, etc.

Disciplinary sanctions in this category include but are not limited to all Level 2 responses, restitution, disciplinary probation, suspension, withdrawal, dismissal, etc.

### **Sexual Misconduct and Violence**

The University will follow the disciplinary process described above when addressing concerns, violations of the University's community standards, or potential crimes. Additional policies and processes will guide the University's response to alleged reports of sexual misconduct and violence. The University's full Sexual Misconduct and Violence Policy may be viewed on the Student Consumer information page of the University's website at <http://www.valleyforge.edu/about/student-consumer-information>.

The United States Congress enacted the "Campus Sexual Assault Victims" Bill of Rights" as a part of the Higher Education Amendments of 1992 (Public Law: 102-325, section 486(c)).

This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. It also requires the school to notify victims of their option to report their assault to the proper law enforcement authorities. Schools found to have violated this law can be fined up to \$54,789 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with the law should be made with the U.S. Department of Education.

The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

The University of Valley Forge will ensure that the following rights are afforded to both the accuser and accused of an alleged incident of sexual assault:

- The accuser and the accused must have the same opportunity to have others present during any information gathering or disciplinary proceedings.
- Both parties shall be informed of the outcome of any disciplinary proceedings.
- Victims shall be informed of their options to notify law enforcement.
- Victims shall be notified of options for changing academic and living situations.

In addition, University of Valley Forge encourages that both parties take advantage of local resources, such as the Crime Victims' Center of Chester County ([www.cvofcc.org](http://www.cvofcc.org)), for direction and advice in reporting the incident and receiving services. Students will also be offered regular follow-up contact and mentoring with a Residence Life Director.

For more information about services available to victims of sexual assault, or the disciplinary process of the University, please contact the Student Life Office.

## Appeal Process

Generally, disciplinary decisions involving resident students progress through the organizational structure and are handled at the most appropriate level. For example, minor disciplinary infractions often involve a discussion between the Resident Assistant and the student. The purpose of the discussion is to communicate to the student why their behavior was inappropriate and seek the student's agreement to not repeat the behavior. The Resident Assistant will not determine sanctions but will review the situation with their Residence Director. Usually, the Residence Director will meet with the student to discuss the matter although in minor disciplinary situations this is not always necessary. Students are encouraged to meet with the Residence Director to discuss the potential disciplinary sanctions. Should a Residence Director act without talking with the student involved, the student may send a written request to the Residence Director asking them to reconsider the decision.

Moderate and repeated disciplinary infractions will involve the direct intervention of the Campus Director. Severe or repeated moderate disciplinary infractions will involve the Campus Director and the Vice President of Student Life.

Students may appeal a disciplinary decision on grounds that:

- Due diligence was not provided to the student, (i.e., there is information that some aspect of the hearing was prejudicial, arbitrary, or capricious).
- New and significant information, not reasonably available at the time of the initial hearing, has become available.
- The sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense or in keeping with the disciplinary guidelines outlined in the Student Handbook.

Students who wish to appeal a disciplinary decision of a Residence Director or Campus Director should submit a letter of appeal to the Vice President of Student Life within three working days of the communication of the decision by the Residence Director or Campus Director. The letter of appeal should outline the facts in the matter, the disciplinary decision of the Residence Director or Campus Director, the rationale for why the decision is being appealed, and a list of persons the student wishes to participate in the appeal (if applicable). The Vice President of Student Life generally requests a meeting with the student and the Residence Director to discuss the appeal and may invite other persons to participate in the appeal. Students may request that other persons be permitted to participate in the appeal; however, the Vice President of Student Life may deny the request for a variety of reasons, including a determination that such persons will not provide information relevant to consideration of the appeal.

Students who wish to appeal a disciplinary decision of the Vice President of Student Life should submit a letter of appeal to the Vice President of Student Life within three working days of the communication of the decision of the Vice President of Student Life. (The letter of appeal should contain the same elements as described above.) The President of the University (or designee) generally requests a meeting with the student and the Vice President of Student Life, as well as other resource persons as appropriate, to discuss the appeal. If a student wishes to appeal an original sanction of suspension or dismissal, the University generally requires that the student immediately leaves campus and may not return unless requested to do so to participate in the appeal process. Should an appeal be granted, class absences will become excused. Students should be aware that original sanctions may be affirmed, increased, or decreased during the appeal process as determined by the person who hears the appeal. The President serves as the final appeal officer.

# SAFETY STANDARDS

## Unauthorized Access Areas

The following areas are restricted from student access: vacant and abandoned buildings, rooftops and any property leased by other organizations, and athletic fields and facilities unless participating in an organized athletic event. Locked facilities and tunnels are restricted unless keys and authorization from a University official have been secured. Students should not be in campus offices (faculty or other) after hours or in another student's room without specific authorization. Students who gain unauthorized access into restricted areas are subject to disciplinary action.

## Security and Equipment

The University is not and will not be responsible for any damage, injury, or other harm of any nature whatsoever to any person or to the property of any person who deliberately disables, circumvents, compromises, or otherwise interferes with any of the University's security systems, equipment, protocols, policies, or any other security measures of any kind.

## Fire Regulations and Procedures

It is essential for the safety of all members of the University community to be particularly careful about fire hazards. The burning of candles, incense, or oil lamps (any open flames) is prohibited in every University building except at special events with permission of University personnel. There will be a fine for open flame violations.

## Fire Alarms and Fire Extinguishers

When a fire alarm sounds, it is imperative that all students evacuate immediately and stand clear of the building and in their designated evacuation location until signaled by officials to reenter the building. Setting off a fire alarm without any sign of imminent danger is extremely irresponsible and a Federal crime. Fire extinguishers are for emergency situations only. Students who tamper with or discharge extinguishers for any reason other than emergency situations will be fined plus the cost of recharging or replacing the extinguisher.

## Smoke and Heat Alarms

Smoke alarms have been placed throughout the residence halls. Batteries are replaced by the Facilities Department. Inoperable or malfunctioning smoke detectors should be reported to the Facilities Department immediately. Tampering with smoke detectors is a violation of Federal law and puts you, your roommate, and your neighbors at risk.

Residents who are found to have covered a smoke or heat detector, removed the batteries, or otherwise tampered with fire safety equipment may be required to move off campus without refund of housing payment, rent or deposit. Other disciplinary action may be taken.

Setting off smoke or heat detectors due to negligence, as determined by the fire department, will result in a fine and may result in additional fines charged by the fire department. In that instance, the University will assess the fine to the person(s) responsible for the false alarm. Other consequences may include fire safety education, removal of the student from the room or apartment, or removal of the equipment (for example, an apartment stove) that was used in setting off the false alarm.

## Fire Drills

Fire regulations require that fire drills be held periodically.

## Evacuation Locations

DiTrollo Hall	Yard between Beuttler Hall and Student Life Office
Beuttler Hall	Large Parking lot across the street
Shelton Hall	Green Lane Commons
Wells Hall	Green Lane Commons
Damiani Hall	Green Lane Commons
Beisel Annex	Green Lane Commons
Beisel Hall	Green Lane Commons
Bongiorno Hall	Parking lot behind Dining Commons
Berkey Hall	Gravel parking lot across street
Paproski Hall	Field next to Bongiorno Hall
Building 32	Grassy median between street and 33 parking lot
Building 33	Grassy median between street and 33 parking lot

## Fireworks, Firearms and Weapons

All fireworks, firearms and weapons are prohibited from being carried or stored on campus. Open flames, fireworks, or explosives of any kind are prohibited on campus. Firearms are defined as any device designed to launch or fire a projectile, including paint ball (without prior approval from the Director of Security) and air guns. Weapons are defined as any object that is used or designed to inflict pain or death on a person or animal, including all knives other than utility or kitchen use (any pocket knife must have a blade length of 3 inches or less and must fold in typical fashion not having a pressure release.) Students in violation of this policy will likely be subject to criminal proceedings by local authorities and/or severe disciplinary action, up to and including dismissal from the University. The University's internet monitoring software prohibits access to non-academic websites concerning weapons.

## Limerick Evacuation Plan

UVF is located within the Limerick Emergency Planning Zone and is covered by the Chester County portion of this plan. It is important that all members of the UVF community familiarize themselves with this plan that is available on the internet at <https://constellationemergencyplan.info/plants/limerick/brochure-limerick/> or on the emergency evacuation plans on the back of each residence hall door and in the local phone book. In the event of a general emergency, the University will be notified and students should immediately turn on a radio (1210 AM or 1420 AM) and wait for instructions. Additional evacuation information can be found on the back of each residence hall door.

## Medical Emergencies

In the event of serious injury or illness, students should dial 911 from on campus office phones and 911 from cell phones immediately. As soon as possible, students should also contact the following persons to report the emergency: Resident Assistant, Residence Director, Campus Director, Campus Security (484.614.2965), and the Campus Nurse (extension 1465). Do not leave the sick or injured party unattended but remain with them until help arrives. University personnel may decide to call for medical transportation. Expenses incurred for ambulance services are the responsibility of the sick or injured party.

## Emergency Plan, Organization, Duties and Phone Numbers

### Reporting Emergencies

1. In an emergency call: 911 (campus office phones)  
911 (cell phones)
2. When calling, stay calm and carefully explain the problem and location to the dispatcher.
3. DO NOT HANG UP UNTIL TOLD TO DO SO.
4. When possible contact Campus Security: 484.614.2965

On campus emergencies should be reported to Campus Security at 484.614.2965 and the Director On-call at 484.919.8786. Other emergency services are as follows:

- Local law enforcement agencies: 911 (campus office phones)  
911 (cell phones)
- Local fire department and ambulance: 911 (campus office phones)  
911 (cell phones)
- Paramedic Units: 911 (campus office phones)  
911 (cell phones)
- Phoenixville Hospital: 610.983.1000
  - Emergency Room: 610.983.1222
- Poison Control: 215.590.1000
  - Toll free: 1.800.222.1222
- Kimberton Fire Company: 610.935.1388
- Valley Forge Volunteer Fire Company: 610.933.3388
- Schuylkill Township Police Department: 610.933.5820
- Pennsylvania State Police: 610.486.6280

## Emergency Situations

### 1. All Campus Evacuation Plan

If an evacuation occurs during the workday:

- An all-campus voicemail, email or cell phone text message will be made to address the situation.
- All persons (students and staff) are to immediately vacate the site in question and to relocate to another part of the campus as directed and await further instructions.

#### Students in Class

Upon notification, Instructors will:

- Take roll immediately
- Inform students of the evacuation
- Evacuate

#### Students in Residence Halls

Residence Director and Campus Security Officers (as available) will notify students in the residence halls, post notices and notify the Command Center.

#### Students in Academic Buildings

Campus Security Officers and administrative personnel will notify students, faculty and staff who are located in academic buildings, Storms Research Center, Cardone Hall, Tucker Hall, Flower Chapel, Student Life Building, etc. and facilitate evacuation.

#### Off Campus Students

Off campus students shall be notified via email and by the Emergency Notification System (ENS).

## 2. Building Evacuation Plan

- All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security or other University officials.
- When the building evacuation alarm is activated during an emergency, immediately leave by the nearest marked exit and alert others to do the same.
- Do not panic.
- Assist the physically disabled persons in exiting the building! Remember that elevators are reserved for physically disabled persons. **DO NOT USE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.**
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly point.
- **DO NOT** return to an evacuated building unless told to do so by a University official.

**IMPORTANT:** After any evacuation, report to your designated area assembly point. Stay there until an accurate head count is taken. A University official will take attendance and assist in accounting for all the building occupants.

## 3. Bomb Threat

All bomb threats are to be considered real!

- If you observe a suspicious object or potential bomb, **DO NOT HANDLE THE OBJECT!** Clear the area and immediately call Campus Security.
- If you receive a phone call that there is a bomb in the building, obtain as much information as possible. Ask the caller:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?
- Keep talking to the caller as long as possible and record the following:
  - Time of call
  - Age and sex of caller
  - Speech pattern, accent, possible nationality, etc.
  - Emotional state of caller
  - Background noise
- **IMMEDIATELY** call Campus Security and 911
- Evacuate:
  - Physically and verbally evacuate the building and any adjacent buildings that are within 500 feet of the affected building.
  - Be sure all individuals are evacuated beyond 500 feet of the building.
  - During the evacuation procedure, pay attention to any type of unusual objects or anything that looks out of the ordinary.
  - If there is a search team in the building and you have a detonation time, be clear of the building one half hour before that time and do not reenter the building until authorized to do so.
  - Campus Security Officers and local law enforcement personnel will conduct a detailed bomb search of the affected building and/or site. Do not open drawers, cabinets or turn lights on or off.

#### 4. Earthquakes

- During an earthquake, remain calm and quickly follow the steps outlined below.
- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
- If outdoors; move quickly away from buildings, utility poles and other structures. Caution: Always avoid power or utility lines as they may be energized. Know your assembly points.
- After the initial shock, evaluate the situation. If an emergency exists, notify Campus Security at 484.614.2965. You must report the emergency by telephone or in person. Protect yourself at all times and be prepared for after-shocks.
- If evacuation of a building has been determined, the building evacuation alarm will be sounded. Walk to the nearest marked exit and ask others to do the same.
- Assist the physically disabled persons in exiting the building. Do not use elevators. Do not panic.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless told to do so by a University official.
- Official announcements will be made as information is available.

**IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. A University official will take attendance and assist in accounting for all building occupants.

#### 5. Fire

- Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them.
- If a minor fire appears controllable, IMMEDIATELY call 911. Then, if trained, promptly direct the charge of the fire extinguisher toward the base of the flame.
- If an emergency exists, activate the building alarm (fire alarm).
- In the case of large fires that do not appear controllable, IMMEDIATELY call 911. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen available to it. DO NOT LOCK DOORS. When able notify Campus Security at 484.614.2965.
- When the building evacuation alarm is sounded, assume there is an emergency. Walk quickly to the nearest marked exit and alert others to do the same.
- In the event of an explosion, immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
- Assist the physically disabled persons in exiting the building. DO NOT USE THE ELEVATORS DURING A FIRE! Remember: smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A Campus Emergency Command Center may be set up near the emergency site. Keep clear of the Command Center unless you have official business.
- Do not return to an evacuated building unless told to do so by a University official.



**Note:** If you become trapped in a building during a fire and a window is available, place an article of clothing/or sheet outside the window as a marker for rescue crews. If there isn't a window, stay near the floor where the air will be less toxic. Place towels (wet if possible) under the door. Shout at regular intervals to alert emergency crews of your location (shout a room number if available: "HELP! I'm in Room 10.") DO NOT PANIC!

**IMPORTANT:** After an evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. A University official will take attendance and assist in the accounting of all building occupants.

## 6. Medical Emergency

- If a life threatening injury or illness occurs on campus, immediately call 911. Give YOUR name, describe the nature and severity of the medical problem and the campus location of the victim.
- In cases of minor injury or illness, provide first aid care if certified to do so. Use only sterile first aid materials.
- During normal business hours if possible and without causing further complications, you may first contact the Health Center and then transport to that facility if recommended.
- In case of serious injury or illness, certified trained personnel should quickly perform the following steps (Only certified trained personnel should provide first aid treatment). Note: Be sure "help" has been notified and is responding.
- Look for emergency medical ID, question the victim (history of problem), question witness(es) and give all information to responding emergency personnel.
- Keep the victim still and comfortable. Do not move the victim.
  - Ask the victim, "Are you OK?" and "What is wrong?"
  - Check for breathing and give artificial respiration if necessary and you are trained to do so.
  - Control serious bleeding by direct pressure on the wound.
  - Continue to assist the victim until help arrives.
- First aid locations are located at:
  - Flower Chapel lobby
  - Harrup Building lobby
  - Storms Research Center
  - Tucker Hall (kitchen)
  - Gymnasium
  - Health Center
  - Campus Security vehicle
  - Each residence hall

## 7. Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself/herself or to others or is out of touch with reality due to severe drug reactions or a psychotic episode. Hallucinations or uncontrollable behavior may manifest a psychotic episode.

If a psychological crisis occurs:

- Never try to handle a situation you feel is dangerous on your own.

- Notify the Director On-call 484.919.8786 of the situation. Clearly state that you need assistance; give your name, your location and the area involved.
- In the case of extreme emergencies, where there is a threat to another person's safety, call 911. Evacuate the building if necessary.

### **8. Severe/Extreme Weather Conditions**

Severe hazardous weather conditions are defined as any weather condition that endangers students, faculty members, or employees in route to the classroom or workplace. A delay or closing of the University includes both classes and offices. As a convenience to those with long commutes, the decision about whether to close the University will be made as early as possible, as conditions dictate.

### **9. Violent or Criminal Behavior**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

#### **• Reporting an Incident**

- If you are a victim or a witness to any on campus offense, notify 911 and Campus Security at 484.614.2965, as soon as possible and report the incident, including the following:
  - Nature of incident.
  - Location of incident.
  - Description of person(s) involved.
  - Description of property involved.
  - Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

#### **• Gunfire**

- Should you hear or witness any gunfire or discharged explosive on campus, take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary. Immediately notify Campus Security at 484.614.2965.

#### **• If Taken Hostage:**

- Be patient.
- Follow instructions and try to avoid arguments.
- Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- DO NOT PANIC. STAY AS CALM AS POSSIBLE.

#### **• Lock Down**

- A "lock down" is a temporary sheltering technique utilized to limit civilian exposure to imminent threat of violence. A lock down will be made only if there is a serious risk of danger to staff, faculty, and students. The general purpose of a lock down is to convert a building into a large "Safe Room." The decision to initiate building lock down procedures is at the discretion of the President, his designate or in response to a request by local law enforcement officials.

#### **• Lock down procedures:**

- The implementation of campus lock down status will be communicated by the Emergency Notification System. Cell phone text messages and emails will be sent to all who have registered for emergency messages.
- Exterior entrances of buildings will be locked by Security, Facilities personnel, staff or faculty who have access to building keys.
- Exit from the buildings will still be possible.

- Faculty will move students to any lockable room in the building or remain in the classroom with the door barricaded if possible.
- All students, faculty and staff must remain in their buildings until the lock-down status is removed. Notification of an “All Clear” will be transmitted through the previously listed available communication.

# VEHICLE POLICIES

## **Automobile Regulations**

Students must register motorized vehicles and pay a parking registration fee to obtain a parking permit. Any change of vehicle must be reported immediately to obtain another parking permit. A fee is charged each semester. Permits are to be placed on the front windshield, passenger side at the bottom. Vehicles not displaying a current UVF parking permit are subject to fines, booting, and/or may be towed at the owner's expense. Student employees are not permitted to obtain an employee parking permit, nor are they permitted to utilize employee parking spaces. Students are only permitted to have one car on campus unless a family student.

Students are responsible to read and comply with all the policies and procedures contained in the parking regulation document that is provided during vehicle registration. Students involved in severe or continual vehicle misconduct may lose on campus driving privileges.

## **Guest Parking Permits**

Guest parking permits may be obtained from Campus Security. Students must register overnight guests by filling out an overnight Guest Registration Form, emailing that form to their RA and Campus Security, and picking up the permit from Campus Security.

## **General Campus Vehicle Operation**

Motor vehicles must not be operated or parked on the grass, sidewalks, or unpaved (exception: gravel parking lots) areas on campus. UVF is designed as a walking campus, therefore students are discouraged from driving to class, chapel, the Dining Commons, etc.

Students who do not abide by these rules are susceptible to the following disciplinary actions: ticketing, vehicle boots, payment for damages, community service, and/or parking permit removal (loss of campus parking privileges)

# MISSING STUDENT NOTIFICATION POLICY

In accordance with federal law, it is the policy of the University of Valley Forge that each student be informed annually of the following missing student notification procedure. This policy focuses on students living in on campus residential housing.

## **Registering a Confidential Emergency Contact**

New residential students will be given opportunity to identify a confidential emergency contact through the New Student Health Form. This confidential contact is to be notified not more than 24 hours after the student is deemed missing. Students under 18 years of age, if not emancipated, will also be required to give a custodial parent or guardian's contact information.

All residential students will be notified annually, via email, of their opportunity to register or change their confidential contact at any time through the Health Center.

## **Deeming a Student Missing**

A resident student may be deemed missing if it is reported to appropriate University personnel (Campus Security, a Residence Life Director, the Student Life Office, or the Director On-call) that the student has been unreachable via personal contact, telephone, email or other means of electronic communication for 24 hours or more.

## **Emergency Contact Procedures**

Missing persons should be reported to Campus Security immediately. Campus Security will contact the Vice President of Student Life. Once a missing persons report has been filed with Campus Security, the following emergency contact procedures will be initiated no later than 24 hours after a student is deemed missing:

- Campus Security will notify law enforcement offices at the Schuylkill Township Police Department and the Pennsylvania State Police and the student's confidential emergency contact.
- If a student is under 18 years of age and not emancipated, the missing student's parents or his/her confidential emergency contact will be notified by the Vice President of Student Life no later than 24 hours after the student is deemed missing.
- The Vice President of Student Life will notify other campus offices having a need to know (e.g. the President's Cabinet, other Residence Life staff, etc.)

## **Annual Notification**

Annual notification of this policy will be sent by email and placed in the Student Handbook, and on MyValleyForge and UVF website.

This statement of policy will also be found in the Annual Security Report, which is made public on October 1 of each year.



# SPIRITUAL LIFE



# SPIRITUAL LIFE

As followers of Jesus, students at UVF will be given the opportunity to experience discipleship on campus in the context of a Spirit-filled, loving community. Since Jesus is our Center, we believe that the most important thing an individual can do is learn how to follow Him and help others do the same. In order to accomplish this goal, students will learn to spend time with Jesus both alone and in community. Students will spend time in community through the contexts of large groups, small groups, and one-on-one environments, and are highly encouraged to remain alone in the presence of Jesus each day. From within these contexts, they will learn what a disciple looks like through our four pillars of spiritual formation: His Gospel, His Presence, His Ways, and His Mission.

- His Gospel, which runs throughout each pillar, is the power to save and transform people, culture, and communities.
- His Presence is how we abide in Christ as our source of life.
- His Ways means learning to follow and obey Jesus' teachings as we continually see His beauty and are daily transformed by His grace.
- His Mission is where students will learn to go into all the world through the power of the Holy Spirit to continue to reproduce radical followers of Christ wherever they are called.

## Chapel

Chapel is one way that main campus students experience abiding in the presence of Jesus in a large group context. Students will gather for chapel four times a week and have the opportunity to experience a wide variety of speakers and topics. Each semester's chapel services will emphasize one of the Four Pillars of Spiritual Formation. We believe that by submitting to teaching and preaching from the Word of God in a large group context, students will experience the renewal of their minds and hearts as they engage in community and worship together.

Students are requested to arrange their schedule so that they are able to attend chapel each day. When students attend a service and check in with their ID card or Engage QR code, they earn chapel credit. Students are required to earn a certain amount of chapel credit each semester, according to the chart below. To keep track of their chapel credits, students can visit Engage at [valleyforge.campuslabs.com/engage](http://valleyforge.campuslabs.com/engage). Students are encouraged to actively track their chapel credits and to plan their chapel attendance so as to earn the required amount of chapel credits each semester.

## Chapel Attendance Policy

Chapel attendance is required of all resident students. Commuter students must attend chapel on any day on which they have a class immediately before or after chapel. All online students are not required to attend chapel but are encouraged to view services online. Chapel services begin at 10 a.m. Tuesday, Wednesday, Thursday, and Friday and are generally between 1 hour and 1 hour and 15 minutes in length. Students record their attendance and earn chapel credit by using their ID card or Engage QR code, which is scanned into the computer system as they enter the chapel. Students will be marked absent if they arrive five (5) minutes past the service starting time. Students are expected to remain in the chapel service until a formal dismissal is given.

Students must notify a Chapel Usher or Residence Director if, after scanning their ID card, they change their mind and decide not to attend chapel that day. Failure to notify a Chapel Usher or Residence Director is considered a serious offense (Level 3) and may result in disciplinary consequences including but not limited to a double absence, a meeting with Residence Life staff, fines and suspension (in addition to any fines assessed for exceeding the allowable number of absences).

All main campus students are required to accrue chapel credits for 80% of the chapel services offered that semester. It is understood that students may miss chapel for various circumstances such as an illness of one to two days, one-time doctor appointments, dentist appointments, personal emergencies of all kinds, court appearances, car breakdowns, hospital visits, late arrivals from weekends at home, helping out at youth retreats, ministry involvement, or serving at district councils, athletic involvement, missions trips, etc. Students should actively monitor their chapel credits to ensure that, despite these occasional absences, they are still able to meet the 80% credit requirement.

While the exact number of chapel services offered each semester may vary, the number is usually between 55 and 60. The number of chapel credits required by semester can be found on Engage ([valleyforge.campuslabs.com/engage](http://valleyforge.campuslabs.com/engage)).

**Chapel Exemptions (Single Day and Semester)**

Students may request exemptions from chapel on a single day basis through an entire semester (i.e., working Wednesday and Friday) by completing a Chapel Exemption Form available on Engage or on MyValleyForge under the Student Life tab. Exemptions begin on the date approved, so it is important that students not miss chapel before receiving notification that their request has been granted. Semester exemptions must be requested at the beginning of a semester. **Semester exemptions will not be given retroactively and are approved on a single semester basis only.**

Generally, students are not permitted to be exempt from four days of chapel. Only in very rare circumstances will a four-day semester exemption be granted. (This may occur only once during a student’s academic career and is discouraged during a student’s final semester.)

**Chapel Absence Sanctions**

The University believes that chapel is central to the UVF educational experience. Therefore, students who exceed their allowable number of chapel absences are not receiving the total UVF experience and are not fulfilling their commitment to meet all University expectations that they made when they enrolled. For these reasons, disciplinary action will be taken when a student fails to meet the chapel credit requirement as defined by the chart below (The percentage is taken of the number of chapel credit options available):

<b>Meets Chapel Requirements</b>	<b>Chapel Alert</b>	<b>Chapel Probation</b>
80% or more of chapel opportunities attended.	At least 70%, but less than 80% of chapel opportunities attended.	Less than 70% of chapel opportunities attended.
	A fine is given for each chapel credit missed below the 80% requirement.	A fine is given for each chapel credit missed below the 80% requirement; student placed on chapel probation.



### **Chapel Fine**

There is a charge for each chapel credit missed below the 80% attendance requirement. For example, if a student was two credits short of what they needed to meet the 80% attendance requirement, a student would be charged. Students may appeal chapel fines to the Student Life Office within ten business days (two weeks) from the date of the fines. Further appeals may be made to the Vice President of Student Life in writing. Appeals will be evaluated on a case-by-case basis at the discretion of the Student Life Office.

### **Chapel Alert and Probation**

If a student is unable to meet the 80% chapel attendance requirement, but may be able to attend at least 70% of available chapel services, they will be placed on Chapel Alert. If a student is unable to attend at least 70% available chapel credits, they will be placed on Chapel Probation for the remainder of that semester and the following semester. Because of the importance placed on abiding together corporately, and because of the significance of chapel in the UVF experience, students placed on Chapel Probation are ineligible to participate in chapel platform ministry, student leadership positions and ministry participation as a representative of the University. Students on Chapel Probation may also forfeit institutional scholarship or grant awards.

Students may only be on chapel probation a maximum of two (2) times during their academic career before receiving a one semester suspension that makes them ineligible to return the following semester. Upon reaching chapel probation for the third time, the student will be notified of a mandatory hearing in which the student will appear before their faculty advisor, the Vice President of Academic Affairs, and the Vice President of Student Life to discuss their suspension and/or to make an appeal.

### **Chapel Ushers**

Chapel Ushers welcome participants to the service and facilitate a worshipful environment. Ushers may be volunteers or students from various classes fulfilling their Student Ministry Requirements. In addition, the Head Chapel Usher and Assistant Head Chapel Ushers are student leader scholarship positions and serve for an entire University year. Students are expected to comply with the instructions of the Ushers. Ushers are required to dress in appropriate chapel attire while ushering.

### **Chapel Announcements**

Chapel announcements are displayed on screen at the beginning of each chapel service. To have a chapel slide created, approved organizations, events and student ministries should fill out and submit the Marketing Request Form (which is available at the following link: <https://uvfmarketing.teamwork.com/support/#/tickets/new>) at least four weeks in advance of the date(s) desired. The form must be signed by a faculty or staff advisor.

Verbal chapel announcements are generally reserved for those events that impact the entire student body or campus community. Contact the Director of Spiritual Formation for approval and scheduling well in advance of the desired date.

### **Chapel Conduct**

Chapel services are considered sacred times where the UVF community comes together to worship the Lord. As is customary in such settings, a high standard of conduct and proper etiquette is expected of all participants because it demonstrates respect for the Lord and for other members of the community. Hoods and hats are to be removed when entering a chapel service. Arriving late, leaving early, loud talking, horseplay, sleeping, studying, playing portable games, talking or text-messaging on a cellphone, and conduct that is disruptive to others will not be tolerated.

In addition, students will not receive attendance credit for that day and may receive additional disciplinary action. Such actions undermine the very purpose of chapel attendance--a student's spiritual growth. Chapel Ushers and University employees will confront students who are not complying with these expectations. No food is permitted in the chapel.

### **Children in Chapel Services**

Children of students, staff and faculty are welcome in the chapel service. Since chapel services are not specifically designed with children in mind, there may be times when a child's presence or behavior distracts others, especially during the message or at other moments in the service when silence is appreciated (special music, prayer, etc.). Parents with young children are asked to sit at the rear of the chapel to accommodate the least disruption if an exit becomes necessary.

### **Small Group Chapel**

During the semester students will have the opportunity to participate in small groups as part of their weekly chapel experience. Small groups exist to foster biblical community and accountability through engagement with the Word of God, corporate prayer, and edifying conversation. Small groups are one of the many ways that students experience the small group context of abiding in Jesus during their time at UVF. Main campus students have the opportunity to serve and lead their peers by facilitating a small group.

### **Church Attendance**

UVF prepares students to be leaders in the Church and in the world. Class and chapel services are not a substitute for weekly church attendance in the local community. All students are expected to faithfully attend regular Sunday services at a church within a reasonable driving distance of UVF. A report of the student's church attendance is requested each year by means of a student survey.

### **Outreach**

Basic to the Christian life is the call of all believers to share the good news of Jesus Christ with the world. By lending a helping hand, reaching out in a service project, or traveling to participate in a focused evangelism outreach, we are loving others as Christ has called us to do.

In relationships with unbelievers, we attempt to reflect the love of Jesus Christ in order that those who do not know our Savior will come to know Him. UVF endeavors to involve all students in ministries that correspond to their gifts and desires, primarily through the Intercultural Studies Department. Such involvement by students adds a dimension to the learning process that combines classroom knowledge and supervised student ministry experience to reach out to the local community and beyond.

### **Student Ministry/Service Learning**

Student Ministry and Service Learning are vital parts of the UVF curriculum and provide opportunities for meaningful integration of classroom instruction with practical training through off campus experiences. Student Ministry/Service Learning requirements are integrated into the academic requirements for many classes. Student Ministry/Service Learning assignments are detailed in each applicable course syllabi.

Students will receive emails and postings throughout the semester informing them of opportunities for ministry. A Ministry Fair is held at the beginning of the year where local churches and student teams make the student body aware of the opportunities for ministry. Students with a particular ministry interest are encouraged to contact the Intercultural Studies Department.

In addition, through the Intercultural Studies Department, UVF hosts several student-led missions trips annually for which students can apply to join. UVF Student Led Ministry participation (in ministries such as children's ministry, youth ministry, improv ministry, homeless ministry) may also meet Student Ministry/Service-Learning requirements.

Please talk with your academic advisor for complete information regarding the specifics of service learning/student ministry requirements.



# ACADEMIC LIFE

## Student Learning Outcomes

The term 'learning outcome' describes the knowledge, skills and attitudes/dispositions students attain as a result of their learning experiences. In many cases, the term "outcome" is used to describe the end point of these educational experiences.

### Institutional Student Learning Outcomes for UVF:

#### Communication

Students will effectively analyze and express information and ideas in a variety of appropriate means with clarity and coherence.

#### Information Literacy/Critical Thinking

Students will develop the knowledge and skills needed to locate and evaluate diverse forms of information and use the information to solve problems and answer questions.

#### Interpersonal Skills

Students will demonstrate responsible personal behavior, cooperation and leadership in group settings.

#### Christian Worldview

Students will articulate and apply a Christian worldview from a Pentecostal perspective.

#### Holistic Development

Students will practice a holistic lifestyle with attention to mental, physical, spiritual and social dimensions of personhood.

#### Professional

Students will articulate the theoretical and practical dimensions of a vocation and demonstrate the essential knowledge and skills necessary to lead with excellence within that vocation.

One of the major purposes for coming to UVF is to "study to show yourself approved by God." Therefore, classroom conduct is expected to be consistent with a high standard of Christian behavior. What follows is a summary of some of the highlights of academic life. For more specific information regarding academic life, see the University Catalog.

### The Write Solution

The Write Solution provides students with experienced guidance in the process of writing and in beginning math courses. The peer tutors of The Write Solution assist students in their written assignments, revision, writing skills, MLA and APA research papers, grammar, etc. Tutors are also competent in mathematics and can assist in beginning math courses.

The Write Solution tutoring center is located in Tucker Hall, room 121. Students may sign up ahead of time on the bulletin board outside the Write Solution for half-hour meetings or they may drop in during tutoring hours. Hours are Monday through Thursday 2 - 7 pm and Friday 2 - 5 pm. Tutoring services are free.

### Course Load

The normal full-time course load is 15-17 credit hours each semester. A 15-17 credit hour course load will enable a student to complete a degree program in the suggested four year time frame (if structured correctly). A course overload is defined as 18-20 credits. Students may not enroll in 21 or more credits unless approval is obtained from the Vice President of Academic Affairs, who will determine the student's eligibility based on their GPA and workload. Students must be enrolled in a minimum of 12 credit hours to be considered full-time. A student who drops below 12 credits should consult the Financial Services office to determine the effect on receiving Federal or State financial aid.

**Writing Assignments**

The American Psychological Association (APA) Style Manual is the approved University style manual for the undergraduate social sciences (Behavioral Sciences, Education). The Modern Language Association Style Manual (MLA) is the approved University style manual for the undergraduate humanities and liberal arts (Arts and Sciences, Business, Church Ministries, Deaf Ministries, Digital Media, Intercultural Studies, Music). The Chicago/Turabian Manual of Style is the approved University style manual for undergraduate theological capstone projects and theological graduate studies.

**Classroom Decorum**

Children are not allowed in classrooms. Childcare is to be secured by the student. Cellular phones, and other electronic communication equipment, are to be turned off or operated silently during class. Since late arrival or early departure from class is disruptive, students must arrive in a timely fashion and depart early only if vitally necessary.

**Class Attendance Policy**

The standard attendance policy requires students to attend each period of class in which they are enrolled. (Faculty members publish specific penalties for excessive absences in the course syllabus.)

**Good Standing**

Good Standing with respect to GPA is defined in the grid below. The GPA requirement is determined by the cumulative number of credit hours a student has earned and is reviewed at the end of each semester: This also determines student-athlete eligibility.

ASSOCIATE DEGREE PROGRAMS	HOURS EARNED	CUMULATIVE GPA (GRADE POINT AVERAGE)
	30 and above	2.0
BACHELOR'S DEGREE PROGRAMS	0-29.5	1.6
	30-59.5	1.8
	60 and above	2.0
MASTER'S DEGREE PROGRAMS	0-36	3.0

**Academic Warning**

When a student's cumulative GPA falls below the level of "good standing" the student will be placed on academic warning for the following semester. The maximum academic load for students on academic warning is 13 credits. Being in good standing also determines student-athlete eligibility.

**Continuation of Academic Probation**

Students who do not attain a satisfactory cumulative GPA by the end of the semester of academic warning will be placed on probation for the next semester of enrollment only if they successfully complete the appeal process. The maximum academic load for students on probation is 13 credits. If a student fails to meet the requirements of probation, he or she is subject to be dismissed from the University of Valley Forge.

**Removal from Academic Probation**

Students will be removed from academic probation at the end of a semester when the cumulative GPA meets the requirements for “good standing.”

**Academic Program Changes**

Students who request a change in degree program, or major area of study, must first complete a Change of Major Form and return it to the Registrar’s Office. A student’s status will be changed only after the form has been received. In addition to the major, a change in academic advisor may occur as part of the process. Check MyValleyForge for updated degree information. A Change of Major fee applies to all students with the exception of those in their first semester at UVF.

**Withdrawal from Class Policy**

Students wishing to Add/Drop a class must do so within the provided Add/Drop time period. Once the Add/Drop date has passed a student may withdraw from a class for a time period of approximately eight weeks after classes begin. Within that time a student must complete and submit to the Registrar’s Office a Withdrawal From Class Form. No credit load change will occur from withdrawing from a class. A Withdrawal From Class fee applies. All dates, fees and policies regarding withdrawals can be found in the University Catalog.

**Withdrawal from College**

A student who wishes to withdraw from UVF must complete a Withdrawal Form from the Student Success and Career Services Center and participate in an exit interview with the Director to officially withdraw. Students may come to the Center personally to schedule an exit interview, call 610.917.1461. Not attending classes does not constitute an official withdrawal and could result in a grade of ‘F’ for each course. Calculation of tuition reimbursement is based on the date of the official withdrawal. Students are responsible for payment of any unpaid balance accrued during their attendance at UVF.

**Non-Return to College**

If a student does not intend to return to UVF in a subsequent semester they must complete a Non-Return to College Form from the Student Success and Career Services Center and participate in a non-return interview prior to the conclusion of the current semester. Students may come to the Student Success Center personally to schedule their non-return interview, call 610.917.1461. Failure to complete the Non-Return to College Form will prohibit the release of your transcripts.

**Graduation**

Graduation is the culmination of a student’s academic career and is a wonderful day of celebration. Graduating seniors are required to attend graduation exercises. If they are unable to attend, they must inform the Registrar’s Office that they will not be attending. Those participating in graduation are required to attend graduation rehearsal the day before commencement.

**Grade Change Policy**

Grade changes will be accepted by the Registrar’s Office only in cases of documented clerical error, miscalculation, or by appeal as a result of extenuating circumstances. A student may appeal a grade with the faculty member of the course in question up to the end of the semester following the semester in which the grade was issued (i.e. a professor may only make a change for the preceding semester). A faculty member cannot reassess material and submit a new grade. Reevaluation of a student’s performance is not to be considered a legitimate reason for a change of grade. Faculty requesting a grade change must submit the change request to the Registrar’s Office. The request must contain the reason for change. Additional information regarding the Grade Change Policy is available in the University Catalog.

**Academic Grievance Procedure**

The faculty member is the primary authority regarding course policies, expectations, or grading. Students who find themselves in disagreement in their academic experience should make every effort to resolve the issue with the faculty member. If students wish to appeal a faculty member's decision, they should submit their appeal to the Chair of the department for the course. (If the professor is the Chair of the department for the course, the student may appeal the decision to the Vice President of Academic Affairs.) Once the appeal has been made at the department level, students may present a final appeal to the Vice President of Academic Affairs.

**Dual Submission Policy**

Faculty members must authorize the dual submission of coursework. A Permission for Dual Submission Form must be secured by the student and signed by both faculty members before beginning work on the paper or project. Joint or individual grading is at the discretion of the faculty members.

**Academic Honesty Policy**

Academic honesty is critical for the student's character, fairness to other students, and the integrity of University of Valley Forge. Our Academic Honesty Policy is designed to:

- Promote biblical principles.
- Educate about the nature and consequences of academic dishonesty.
- Maintain academic standards.
- Encourage redemption and restoration.

**Definition**

The student is responsible for understanding and avoiding all types of academic dishonesty, including the following:

1. The unapproved or unethical use of AI tools.
2. Submitting any part of the same work in two (2) or more assignments, even in different or repeated courses, without the expressed consent of the professor(s).
3. Falsifying (faking) information, class attendance (including signing in for another student, using another student's user name and password to submit work on his/her behalf), etc.
4. Plagiarizing or using another's ideas (Student, internet, book, etc.) without giving the source (citation) or using another's unique words or phrases without quotation marks and a citation.
5. Cheating on an exam, assignment, etc. including group work not expressly approved by the professor.
6. Helping another student in any way with an act of academic dishonesty.
7. Dissembling or not being fully honest in any investigation of academic dishonesty.

**Process**

In all of the following, the student must respond within 7 days. The offices of Academic Affairs will retain copies of all reports and correspondences.

1. Students suspected of academic dishonesty will receive an email from the instructor asking the student to meet with the instructor and the Department Chair (or another designated faculty member if the Department Chair is the instructor) to disclose any academic dishonesty.
2. After meeting with the student, the instructor will email the Academic Dishonesty Incident Report to the offices of Academic Affairs.
3. The instructor will email the student with one of these conclusions:



No Academic Dishonesty:

There is not a consequence.

Unintentional Academic Dishonesty:

At his/her discretion, the instructor will give a consequence ranging from a verbal warning, to redoing the assignment with or without a grade reduction, to receiving a 0 or an "F" on the assignment.

Intentional Academic Dishonesty:

The student will face the consequences listed below; the severity will depend upon the student's openness of disclosure and willingness to cooperate.

### **Consequences for Intentional Academic Dishonesty**

1. The student will be required to meet with the Academic Honesty Committee, consisting of representatives from the offices of Academic Affairs and Student Life and at least two professors not involved in the initial investigation. Evidence concerning the incident, prior academic dishonesty, extenuating circumstances, and the student's cooperativeness will be considered. Decisions are by confidential, majority vote.

### **The student will typically receive one or both of the following:**

1. A Restorative Contract from the Student Life Office. Based on the details of the student's particular incident, this contract may include mentoring accountability, personal counseling, academic honesty counseling and removal from UVF ministry, leadership, intercollegiate athletics, or other campus-related activities for a specified period.
2. A Restorative Academic Consequence from the Office of Academic Affairs. Based on the student interview, the academic consequence at each incident level may include at least one of the following measures:
  - 1st Incident of Intentional Academic Dishonesty:  
Receive a "0" for the assignment.
  - 2nd Incident of Intentional Academic Dishonesty:  
Fail the course.
  - 3rd Incident of Intentional Academic Dishonesty:  
Be dismissed from the University for the semester with F's in all courses and loss of all current UVF scholarships.

The Academic Honesty Committee Chair will email the committee's decision to all involved.

### **Appeal Process**

The student may appeal the decision of the Academic Honesty Committee within 7 days of its email notification by emailing the Vice President of Academic Affairs. The appeal must be based on verifiable unfairness, inappropriate consequences and/or new information. If not satisfied with the decision of the Vice President of Academic Affairs, the student may make a final appeal to the President by email.

### **Testing**

Each professor sets a pattern for examining the progress of students in his/her classes. The course syllabus explains the testing requirements for the class.

### **Class Cancellation**

Normally, cancellation of a class will result only from weather related issues, or from the instructor's inability to meet. A faculty member who is unable to make it to class will take the following actions:

1. Notify students electronically, either by email or message on Canvas.
2. Make arrangements with the class to make up any missed work.

**Emergency School Closing**

Occasionally, if weather conditions are severe enough UVF may declare an "Inclement Weather Day".

- Campus closures due to inclement weather will be communicated by text and email through the Emergency Notification System.

**Confidential Student Records (FERPA)**

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

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, chair of the academic department, Vice President, 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, misleading or otherwise in violation of the student's privacy rights under FERPA.
  - Students who wish to ask the University to amend a record should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed.
  - If the University decides not to amend the record as requested, the University will notify the student, in writing, of the decision and student's 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 provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to University officials with legitimate educational interests. A University official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including Campus Security personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using university employees or officials (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 University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
  - Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
  - Other exceptions that permit disclosure without consent are:
    - To authorized representatives of the Comptroller General of the United States; the Attorney General of the United States (for law enforcement purposes); the Secretary of the Department of Education of the United States; the Bureau of Citizenship and Immigration Services; and state and local educational authorities.
    - To parents of dependent students, as defined in section 152 of the Internal Revenue Code of 1986.
    - To a parent or a legal guardian in connection with a health or safety emergency.
    - To a parent or a legal guardian of a student regarding the student's violation of any Federal, State, or local law, or of any rule or Policy of the institution, governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to that use or possession.
    - If a parent or eligible student initiates legal action against the University, the University may disclose to the court, without a Court order or subpoena, the student's education records that are necessary for the University to defend itself.
    - The disclosure is in connection with a disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of a crime of violence.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UVF 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, S.W., Washington, DC 20202-5901

The University may release public directory information concerning students. Such information includes, but is not limited to, the student's name, address, email address, telephone listing, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, degrees, honors and awards received, and the most recent educational agency or institution attended. The above designated information is subject to release by the campus at any time unless the campus has received a prior written objection from the student within the first two weeks from the beginning of the semester specifying information which the student requests not be released.

**Learning Disabilities**

It is the policy of University of Valley Forge to provide reasonable accommodations for qualified individuals with documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The University will adhere to all applicable federal, state, and local laws, regulations and guidelines to provide reasonable accommodations with regard to affording equal educational opportunities. Student's with disabilities who believe they may need accommodations in this course are encouraged to contact the Office of Disability Services ([disabilityservices@valleyforge.edu](mailto:disabilityservices@valleyforge.edu)) as soon as possible to ensure that such accommodations are arranged in a timely fashion. Please note that accommodations are not retroactive and documentation of a disability is required. The Office of Disability Services will assist students and faculty in arranging appropriate accommodations.



# RESIDENCE LIFE

A horizontal banner with a green tint. It features a group of five students in the background. The text 'RESIDENCE LIFE' is written in large, white, bold, sans-serif capital letters across the center of the banner. The students are wearing 'PATRIOTS' t-shirts.

# GENERAL HOUSING GUIDELINES

## Resident Housing Policy

Residence Life is intended to facilitate the holistic development of each student during his/her University experience. On campus living is a privilege which is subject to review. University housing requires the following of undergraduate students:

- Unmarried students under 24 years of age are required to live in University residence halls unless they reside with their parents or guardian or are enrolled online.
- Students age 24 and older may live off campus (see Off Campus Housing below) or in University housing that is designated with a residence life curriculum appropriate for students age 24 and above; however, this University housing is extremely limited and is reserved for returning main campus students in good standing with the University. The Vice President of Student Life reserves the right to interview students who are age 24 and over in order to determine the most appropriate housing situation.
- Students residing in University housing must carry a minimum of 12 credits per semester in order to receive priority consideration for housing. Students who carry less than 12 credits per semester must notify the Housing Coordinator to determine what, if any, housing adjustments are needed.
- Students who are not actively participating in class and/or chapel, who engage in inappropriate behavior, who are not in good financial standing, or who repeatedly fail to attend floor meetings and/or fail scheduled room inspections may forfeit the privilege of University housing.
- University housing is only available to currently enrolled undergraduate students; therefore it is expected that students will vacate University housing upon graduation or withdrawal from courses.
- All students residing in University housing are required to read and sign a Room Condition Form & Residence Agreement when they check in and check out of their University housing.
- Students must reapply each spring semester for University housing for the following year.

## Off Campus Housing

Single students must meet one of the following criteria to be eligible to live off campus (nor in University owned housing):

- 24 years of age or older
- Reside with their parent or guardian
- Enrolled as an online student

Married students are eligible to live off campus.

Unmarried students under the age of 24 must submit an application to live off campus at least one month before the beginning of the semester they desire to live off campus. Once approved, unmarried students under the age of 24 must resubmit an Off Campus Housing Application one month prior to each successive fall semester. Students must receive approval via the application process to live off campus prior to entering in to any rental agreement. Off Campus Housing Applications are available on MyValleyForge.

All main campus students who are permitted to live off campus are required to attend chapel (except for online students), and all are expected to adhere to campus lifestyle policies as if they were living on campus.

### **Room Assignments For Single Students**

In order to be eligible for a housing assignment, a student must fulfill the following requirements:

- Complete pre-registration for the fall semester by the required deadline.
- Do one of the following on or before the required deadline:
  - Provide proof to the Financial Services Office that your FAFSA is complete.
  - Waive the right to file a FAFSA with the Financial Services Office.
- Complete a Fall Housing Form.
- Be in good financial standing with the University

Once eligibility is established, students are able to participate in the housing sign-up process. Housing priority is determined using the following criteria:

- Housing Lottery number

### **Housing and Meal Plan Accommodations**

Students with documented disabilities are encouraged to contact UVF personnel for information on housing and meal plan accommodations. Students should be aware that the accommodation review process may take up to four weeks. Approval for accommodations will be applied to the semester following the approval. Because housing for students age 24 years and older is extremely limited, accommodations for housing on campus may not be available.

- Housing accommodations - contact the Housing Coordinator
- Meal Plan accommodations- contact the Director of the Health and Wellness services.

### **Service and Emotional Support Animals**

The University of Valley Forge recognizes the importance of animals to individuals with disabilities and has established its service animal and emotional support animal policies to govern the presence of these animals on campus. UVF prohibits pets and other animals in University housing. These policies provide a mechanism for an individual with a documented disability to seek a reasonable accommodation for the disability and an exception to the prohibition. Students should be aware that the accommodation review process may take up to four weeks. Students may request a copy of the policy and requirements for application from the Housing Coordinator.

### **Accommodation Request Deadlines**

Students seeking housing, meal plan, service animal or emotional support animal accommodations must submit a completed application by the appropriate accommodation deadline.

New students must apply before June 1 to be considered for the upcoming Fall semester and academic year. Returning students from the Spring, must apply before May 1 to be considered for the next academic year. Requests to be considered for Spring housing must be sent before December 1. Requests to be considered for Summer housing must be sent before March 31. Requests submitted AFTER these deadlines may be denied or delayed to the following semester.

### **Room and Meal Plan Changes**

All room changes must be approved by a Residence Director in advance. Housing and meal plan assignments may be changed up to two weeks from the first day of classes until the last day of the Add/Drop period. After this date, requests for housing changes must be approved by a Residence Director and a room change fee will be charged. Changing rooms may affect the charges to a student's account. If a student desires to change rooms for the spring semester, the transfer must be completed before leaving for Winter Break and only with the final approval of the Housing Coordinator for storing items early.

**Check In Policy**

When checking in, students must:

- Obtain their room key from the Housing Coordinator
- Check in with their Resident Assistant
- Review and sign their Room Condition Form and Furniture Waiver Form

Before rooms are occupied, they will be inspected and the Housing Department will take a furniture inventory of each room. All furniture must remain in the room to which it was assigned. Students are responsible to leave the room in the same condition they found it, which includes the placement of furniture within the room. Beds should remain assembled and bunked. Each student is financially responsible for furnishings and the condition of the room. For this reason the Room Condition Form should be carefully reviewed by the student and the Resident Assistant.

Residents are not permitted to bring any personal belongings into a residence hall room before they have officially checked in for New or Returning Student Check-in, even if a roommate has already moved in due to Student Leadership training or athletics. If any belongings are found in a residence hall room without the approval of the Housing Coordinator, the student will be charged the current summer housing rate for each night that the items were in the residence hall room, along with a fine for failure to gain permission from the Housing Coordinator for storing items early.

**Check Out Policy**

Students are expected to vacate the residence hall on or before 9 pm the Saturday after graduation. Graduates receive priority sign-up for check out appointments. The Student Life Office will communicate the move out date to residents. Improper check out fees will apply.

Students must sign up for a check out time with their Resident Assistant and:

- Review and sign their Room Condition Form, indicating any damages incurred;
- Return their key to their Resident Assistant.

Any property (including bikes) left in a residence after the appointed date of vacating automatically becomes property of UVF and will be disposed of as the University deems appropriate. The student will be responsible for any charges incurred for removal and disposal.

**Keys and Locks**

Room keys are issued when students check in to their residence hall. The key must be returned when the student changes or vacates the room, usually at the end of the University year. Should a resident lose a key or fail to return their key when checking out he/she will be subject to a replacement charge, depending on the residence hall (to cover costs of a new lock and keys). Lost keys should be reported to the Resident Assistant immediately and to the Student Life Office during the next business day. Students are not permitted to duplicate their room keys. Because campus residences are already equipped with a lock, other locking devices are not permitted. Unauthorized locks will be removed at the student's expense. Students occasionally lock themselves out of their room or building. Students are encouraged to call a roommate, suitemate, or apartment-mate first, then their RA second, to unlock their door. If none of those persons are available, or it is during quiet hours, students should call Campus Security. Students who call Campus Security to be let into their room or dorm building more than two times a semester will be issued a fine for each additional instance.

**Provided Furniture**

Room furniture includes bedframe, mattress, dresser, desk, chair, and wardrobe (if the room does not have a closet). Single student apartments are unfurnished except for these items. Family Housing apartments are completely unfurnished (see Family Housing information).



## **Furniture Guidelines**

UVF is committed to providing adequate furniture in each room and residence hall lounge areas. Students must comply with the following furniture guidelines:

- Furniture is to remain in the room to which it is assigned.
- Furniture and appliances from public areas are to remain in their intended location.
- Items from common areas, such as chairs, sofas, and tables, must not be moved into student rooms.
- Furniture is not to be stacked.
- Furniture is not to be moved, disassembled, bunked or debunked without permission of the Housing Coordinator.
- Waterbeds and excessively heavy items are not permitted in student rooms unless they are needed for documented medical reasons with the approval of the Residence Director.

All personal furnishings brought into a room must comply with Pennsylvania State fire safety codes. Students should refrain from bringing excessive personal furniture and belongings such as large couches, large TVs, excessive amount of musical instruments, etc. Students are permitted to bring a small chair or sofa into traditional residence hall rooms (the total length must not exceed five feet). The Student Life Office reserves the right to have students remove any items that do not comply with the furniture guidelines.

For significant health and fire safety reasons, students are prohibited from bringing any second-hand furniture onto the campus. Prohibited items include second hand upholstered chairs and sofas, futons, bean-bag chairs or any other furniture containing cushions, or stuffing. Second hand furniture includes any non-new items such as, but not limited to items purchased from a second-hand or thrift store, or found on a street corner.

All student-owned items, including furniture, must be removed from campus upon check out. Any personal belongings that remain on campus following the check out period of the current academic year will become property of the University and the student will be responsible for any charges incurred for removal and disposal.

If University-owned furniture in common areas is damaged in any way, students are subject to fines up to the cost of repairing and/or replacing the damaged item.

Violation of the furniture guidelines may result in charges and the removal of all prohibited items.

### **Storage**

The University does not provide on campus storage. Storage is limited to the student's room or apartment. Students may not store personal belongings in their rooms over summer breaks. Students are encouraged to minimize the amount of items to be brought to campus.

### **Room Cleanliness**

Students are responsible for the cleanliness of their bedroom, bathroom, and kitchen areas. Students must furnish their own toiletries and cleaning supplies, including mops, toilet brushes, small handheld vacuums, etc. (blue toilet water and cleaning tablets are not permitted).

### **Hallways, Stairwells and Exits**

Hallways must be kept clear of any obstruction including personal items, furniture, trash, etc. A fine is assessed the first time a person leaves an item of any kind in the hallway. Second and third offense will result in disciplinary action.

University officials may discard unclaimed items. If the problem persists, the student will be subject to further disciplinary action. Exterior doors must remain closed and completely clear. Entry ways or stairwell landing areas may not be used for storage or as a temporary place to house any items due to fire and safety regulations.

### **Room Inspections**

Room inspections are conducted by the Resident Assistant on a regular basis in all residence halls except family apartments to encourage sanitary conditions, promote community relationships, and help reduce wear and tear on the residence halls. The Resident Assistant will communicate all room inspection dates at the beginning of each semester.

- The first room inspection failure will result in a fine, requiring the student to sign up for a re-inspection that must take place within 48 hours. If re-inspection also results in failure, or the resident does not sign up for a re-inspection, they will receive a second-level fine. If re-inspection results in a passing score, a re-inspection fine will not be administered.
- If a student fails room inspection a second time, a fine will be implemented for the second violation.
- Failure to meet room inspection standards three times in a row will result in another fine and a meeting with the Residence Director, which will result in disciplinary action. Students who consistently fail room inspections may, ultimately, become ineligible to remain in the residence hall.
- In a White Glove Room Inspection during the semester, usually just before a major University calendar event (Breakaway, University breaks, etc.), residents will be subject to a thorough room inspection. Every part of a standard room inspection must be approved in order to successfully pass a White Glove inspection.
- The number of times a student does not pass room inspection is cumulative for each academic year to determine the response from the Student Life Office. This includes the sum of all regular and White Glove room inspections.

### **Trash**

All garbage must be wrapped or bagged and placed in the dumpsters located nearest the residence facility. If these dumpsters are full, residents may use dumpsters in other locations on campus. Trash must not be left in building entry ways, hallways or next to the dumpster. Personal trash should not be placed in lounge trash cans. A fine will be issued for improper disposal of trash for the first occurrence. The second occurrence warrants an additional fine.

Do not place metal, wood or furniture of any kind in the dumpsters. All metal, wood or furniture may be disposed of only in the dumpsters located behind the Dining Commons. Improper disposal of these items also warrants a fine for the first occurrence and another fine for the second occurrence.

Refrigerators and air conditioners may never be disposed of in dumpsters. Contact the Housing Coordinator for information on disposal of these items

### **Maintenance Requests**

Students can submit a non-emergency Maintenance Request Form to their Assistant Residence Assistant via email. Emergency maintenance needs (e.g. loss of heat, electrical outage, unsecured door, lack of hot water, plumbing leak, etc.) should be communicated to a Resident Assistant or Campus Security immediately and they will notify the Facilities Department or the Facilities On-call staff member.

### **Pipe Services**

If a toilet is clogged with anything other than toilet paper, and Pipe Services needs to be called in order to clear the clog, the student(s) responsible will be charged the billed cost for clearing the clog. This includes items that maybe labeled as flushable such as wipes, feminine hygiene products, paper towels, and tissues.

## **Heating**

Heating problems should be communicated to the Resident Assistant immediately. Before contacting the Resident Assistant, students should verify that their radiators and/or vents are open and windows have been closed. Residents should report broken windows or broken radiator knobs to their Resident Assistant.

## **Air Conditioning Units**

Traditional residence hall rooms have central heat and air conditioning. Student living in apartments, including Family Apartments, are responsible to purchase, maintain, store, install and uninstall their own window air conditioning units.

Students may contact their Resident Assistant for assistance in installing or uninstalling their air conditioning unit. Units may be installed no earlier than April 1 and removed no later than November 1. Units may not be left in windows after November 1.

Students are responsible to remove their air conditioning units, along with other personal belongings, when moving out of the residence hall. Air conditioning units require special disposal and can never be disposed of in University dumpsters. Students should contact the Housing Coordinator for air conditioning unit disposal information. Students will be charged a significant disposal fee for any unit left on campus or disposed of improperly.

## **Power Failures**

Occasionally, a power failure will be localized to only one or a few rooms on a floor. The Resident Assistant should be notified and they will contact the Facilities Department. If the Resident Assistant is not available, please contact Campus Security (484.614.2965) and they will notify the Facilities On-call staff member. Students must not attempt to reset breakers or repair electrical service.

If there is an electrical power failure, students should use flashlights or other battery powered lighting devices to illuminate their rooms. (Candles and oil-burning lamps are not permitted, regardless of the circumstance, because of the potential for fire.)

## **Floor Meetings**

Floor meetings occur on a regular basis in the residence halls and are designed to disseminate important information, as well as provide opportunity for building community among residents of individual floors. The Resident Assistant and Associate Resident Assistant generally lead the floor meetings. Because of the important role that these meetings have in the life of the floor, residents are required to attend. Dates are published well in advance so students can arrange their schedules. Employment is not an excused absence. If a student is unable to attend a floor meeting due to fulfilling the requirements of their field of study (i.e. student teaching, field experience, or a required internship), the student is responsible for contacting their RA for approval and for scheduling a make-up meeting during their RA's floor hours within one week of the scheduled floor meeting. If a student has extenuating circumstances that prohibit them from attending the floor meeting they must have prior approval from their RA at least 24 hours in advance. Failure to do so will result in a fine. Second offense is a larger fine. Repeated failure to attend floor meetings can result in a loss of visitation privileges and other disciplinary actions as determined by the Student Life Office. For information on submitting an appeal, see "Appeal Process" under the Disciplinary Process section of the Student Handbook/pg. 25.

## **Quiet Hours**

The designated quiet hours are 11 pm to 7 am in and outside of single student residence areas and 9 pm to 7 am in the family residence areas. During this time all conversations, music and televisions are to be held at a level that cannot be heard outside the door of the room. Students with roommates may not host guests in the room during quiet hours unless all persons in the room give consent.

Students are encouraged to respectfully confront other students who are violating quiet hours. Students who repeatedly show disregard for quiet hours may be subject to disciplinary consequences. Music bands that practice on campus must end their rehearsal at or before 11 pm in order to conform to quiet hours unless they have received permission from a University official.

### **Residence Hall Security**

The safety and the well-being of our students is a main priority of the University. For this reason, students are encouraged to return to their residence halls by 12 am. Most residence hall exterior doors are locked at all times for safety and security reasons, and any entry door that is unlocked will be locked at 12 am. Students may not enter residence halls of the opposite gender except at the invitation of a resident of that residence hall during regularly scheduled visitation hours. Proxy cards will only allow access to the students' assigned residence hall. Students must be invited and admitted by a resident in a different hall in order to gain access to the building and are not to jeopardize or interfere with the safety and security systems. This includes the propping of locked doors or windows, altering locking devices and permitting access to unauthorized or unknown persons; to do so will be considered a security and safety violation and will result in disciplinary action.

### **Overnight and Weekend Check-Out**

If a student is planning to be away from their designated residence hall room for the night, they must complete an Overnight Check-Out form from their Resident Assistant before leaving campus. The purpose of this check-out procedure is to locate a student in case of an emergency, however the University does not assume responsibility for locating students or for their safety when they are off campus on personal trips. The Student Life Office must be notified when a student will be off campus for an extended period of time. On campus students are encouraged to stay in their designated room and must follow the guest on campus policy when hosting another student (of the same gender) in their room overnight.

Any unmarried student should not spend the night in the same room with another person of the opposite gender (unless family), or a person of romantic/sexual interest on or off campus. Such action will be viewed as a violation of University policy.

### **Co-ed Visitation**

On campus UVF offers two types of co-ed visitation for students. The first one, Open Dorm, permits in building co-ed visitation in single student residence dorms on Wednesdays from 6:30 pm - 10:30 pm, Fridays from 6:30 pm - 10:30 pm. Single resident students age 24 and older are housed building 33. Building 33 has permitted co-ed visitation from 11:00 am to 11:00 pm daily.

Room doors must remain completely open when members of the opposite sex or any romantic partners are in the room. The following behavior is unacceptable during Open Dorm visitation: 1) a man and a woman or any romantic partners in a room with the door closed, 2) laying on a bed or couch together, 3) any inappropriate physical contact, 4) sharing a blanket/covering. Visitation areas that are acceptable for co-ed interactions in apartments include kitchens and living rooms.

Any student found in a residence hall bedroom, hallway, stairwell, or vacant room of the opposite sex for any reason, without authorized permission, will be subject to disciplinary action. All students are responsible to report visitation violations that they observe. Persons who are in the room during a visitation violation are subject to disciplinary action.

The only off campus visitors of the opposite sex allowed in single student residence halls on occasion other than open dorm are family members of a student (i.e., a father of a female student is permissible). However, the student must request permission from their Resident Assistant for a family member of the opposite sex to enter the residence hall.

Male visitors must announce “Man on floor” in a female residence hall and a female visitor must announce “Woman on floor” in a male residence hall. In the apartments the same procedure must be followed with the modification that the Resident Assistant and all residents of that apartment must first consent that it is okay for a family member of the opposite sex to enter their apartment.

The second type of co-ed visitation UVF offers on campus is Open Lounge, which permits co-ed visitation in the lounge areas of the residence halls. The first floor, center, co-ed lounges in Beisel, Beuttler, Bongiorno, Damiani, DiTrolio, Shelton and Wells halls are open from 8:00 am until midnight. On Sundays, Open Lounge visitation is permitted in the upstairs lounges of residence halls only from 1:00pm-5:00pm. Stairwells and laundry rooms are not to be used as lounges. Students are responsible for following co-ed visitation hours.

Lounges are for use by the residents who live in that residence hall. For the safety of all residents, only registered and approved guests of hall residents, or guest/friends accompanied by the resident, may use the lounge. Guests who are not staying overnight on campus must vacate a residence hall by 12:00 am. If they remain on campus after midnight, they will be required to be registered as an Overnight Guest.

Bathrooms located off a hallway are for the private use of hall residents and their registered guests.

Co-ed visitation of any kind is not permitted during University breaks (including Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Easter Break).

### **Room Decorations and Other Items**

Students who desire to make improvements to their residence hall room must receive written approval from the Housing Coordinator and the Director of Facilities. Any permanent improvement made to University-owned housing becomes the property of the University.

Hanging items on walls in University residences must be done with care. Students may not use tape of any kind or staples to mount items in the residence halls. Students are requested to use push pins, thumbtacks and very small nails to hang pictures or posters on walls. Students will be assessed appropriate fees for damages that are not repaired properly. While personalization in decorating is encouraged, residents are responsible for the maintenance of their rooms, for damages and for the cost of replacing missing items.

Items that advertise or suggest themes contrary to the values and standards of the University are not to be displayed or stored in student rooms or on University property. Prohibited items include, but are not limited to: items such as street signs or stolen property, containers for alcoholic beverages, advertisements for prohibited products (e.g. cigarettes, alcohol, R-rated movies, and sexual devices, etc.), crude or offensive materials, and sexually explicit materials. Students may not place items directly on the radiators during the winter months.

### **Window Coverings**

Single residence hall rooms are equipped with window blinds. Window coverings with a white or neutral backing, or decorative coverings not seen from the outside, are permitted. Other window coverings must be approved by the Housing Coordinator.

### **Interior Lighting**

Students are permitted to have up to three plug-in light fixtures at any time. One string of Christmas style lights is permitted as long as they are not visible outside the room through exterior windows (except during the Christmas season).

### **Christmas Decorations**

Christmas decorations can be displayed in November and December and must be removed before Christmas checkout. Sticky tack, magnets and a limited number of thumbtacks can be used on flat surfaces to hang lights and decorations.

The following guidelines must be strictly adhered to for safety:

- Christmas lights may be turned on no earlier than 5 pm and must be turned off by 1 am. Hallway lights may be turned off if Christmas lights adequately illuminate the hallway (must be confirmed by Resident Assistant), however hallway lights near exits must remain on.
- Students must turn off all Christmas lights when they leave their room.
- Lights must hang at least 18" above the floor.
- Painters tape is the only tape permissible on walls or floors including carpets.
- No more than three strings of lights can be connected together.
- Light fixtures must not be opened.

The following items are not permitted:

- Cut live Christmas trees, boughs, and/or wreaths made of cut greens.
- Spray snow.
- Large exterior lights and exterior decorations.
- Paper or foil lining the hallway.
- Open flames of any kind.
- Dangling items from light fixtures.
- Lights on the floor or crossing the threshold of a door.
- Glitter or graffiti on the floor.
- No duct tape allowed.

Any decorations deemed unsafe or potentially hazardous by University personnel will be removed. Students will be held liable for any damage that results from their failure to adhere to these guidelines.

### **Ceiling Tiles**

Ceiling tiles are fragile and damage easily. They should not be removed for any reason. Do not use staples, tacks or pins to hang decorations from the ceiling.

### **Energy Consciousness**

Please be energy conscious! Do not leave your room or apartment with lights, TV, computer, stereo, curling iron, or any other appliance in use. Keep windows closed.

### **Laundry**

Laundry facilities are located in each residence hall. Laundry fees are included in the housing cost of campus residents. The University assumes no responsibility for damage to clothing while washing or drying. Students should report mechanical difficulties with laundry machines to their Associate Resident Assistant immediately.

### **Inappropriate Floor Activities**

Because of potential harm to students and damage to residence halls, sporting activity is prohibited in the residence halls. This includes wrestling, any form of wheeled transportation unless medically necessary, or water fights of any fashion. Climbing through or throwing things out of or into windows is also prohibited and is subject to a fine. Students who damage the residence hall through horseplay in any way, even accidental, will be expected to pay the cost to repair the damage and may be subject to an additional fine. Additional offenses will result in further disciplinary action, up to and including dismissal.

Students are expected to be modest at all times and public nudity is prohibited.

**Security and Protection of Personal Items**

Students are responsible to secure their personal belongings. It is recommended that students with expensive personal items like watches, jewelry, and other items bring a personal lock box to ensure the safe keeping of such items. The most effective way to secure belongings is for students to lock their door(s) when they are away. The University is not liable for any items that are lost, stolen, or damaged in the residence halls or in the apartments. Students are strongly urged to insure their personal possessions. Information about personal property insurance is available in the Student Life Office.

**Musical Instruments**

Students who play musical instruments or use electronic instruments are expected to keep the music to a respectable level so that it cannot be heard outside the room. Headphones are recommended for those who enjoy loud music. Drums, guitar amplifiers and other loud instruments should be avoided in the residence halls and not left in any facility on campus. Violation of this policy may result in fines and/or confiscation of the instrument(s).

**Electrical Appliances**

The use of electrical appliances in residence halls is limited for safety reasons. Irons, coffee makers, and refrigerators smaller than 4.9 cubic feet are permitted. Items that are prohibited include halogen lamps, hot plates, toaster ovens, toasters, mini griddles, waffle makers, air fryers, microwaves, ovens, kerosene heaters, and indoor grills or skillets (George Foreman), rice cookers, and crockpots.

Candle warmers are permitted in residence halls but any damage from improper disposal of wax or spills will be charged to the student.

Underwriters Laboratories (UL) approved electric heaters are permitted as long as they are in good condition and have been approved by the Facilities Department to ensure that the proper amperage is available. Residents are urged to observe all safety instructions when operating electric heaters and to use them with extreme caution. The University provides microwaves and refrigerators for most floors. Cooking is not permitted in residence hall rooms. Snack foods should be stored in air-tight containers and properly disposed of to prevent insects and rodents.

**Animals and Pets**

Because of health and sanitation, pets may not be kept in residence halls or Family Housing with the exception of fish held in standard size (no larger than 20 gal.) aquariums. Students will be held responsible for damages that result from an approved aquarium and will be asked to remove aquariums that are not properly maintained. (Aquariums may not be used for spiders, snakes, rodents, amphibious creatures, lizards, frogs, etc.) No fish or approved support animals may be left unattended in the residence halls over any university break, holiday weekend, or during times of team or personal travel. Stray animals should not be housed or fed as they frequently carry fleas and diseases that can cause harm or discomfort to humans. A daily fine will be assessed for keeping a pet in a campus residence. To seek information regarding Emotional Support Animals, please reach out to the Director of Health and Wellness and the Housing Coordinator.

**Insect and Pests**

The University has an insect eradication program that involves the regular assessment and spraying (as needed) of residence areas to minimize insect problems. Please notify your Resident Assistant if you experience an insect problem.

It is a violation of Pennsylvania State law to have pesticides in a residence hall room, so residents should not bring household pesticides to the campus.

**Guests on Campus**

Guests of resident students may stay in the residence halls for limited periods. Students must register their guest by filling out the overnight Guest Registration Form on MyValleyForge and emailing a copy to their RA and Campus Security. If the guest has a vehicle, a temporary parking permit should be obtained from Campus Security once the guest is registered. A fee will be assessed to the student's account for each unregistered guest. The following guidelines apply:

- Overnight guests, maximum of two, may stay up to three consecutive nights in a host student's room free of charge.
- Guests must be the same gender as the host student and may not be romantic partners.
- No guest may stay on campus more than six nights per semester, regardless of who is hosting them.
- Guests who are not staying overnight on campus must vacate a residence hall by 12 am.
- Host students must inform and register their guest with their Resident Assistant.
- Host students should obtain a guest parking tag (if applicable) in the Campus Security Office. A fee will be assessed to the student's account for each unregistered guest.
- Host students are responsible for their guest observing all University policies. Guests who violate University policies are subject to immediate removal from the campus. Host students will be personally liable for any damages caused by their guest.
- A Residence Director must approve overnight stays that exceed three days.
- Guests who are permitted to stay more than three nights will be required to pay a fee per night. Payment must be made in advance to the Student Life Office when the guests are registered or the charge will be added to the host student's account.
- Guests should be at least 16 years of age and must not be less than 10 years of age. Guest(s) between the ages of 10 - 16 must be related to the host student (brother, sister, cousin, etc.) or be accompanied by their parent.
- Students may not host a guest in the residence hall during finals/graduation week or any University breaks unless the guest is approved by a Residence Director. Failure to have a guest approved will result in a daily charge.
- See exceptions for Breakaway

**Breakaway**

Breakaway is a regular event that invites prospective high school students to visit the campus for a two-day, one-night event. The goals of Breakaway are ministry, recruitment, and promotion. Prospective students become acquainted with the many facets of University life at UVF: the classroom, chapel, athletics, and residence life. Because prospective students are housed in the residence halls, current students have a wonderful opportunity to minister. All resident students are highly encouraged to host a Breakaway guest. Students, faculty and staff are invited to reach out, encourage, love and minister to Breakaway guests.



### **Breakaway Guests and Hospitality**

Due to limited space during Breakaways, all guests must be registered through the Admissions Office at least one week in advance.

They must be in high school and, if less than 18 years of age, accompanied by a chaperone 21 or older. UVF students may only serve as a chaperone for their siblings.

Rooms and apartments will be needed to provide lodging for guests during Breakaway. Hospitality is routinely expected of all campus residents, however, students should contact the Student Life Office if they believe that they are unable to host a guest at a particular time. Students should fill out an exemption form if they believe they are unable to host a Breakaway guest.

### **Open Houses**

Each semester, UVF hosts Open Houses for prospective high school Juniors, Seniors and graduates. Specific majors are featured at each event and a campus tour and lunch are provided. College-for-a-Day student hosts serve as tour guides and assist the Admissions Office with these events.

### **College-for-a-Day (CFAD) Student Ambassadors**

UVF students serve as ambassadors for prospective students who visit the campus. Each year twelve ambassadors (6 male/6 female) are carefully selected to serve in this important role and receive a scholarship for committing themselves to this responsibility. Hosting may include accompanying a guest to chapel, lunch, a class, or giving a campus tour. Contact the Admissions Office for information on scheduling a hosted visit.

### **Babysitting**

Babysitting is not allowed on campus except with permission from the Cabinet.

### **Break Housing**

Students may remain in housing for no additional cost during holidays and breaks (with the exception of Winter Break and summer as these extended times are not considered to be part of the semester housing period). Students wishing to remain on campus during any University break are required to apply with the Housing Coordinator. The Dining Commons is usually closed during breaks (Fall Break, Thanksgiving, Spring Break and Easter Break). If required to relocate, students are not permitted to move belongings into a residence hall earlier than the date selected by the Student Life Office without permission from the Housing Coordinator. Co-ed or romantic partner visitation is not permitted during University breaks.

### **Winter and Summer Break Housing**

It is generally expected that most single students will exit their housing assignment and return home within 24 hours of completing their final exams; however, some students may apply to live on campus for all or part of the winter or summer breaks. For this reason, the University may provide a limited amount of housing. Applications and information are available on [my.valleyforge.edu](http://my.valleyforge.edu). Applications are due by the specified deadline. Applications received after the deadline will be charged a late application fee and, if approved, prioritized on a first-come, first-serve basis.

Winter and Summer Break housing is a privilege; students desiring to stay on campus for the winter or summer break must be in good behavioral, financial, and academic standing with the University, be registered for classes, and have good class and chapel attendance records. Priority may be given to students who are employed by the University, plan to stay on campus for the longest period of time and/or who have the highest class standing. Students are usually required to relocate to another room or apartment. The Dining Commons is closed during these breaks.

Rooms must be kept clean and orderly during breaks and students are subject to all University guidelines. Behavior or housing policy violations will result in the student's removal from winter or summer housing. Students who remain on campus or who return early to campus without the appropriate approval will pay room charges and receive a fine and/or disciplinary sanction.

During Winter Break, visitation in opposite sex residences is not permitted and students are not allowed to have off-campus or overnight guests. Full payment for Winter Break housing is due prior to the beginning of Winter Break or Winter Break housing approval will be revoked.

During Summer Break, visitation in opposite sex residences and guest visits are limited. Students are required to attend a Summer Break Housing meeting prior to moving into their summer residence. When possible, preference for a specific campus apartment is given to students who either currently reside in the desired apartment or are scheduled to live in this apartment for the upcoming fall semester. A student with belongings in a room or apartment for any portion of a week during the summer will be charged that week's rent. Rent for the months of May through August is due on the first calendar day of the month and should be paid to the Cashier. A five-day grace period is granted. If payment is not received by the 5th day of the month a late fee will be assessed for each week payment is late. Rent must be paid by the 15th of the month or the student will be asked to vacate the premises immediately.

### **Right to Enter**

The University reserves the right for authorized personnel to enter any room or apartment at any time for the purpose of enforcing University rules and/or state and federal laws and to investigate suspected violations thereof. The University also reserves the right to enter for the purpose of health or other inspection, repairs, or official business. If at any time there is reason to believe that an occupant is using his or her residence in a manner inconsistent with University policies, a search may be made by one or more University representatives to gather information for use in University disciplinary proceedings.

While University officials have the right to access all areas of the campus for official purposes, it is important that student needs are considered. The Facilities Department will use the following policy when repairs in a residence hall are necessary:

- Facilities staff will not enter floors or rooms until after 9 am, except in cases of emergency.
- When Facilities staff enter a residence hall room or apartment they will:
  - Knock once and identify themselves. (Please respond if you are present.)
  - Knock a second time. If there is no answer they will enter using their keys.
- In situations where repairs occur without a resident present, the entry door will remain open during the repair so that residents of the room will be alerted to the presence of the Facilities staff member upon returning to the room.
- A note will be posted when maintenance work is complete.

### **Right to Confiscate**

Items not permitted in the residence halls will be confiscated immediately by the Resident Assistant, Residence Life Directors or other University officials. Confiscated items will be kept by Campus Security or the appropriate Director for a specified time and disposed of or released when the student can remove them from campus.

### **Liability Statement**

UVF is not liable for the loss of money or personal belongings by any person or for damages done to property belonging to any individual. This includes but is not limited to damages caused by weather, power outage, appliance failure, and facilities issues.

For the students' protection, it is recommended that residence hall rooms be locked at all times. Student' private property should be insured by renter's insurance. If one's room cannot be locked because of living in an apartment situation, then obtaining a trunk that can be locked is recommended. The University is not liable for any injury that occurs during unsupervised activities.

# FAMILY HOUSING INFORMATION

## Family Housing Assignment Process

The University provides a limited number of efficiency - style family housing apartments, however, availability is not guaranteed and currently enrolled students receive housing priority. Family housing is based on an academic year contract that is reviewed in the summer. The following criteria must be met before placement on the wait list for family student housing:

- Acceptance as a UVF student
- Submission of the \$100 enrollment deposit
- Submission of the security deposit equivalent to one month's rent up to \$1,000
- Submission of the Family Housing application to Student Life
- Interview with the Housing Coordinator

Family housing students must maintain an enrollment of at least 12 credits or receive approval from the Student Life Office. Due to the size of on campus apartments and the desired environment for University community living, families with two or more children are encouraged to find off campus housing. Housing will be assigned on a first-come, first-served basis; however, family size will be used to help determine housing assignments. Family residents must be the spouse or minor child(ren) of the student. Parents of students, adult children, or other family members other than spouses and minor children may not live in Family Housing. All residents must be declared on the Housing Form.

Current residents who wish to move to another family style apartment must contact the Housing Coordinator to be placed on the waiting list.

The following information is intended to supplement the information provided in other sections of the Student Handbook and is not intended to be comprehensive of all relevant housing policies. Family students should familiarize themselves with all sections of the Student Handbook and should contact the Student Life Office if they have any questions.

## “Tenancy at Will” Provision

Students and their family members reside in University owned housing under the “Tenancy at Will” provision. Students and their families must adhere to the guidelines set forth in the Student Handbook in order to reside in campus housing. Family members and guests of married students are expected to abide by the Student Handbook.

## Course Load

Only full-time students (12 credits or more) and their spouses and children may reside in family housing. House sitting and subletting are not permitted under any circumstances. If a student decides to withdraw or is not able to return as a full-time student due to financial, academic or disciplinary issues, he or she must vacate his/her apartment on the date decided upon by the University. The maximum length of time a student may live in campus housing is six years.

## Security Deposit

If the applicant cannot be housed due to a lack of apartment availability, the deposit will be returned in full. If an incoming family fails to notify the University within 60 days of the beginning of the semester of their intent not to arrive after being assigned an apartment, the deposit will not be returned.

The security deposit will be returned within 30 days of the date the apartment inspection was completed provided all other account balances have been paid and minus damage, cleaning, painting, or other apartment charges.

### **Rent Payment**

Housing charges incurred during the months of September through December are included in the student's fall semester bill and are due at registration. Housing charges incurred during the months of January through April are included in the student's spring semester bill and are due at registration. Rent is due on the first day of each month (May through August). Rent will be charged as long as personal items are in an apartment. Rent will not be prorated or reduced due to extended travel or absence of the resident (for example, intership requirements).

Any increases in monthly rent are applied beginning September 1 to coincide with that academic year's tuition, fees, and housing charges.

### **Intention to Vacate an Apartment**

Residents who intend to vacate an apartment before finals week for reasons other than graduation must submit written notification to the Housing Coordinator. Notification must be given 60 days in advance or the security deposit will not be returned and any remaining rent will not be prorated.

Residents who are vacating their apartment are asked to commit to a specific move out date. The agreed upon date will be used to determine the appropriate rent charges for the final month of occupancy. The resident must schedule a check out appointment with the Housing Coordinator on the date they are scheduled to move out of their apartment. Residents that change a check-out appointment due to not being ready after it has been set may be charged a check-out appointment change fee.

Family students graduating in May must vacate their apartment on or before May 31 and December graduates must vacate their apartment on or before December 24. Extensions may be granted to students with extenuating circumstances (i.e., children in school until June, etc.). Extension requests must be submitted in writing to the Housing Coordinator at least 30 days before the end of the semester.

### **Summer Rent**

Rent for the months of May through August is due on the first calendar day of the month and should be submitted to the Cashier's Office. A five-day grace period is granted. After the 5th day of the month, a late fee will be applied to the student's account for each week payment is late. Residents may be asked to vacate an apartment in the event that payment is not received. UVF prorates rent on a daily basis for families moving out in the middle of a calendar month. A family student will be charged the appropriate prorated amount for the time their belongings remain in their apartment.

### **Residence Life Visits**

In order to ensure good stewardship of facilities and good communication between residents and the Student Life Office, a "Residence Life Visit" (RLV) may be conducted up to six times per year (up to two visits every fall & spring semester, and during summer months, May through August).

### **Co-ed Visits**

All family apartment spaces have co-ed visitation privileges. If single, or married and spouse is not present, visitations with persons of the opposite sex or of romantic interest must meet the following guidelines:

- Visits are permitted between 11:00 am and 11:00 pm
- Visits take place only in common areas such as kitchens and living rooms
- The main door of the apartment is completely open at all times
- The only exception to co-ed guidelines are immediate family
- Quiet hours are maintained

Guests of Building 32 residents may stay in Building 32 for limited periods. Residents must register their guests by filling out the Overnight Guest Registration Form on MyValleyForge and emailing a copy to their RA and Campus Security. If the guest has a vehicle, a temporary parking permit should be obtained from Campus Security once the guest is registered. A fee will be assessed to the resident's account for each unregistered guest.

The following guidelines apply:

- Overnight guests, including current UVF students, may stay up to six nights per semester in a family housing resident's apartment free of charge.
- If the family housing resident is single, guests must be the same gender as the host resident (unless they are an immediate family member) and may not be romantic partners.
- No guest may stay on campus more than six nights per semester, regardless of who is hosting them.
- Host family housing residents are responsible for their guests observing all University policies. Guests who violate University policies are subject to immediate removal from the campus. Host residents will be personally liable for any damages caused by their guests.
- The Housing Coordinator must approve overnight stays that exceed six days. Email [Housing@valleyforge.edu](mailto:Housing@valleyforge.edu) at least two weeks in advance to request approval for stays that exceed six days.

### **Decorations**

Residents are asked to maintain apartments in a clean, orderly and healthy manner at all times. Residents experiencing problems with excessive odors, cleanliness or clutter will be asked to remedy the problem immediately. Residents with a repeated unresolved problem in the area of cleanliness will be issued a fine, and may lose their housing privilege.

Other important information for apartment residents includes:

- **Picture Hangers:** Picture hangers may be used with care. Please do not anchor items that will cause permanent damage to the wall itself.
- **Borders:** Stenciling, wallpaper and borders are not permitted in campus apartments. Removable borders with adhesive backing that can be peeled off easily are acceptable; however, residents must remove them prior to vacating the apartment.
- **Paint:** Apartments may not be painted by residents without reviewing and signing a paint waiver form from the Resident Assistant.
- **Modifications:** Any modifications made to the apartment must first be approved by the Campus Directors and Facilities Department. Any plans to remove or add loft space, counter tops, cabinetry, carpet, etc., must be discussed with Facilities prior to doing any work. All modifications become the property of the University.
- **Closet Doors:** The Facilities Department will not repair or install closet doors. Please do not attempt to install doors unless first getting modification approval from Facilities. Spring rods or curtain rods may be used to hang curtains instead.
- **Apartment Doors:** A tasteful item of welcome (wreath, name sign, etc.) may be placed on the apartment door.

### **Appliances**

The University provides refrigerators, and stoves. Students may not install their own refrigerators, or stoves. No automatic dishwashers may be installed. Problems with appliances should be reported to the Housing Coordinator.

Washers and dryers are provided in public areas in Residence Halls 32 and 33. Personal washers or dryers may not be installed in these buildings.

### **Supervision of Children**

Parents should know the whereabouts of their children at all times. Children under the age of 12 must be under direct supervision at all times. The playground area adjacent to Capeci Hall is off-limits to UVF students and their families. Families may schedule use of the gymnasium with the permission of the Athletic Director. Children must be accompanied by their parent in single student residence halls. Children under the age of 12 are required to wear a helmet when riding a bicycle. Bicycles may not be ridden on campus without supervision.

Bicycles must be stored in a bicycle rack or in the apartment when not in use, never in the halls or stairwells. If bicycles or other riding toys are found in hallways or stairwells, Facilities has the right to remove them. Any damages or loss is the responsibility of the owner.

### **Play Areas**

Children may not play in or near vacant buildings, hallways and stairwells, or near the gas meters between Residence Halls 32 and 33. Children are not permitted in University facilities or in single student residence halls unless accompanied by their parent.

### **Play Equipment and Toddler Pools**

Play equipment, such as toddler slides, should be used in the back of the buildings as much as possible. When equipment is not in use it should be stored on the side of the building away from the main street and never stored in hallways or stairwells. Toddler pools and sand boxes are not permitted on campus.

### **Outdoor Furniture and Grills**

Outdoor BBQ grills are permitted as long as they are not used in close proximity to buildings and are properly operated and maintained. Picnic tables, chairs and grills are to be removed from grassy areas and stored after use. None of these items are to be left on the side of the buildings facing the main streets. Please keep building areas neat at all times.

A large, vibrant blue banner featuring a collage of many smiling students. The students are of various ethnicities and are all looking towards the camera with happy expressions. The banner has a slight gradient and a soft glow.

# STUDENT ORGANIZATIONS





# STUDENT ORGANIZATIONS

Student organizations provide students with practical opportunities for service and leadership development. Students on academic probation may not participate in any extra-curricular activities.

## Qualifications for Student Leadership

Students who desire to serve in a student leadership position must be in good standing with the University (chapel attendance, financial matters, etc.), maintain a minimum cumulative GPA of 2.0, and be registered for 9 or more credit hours. Some organizations and positions require a higher GPA.

## Clubs

Several student-led clubs provide opportunities for students to meet around a common interest or need. Clubs receive approval through the Student Life Office and may also receive start-up funding. Clubs are differentiated from Student-led Ministries (below) in that they primarily focus on meeting the needs and serving the interests of UVF students.

## Missions Committee

The Missions Committee exists to inspire a heart for missions in UVF students. It seeks to give students opportunities to pray, give, and go in response to missions needs here in the USA and around the world.

## Student-led Ministries

Student-led Ministries (SLMs) engage students in the mission of the University by providing opportunities for students to be involved in efforts to minister. Student-led Ministries may include SALT (youth ministry), Audience of One drama ministry, children's ministry, and many others.

## Mentoring

Students are encouraged to enhance their own growth by entering into mentoring relationships with faculty members, staff members and mature students for the purpose of discipleship and personal growth.

## Academic Organizations and Clubs

UVF's various academic departments also host clubs and organizations. Some are professional organizations, such as the American Association of Christian Counselors chapter, while others center around vocational interest, such as the Social Work Club. Curtain Call, the drama club, produces two theatrical events on campus each year. Academic clubs receive approval through and report to their respective academic departments.

## Starting a Student Led Ministry, Organization or Group

Students who desire to form a club, Student Led Ministry, or academic organization or club should contact the departments or organizations below to begin the approval process and/or receive the proposal form(s).

- Clubs- contact the Administrative Assistant to the Vice President of Student Life.
- Student Led Ministries - contact the Director of Campus Life
- Academic clubs or organizations - contact the Chair of the respective academic department.

All students who desire to form a club, ministry, or organization will be required to submit a proposal. Proposals receiving initial approval from SGA, Intercultural Studies, or the academic department will be forwarded to the Student Life Office. Final approval will be granted through the Student Life Office or the Office of the President. Successful proposals will contain:

- The group purpose

- The group mission statement
- The group's goals and how they will be accomplished
- The student leader and co-leader's name, along with the names of other students who wish to be involved.
- The name of the staff/faculty member who is willing to serve as advisor for the group.
- The budget and plans for the group to be self-sustaining financially.

# UVF ATHLETICS

## **Intercollegiate Athletics**

UVF Athletics mission is to train student-athletes to be Christ-centered leaders through the platform of athletics. Our vision is to be a Gospel-centered program that prioritizes discipleship and promotes excellence in academics and athletics.

UVF is a member of the National Collegiate Athletic Association (NCAA), Division III and operates and competes under the rules and regulations of the NCAA and United East Conference (UEC). The University fields varsity teams in women's sports (soccer, volleyball, basketball, cross country, and softball) and men's sports (soccer, volleyball, basketball, cross country, and basketball). The Athletic Department Office is located in Capeci.

## **Student Athlete Advisory Committee (SAAC)**

SAAC exists to enhance the athletic experience for both student-athletes and our UVF community by being a voice for athletes, inspiring Patriot pride and encouraging spiritual and physical well being through events and purposeful relationships.

## **Intramurals**

Intramurals provide an opportunity for students not involved in intercollegiate athletics to be involved in organized athletic participation. Soccer, softball, basketball, volleyball, and flag football are offered each year along with other special activities.

## **Athletic Information**

The Athletic Department provides a number of ways to access up-to-date information on athletic competitions, rosters, scores and much more. The Athletic webpage includes news and events, team rosters, intramural information, coach & staff information, etc. To access the Athletic Department's webpage, go to the UVF homepage and select "Athletics." or go to [uvfpatriots.com](http://uvfpatriots.com).

## **Wellness Activities & Weight Room**

Use of the Patriot Performance Center is open to all current UVF students and is located on the bottom floor of Capeci Hall.





# STUDENT SERVICES



# CAMPUS OFFICES

UVF has an open door policy. Students are encouraged to meet personally with the President and members of the administration whenever they have a question, concern or matter that is appropriate to address with these University officers.

Campus offices are open between 8:00 am – 4:30 pm (Additional hours are noted below.) Many offices are closed during Chapel.

## **Harrup Administration Building**

### **Administrative Offices**

Academic Affairs, Admissions, Finance, Financial Services, Institutional Effectiveness, Human Resources, Development, the Registrar's Office, and the Office of the President are all located in the Harrup Administration building.

### **Financial Services Office**

The Financial Services Office is located on the first floor. All financial aid is processed through this office. All forms and applications required are available through this office or online at [MyValleyForge.edu/ICS/financial\\_aid](http://MyValleyForge.edu/ICS/financial_aid), and the staff is eager to assist students in any way possible to acquire the financial aid and scholarships for which they are eligible.

The Financial Services Office is also available to answer questions related to a student's account. The student account statement, which details the activity on an account, is available online through MyValleyForge. The balance on a student account is due in full at the beginning of each semester. Payments can be made by cash, check, credit card, confirmed financial aid, or through a payment plan with a UVF approved payment plan service.

Students who are unable to pay their balance in full may be allowed to begin the semester but must have a financial plan in place, approved by the Financial Services Office, by the Financial Plan deadline (reference course catalog for deadline dates), or they may not be allowed to participate in ANY extra-curricular activities until the balance is paid or an approved financial plan is in place.

In addition, if the balance has not been paid in full or an approved financial plan in place by the end of the Add/Drop period, the student will be required to leave campus on that day and must go through the "official withdrawal" process with the Student Success Office. The applicable date for the semester will be considered the student's last day of attendance and the student will be considered officially withdrawn from the University. The student will be responsible for all charges and fees accrued to date and must remove the student's personal belongings from their residence hall room by the end of the day of the Add/Drop Period for both the fall and spring semesters.

Any fines assessed during the academic year (Campus Security fines, Chapel fines, library fines, etc.) are to be paid in the Financial Services Office or online within 30 days of the date of their issue.

In the event of graduation, withdrawal, or dismissal from the University, all unpaid balances are payable immediately. If the balance is not paid within sixty days, the account may be sent to collections. At that time an additional charge may be assessed to cover collection fees.

### **Admissions Office**

The Admissions Office, located on the first floor, is responsible for working with prospective students from initial inquiry through acceptance and check-in at Orientation. In an effort to locate and recruit prospective students, this office is also responsible for representing UVF at various events held in schools, churches, at camps and youth conventions. On-campus activities like Breakaway, Open Houses, and College-for-a-Day are also coordinated by Admissions with the assistance of current students. Students interested in serving as campus ambassadors or representing UVF at off campus events may apply through the Admissions Office.

### **Registrar's Office**

The Registrar's Office maintains student academic records such as transcripts, course schedules, and academic forms. Students may access much of this information via the student web portal, MyValleyForge.

Students who desire to change their major, add/drop a minor, withdraw from a course after the add/drop period has ended or update their personal information, should complete the required forms and return those forms to the Registrar's Office. There is a fee required for some changes to a student record. Refer to the Financial Information section of the University catalog for specific fees.

All prospective graduates must complete the Graduation Application and have their application approved by their advisor. Application for graduation is important because proper attire and diplomas must be ordered by the Registrar's Office.

These required forms and more can be found on MyValleyForge, under the Registration tab.

To order an official transcript, current and former students should go to [getmytranscript.com](http://getmytranscript.com) and complete the Transcript Ordering process through the [National Student Clearinghouse's secure online portal](#). Official transcripts are not processed if the student has an outstanding Student Account balance.

## **Student Life Building**

### **Student Life Office**

The Vice President of Student Life, Director of Campus Life, Residence Life Department, Housing Department, Health and Wellness Center, Campus Security, and Mailroom are located in this building.

### **Health and Wellness Center**

A part-time Registered Nurse with a Bachelor of Science in Nursing is available for students, faculty and staff. (Family members should consult their own physician.) No appointments are necessary. Health and Wellness Center hours are posted outside the office door. Call 610.917.1465 with any health related questions. Services provided by the Health and Wellness Center include:

- Routine medical evaluation and treatment - the Health Center supplies a limited amount of over-the-counter medications free of charge;
- Emergency care;
- Physical examinations etc.;
- Nutrition counseling, body mass index readings;
- Referrals for doctors, clinics, hospitals, and government provided assistance programs. (Students are to make their own appointments, arrange for their own transportation and payment, except in emergency situations);
- Help with processing of medical insurance claim forms;
- Loan of medical equipment such as crutches, thermometers, splints, etc. There will be a charge for items broken or not returned promptly;
- Education on health related issues;
- Care of emotional needs, coordinated with outside counseling services.

UVF is not responsible for costs associated with utilizing health care providers off campus.

### **Counseling**

The Health and Wellness Center provides professional, confidential, discounted counseling services for main campus students through a contracted counselor or through supervised staff. Counseling hours vary. Contact the Director of the Health and Wellness Services or check MyValleyForge for more information or to set up an intake appointment.

**Local Hospital Listing**

Phoenixville Hospital  
140 Nutt Road  
Phoenixville, PA 19460  
610.983.1000

Pottstown Hospital  
1600 East High Street  
Pottstown, PA 19464  
610.327.7000

Paoli Memorial Hospital  
255 W. Lancaster Avenue  
Paoli, PA 19301  
484.565.1000

Chester County Hospital  
701 East Marshall Street  
West Chester, PA 19380  
610.431.5000

**Doctors**

Phoenixville Family Medicine  
300 Schuylkill Road  
Phoenixville, PA 19460  
610.935.3929

Poison Control Center  
800.222.1222

AFC Urgent Care  
265 Schuylkill Road  
Phoenixville, PA 19460  
610.935.4740

Patient First  
1411 S Collegeville Rd  
Collegeville, PA 19426  
484.902.1893

Phoenixville Free Clinic  
143 Church Street  
Phoenixville, PA 19460  
610.935.1134

*Only for people without health insurance.  
An appointment isnecessary--No walk ins.*

Tri County Urgent Care  
570 Kimberton Road  
Phoenixville, PA 19460  
610.234.9785

**Campus Security Office**

Campus Security is available 24 hours a day, 7 days a week to help make the campus safe for students, faculty, staff, and visitors. Campus Security is located in the Student Life Building and may be reached at 484.614.2965.

**Mailroom**

The office is located in the Student Life Building and is open during normal weekday business hours. Students are assigned mailboxes and mailbox keys in the Mailroom. There is a \$25.00 charge for replacing a lost mailbox key. Your mailing address on campus is:

Student Name  
1401 Charlestown Road  
Phoenixville, PA 19460

## **Tucker Hall**

### **Student Success and Career Services Center**

Student Success and Career Services work together to help students succeed while they are at UVF to achieve their goal of graduation and also help prepare for their chosen career by providing a variety of services.

Student Success staff offer one-on-one interaction and connectivity with students from their first year through their Senior year. The Student Success staff coach students through life's challenges, provide student link associates to assist students who would like academic coaching and support, connect students with departments or staff that can answer any questions a student may have and encourage each student to achieve their personal goals. Student Success will determine plans of action to give students life-enriching and positive experiences to promote physical, academic, spiritual, and social success.

The Student Link Program provides an opportunity for students to receive one-on-one mentoring and coaching through the Office of Student Success. The goal is to partner with students to establish academic, spiritual, and personal goals each semester they are in the program. Students meet with student links who offer guidance, refer tutors, record progress, and hold students accountable to their semester goals. UVF students are fully capable of achieving their academic goals and we strive to help them see their potential. At times, students will face certain difficulties: academic, emotional, health-related, and family issues. The Student Link program is designed to support and counteract these difficulties. The Student Links are resourced with tools necessary to help. They also have the ability to refer students to other offices, like the Office of Disability Services or UVF's Tutoring Center, for further support. Through one-on-one attention and coaching, the Student Link Program is working to ensuring the success of our students.

Career Services staff help prepare the student for his or her career calling through personality assessments, training on the co-curricular transcript, resume editing and mock interviews. A staff member can work with the student to set career goals based on self-assessment tools designed to examine their values, personality, interests and abilities. Staff can also guide students towards potential job opportunities both during school and after graduation.

Career Services bridges the gap between UVF students and potential employers. The Career Services staff strive to maintain working relationships, while also building new relationships, with employers in the Greater Philadelphia area. This provides opportunities for relevant organizations to come on campus to recruit, meet, and interview with students. Students may also meet potential employers at the annual UVF Job Fair in the Fall and Career Fair in the Spring. Outside organizations always have the opportunity to advertise their positions directly to students looking for part-time, full-time, seasonal, and internship opportunities through word-of-mouth, Career Services social media, and [My.ValleyForge.edu](http://My.ValleyForge.edu).

### **Faculty Offices**

Faculty offices are located in Tucker Hall, Capeci Hall, and the Flower Chapel Building. Faculty members post individual hours on their office doors and students are encouraged to spend time with their professors.

### **Service Learning/Student Ministry**

Questions about church involvement and community outreaches as well as various ministry opportunities should be directed to the Spiritual Formation Department.

Internships and all information regarding internships, are handled through individual academic department's Administrative Assistant.



## Other Offices and Buildings

### Online Bookstore & Marketplace ([www.ecampus.com/valleyforge](http://www.ecampus.com/valleyforge))

The University provides an online bookstore and marketplace dedicated to finding students the lowest price for their textbooks. Orders can be shipped to your home or to the campus. The online bookstore mixes their own inventory with that of third-party sellers (in many cases, the same sellers as on Amazon and similar sites) in order to provide one of the largest inventories of new, used, eBook and rental options.

### The Anvil Student Center

The Anvil is designed for student social and academic interaction. Jazzman's Cafe is where you can find a hot cup of coffee, drinks and "Grab and Go" food items.

### Facilities

The Facilities Department oversees maintenance, housekeeping, and grounds keeping. All maintenance requests should be submitted to your Resident Assistant.

For emergencies after hours, please call Security at 484-614-2965.

### Patriot Store

The University of Valley Forge (UVF) Patriot store is your place for UVF apparel, merchandise, and accessories and everyday necessities. Show your school pride by representing one of our comfortable hoodies, t-shirts, or hats.

Buying UVF gear is easy with our online store ([shop.valleyforge.edu](http://shop.valleyforge.edu)), or stop by the on-campus store. New merchandise arrives throughout the semester.

The Patriot Store is located in the hallway to the Dining Commons, by the Anvil. During the school year, the store is open Monday-Friday 11:00 AM – 2:00 PM. Special hours of operation are available for events like Breakaway, Open Houses, Christmas at Valley Forge, Spring Concert, and Graduation.

If you have any questions, feel free to email us at [shop@valleyforge.edu](mailto:shop@valleyforge.edu).

### Student Worker Program

The University of Valley Forge provides on-campus jobs to help students pay for college and to develop skills and experience that will benefit them in their futures. Positions are paid hourly and considered "at-will" employment. Positions will be posted on the Career Services tab of [My.valleyforge.edu](http://My.valleyforge.edu), along with the contact information of the hiring supervisor. The student is responsible for contacting the supervisor to set up an interview. As competition for on-campus jobs can be high, students are encouraged to apply as soon as they get on campus.

Student employment at UVF refers to temporary, part-time, on-campus positions available to registered, degree-seeking students. All jobs are available to all students. All students will receive a full paycheck. All payroll is done through direct deposit, so all student employees will need to provide their bank information. If a student owes on his student account bill, he will be responsible for setting up a plan to make those payments.

### Equal Employment Policy

The University hereby affirms its commitment to equal employment opportunity for all qualified persons without regard to race, color, national origin, gender, physical handicap, age or status as a disabled veteran, or veteran of the Vietnam era. The University is firmly committed to this policy and expects all employees to demonstrate sensitivity to and respect for all persons.

# GENERAL STUDENT SERVICES

## **Bulletin Boards and Announcements**

Bulletin boards are located throughout the campus. Students should check these daily for new announcements. Announcements must be approved and stamped by the Student Life Office before being posted. If a poster does not have a Student Life stamp on it, the poster is not approved and will be removed. Posters may not be posted on walls, doors or glass.

## **Campus Directory**

The University may produce an online [Campus Directory](#). Campus Directory information includes each student's name and photo. No other information will be released in this directory without the written consent of the student, except as provided in the Family Educational Rights to Privacy Act (FERPA).

## **Identification Cards**

Students are issued an identification (ID) proxy card at registration. ID cards are required for University services such as: entrance to residence halls, Dining Commons services, library privileges, chapel attendance, and entrance to special events. ID cards must remain "as issued" by the Student Life Office to be acceptable. Cards that are acceptable include the picture issued by the Student Life Office, proper name and proxy card ID number. If a student loses their ID card, a new card can be acquired in the Student Life Office. There is a \$10 charge for a replacement ID card or a lost temporary ID card. Any student found going longer than one week without an ID will automatically be re-issued and charged for a new card.

## **Insurance**

**Property** - Students should carry fire and theft insurance on personal property. UVF does not insure personal property for students or employees and assumes no responsibility for loss.

**Health** - All students are expected to be covered by health insurance. Students may be covered by their parent's health insurance or should obtain their own health insurance. The Human Resources Office has information on some insurance companies. A Health Insurance Information Form must be completed at registration.

## **Copy Machines**

Copies may be made in the Storms Research Center at a charge of \$.05 a copy and \$.25 for color copies. At the beginning of each semester, each student is given a \$25 credit for copy services that they can use in the SRC.

## **Lost and Found**

The Student Life Office maintains a Lost and Found. After 60 days, items become the property of the University and will be disposed of accordingly.

## **University Calendar and Room Reservations**

Current students may reserve University facilities for an approved personal use when the event includes other students. If the event involves guests who are not current students or the event is held when classes are not in session, the event will be reviewed by the calendar committee.

The Operations department maintains an annual calendar for the reservation of rooms and facilities, as well as a campus calendar that includes every event for students. The Master Calendar is updated as event requests are received and approved. Individuals or organizations that desire to sponsor an event or activity must complete a Room Reservation Form located under the Student Life tab on MyValleyForge.

Event requests must be placed at least two weeks in advance. If an event requires a facilities setup (such as tables or chairs), or audio/visual (including microphones/speakers), the request must be placed at least one month in advance.

The calendar coordinator will reserve the room and send an email confirmation to the requestor if the room is available and there are no conflicting events. Events not given with sufficient notice will not be approved. The event must be approved before promotion of the event or a marketing request is placed to advertise the event. Recurring events must be requested each semester.

### **Bus/Van Reservations**

Athletic teams, UVF Worship, and the Media Production Team followed by events for the promotion of the University will have priority for vehicle reservations. All other reservations are filled on a first-come, first-served basis.

If a student organization or group would like to request a vehicle, they may do so only if they have a driver that has been approved through the University. If the driver requirement is met, the organization or group may submit a Vehicle Registration Form on [my.ValleyForge.edu](http://my.ValleyForge.edu). The reservation will be approved or denied, and you will be notified by email. Keys can be picked up from the Athletic Department.

Eligible drivers must be at least 21 years of age or older and be free of any major vehicle violations within the last three years. If a driver has been cited for any other violations within three years, the driver may not be permitted to drive a University vehicle if the violation(s) are classified as unacceptable based on the University's Motor Vehicle Record Guidelines.

All forms required for the driver approval process are available under the "Staff" and "Student Life" pages on [my.ValleyForge.edu](http://my.ValleyForge.edu). Bus/van reservations for all events other than athletics, UVF Worship, Media Production Team, or University promotion are subject to change with little notice.

### **Music Practice Rooms and Pianos**

Students interested in utilizing the music practice rooms and pianos should contact the Music Department. Due to the high volume of use and the need for careful scheduling, the Music Department must approve use of music rooms, the Flower Chapel and pianos.

### **Gymnasium Use Policy**

The gymnasium is dedicated to facilitate intramural, recreational and intercollegiate athletic events. Only current students, faculty and staff are allowed to use the gym and weight room facilities during the hours posted at the gymnasium. Appropriate footwear is required in the gymnasium. Black-soled street shoes are not permitted. The Director of Athletics must approve the use of the gymnasium.

# STORMS RESEARCH CENTER

## **The Storms Research Center (SRC)**

The Storms Research Center (SRC) is the heart of academic pursuit at UVF. The SRC is staffed by professionals who are teachers and researchers and enjoy the opportunities to help students and faculty locate the information they need.

The SRC is available for use by UVF students, staff and faculty. The SRC contains the J. Robert Ashcroft Memorial Library and a Computer Mall with Dell workstations. Computers in the Computer Mall include Microsoft Office products, access to the Internet and printing services. Wireless network access is also available in the SRC. The IT Help Desk and Technical Support Center is located near the Circulation Desk for patrons who need assistance with their laptops or other technology.

Students may check out up to 20 books at a time for a two week period. A student ID is required to check out books, and fines are normally assessed for overdue books at the rate of \$0.10 a day per book. More detailed instructions and policies governing the use of the SRC are available at the Circulation Desk.

## **Electronic Resources**

The SRC subscribes to a variety of databases for use by current faculty, staff, and students of UVF only. A list of current database subscriptions is provided on the Library Resources tab on MyValleyForge. On and off campus access is also granted through the Library Resources tab in MyValleyForge using Open Athens. In addition to these resources, the SRC provides access to LibGuides provide a starting point for research in a variety of subjects. Contact an SRC staff member for additional information.

## **InterLibrary Loan**

InterLibrary Loan (ILL) is available to current University of Valley Forge faculty and main campus students to provide access to resources not owned by the SRC. Students may borrow up to 5 items at a time via ILL. Books and periodical articles may be requested through this service. In some instances AV items or thesis dissertations may be borrowed. If you are requesting these resources, use the InterLibrary Loan Book Request Form. To request a journal article not owned by the SRC (and also not available in of the SRC's electronic resource), use an InterLibrary Loan Article Request Form. These forms are located on the SRC online catalog. Average delivery time of locally available materials is 7 - 10 days. Average delivery time of items not available locally is 2-4 weeks.

Materials should be returned to the SRC's Circulation Desk on or before the date indicated. Please be advised if an item is overdue, you will be charged \$1.00 per day plus any late fee charged by the lending library. Continued tardiness in returning ILL items jeopardizes the SRC's ability to borrow items via ILL in the future; therefore the timely return of the ILL materials is expected. Please note that the SRC adheres to all copyright compliance laws when making ILL requests.

## **Magazines**

The SRC provides online access to over 50,000 scholarly full-text journal titles through our electronic resources. Check each database for a list of their full-text journals.

## **Newspapers**

Full-text newspapers and newspaper articles are available through the research databases.

### **Pennsylvania Public Library Card**

If you are a resident of the state of Pennsylvania, you are eligible to obtain a Pennsylvania Public Library card. The public library located in Phoenixville, is part of the Chester County Library System (CCLS), which has 18 branches in various cities around the county. All individuals who work or study in Chester County are eligible to get a public library card in Chester County. As a UVF student, you qualify for this benefit.

One of the benefits of having a public library card is access to the Power Library. The Power Library contains a variety of electronic resources that aren't available through the SRC. Once a library card is obtained, go to the CCLS website ([ccls.org](http://ccls.org)), click on Power Library, and type in the barcode number located on the back of your library card. Contact an SRC staff member if you need assistance using the Power Library.

### **Research Assistance**

Reference services are available to currently enrolled students, faculty, and staff of University of Valley Forge. You can schedule an appointment with a librarian to discuss your research project or seek assistance in any of the following areas:

- Suggest strategies for searching specific database
- Identify and locate primary and secondary sources
- Develop research strategies or evaluate library research process date
- Search the Web for relevant and reliable information
- Gain access to material held by other libraries

The following services are also available:

- Email Reference: Patron may send messages to [http://research@valleyforge.edu](mailto:research@valleyforge.edu). Questions are usually answered within 24 hours Monday through Friday
- Telephone Reference: Patrons may call between 8:00 am - 4:30 pm Monday - Friday for reference assistance

### **Reserves**

Reserves are course materials and other resources (articles, books, DVDs, etc.) placed on specific loan periods by faculty members. Reserve materials are shelved behind the Circulation Desk. The loan period for reserve items is typically 2 hours. Circulation limits are determined by the faculty member placing the item(s) on reserve. Fines are assessed for overdue reserves at a rate of \$1 an hour per book.

### **Room Reservations in the SRC**

Contact the Circulation Desk to reserve a room in the SRC. Reservations should be made as early as possible to ensure availability of the room. The following rooms are available.

You can contact the circulation desk at their extension (x2001) or by their email ([research@valleyforge.edu](mailto:research@valleyforge.edu)).

Room	Capacity
121 (RCR)	12
122	6
123	6
124	6
125 (Gable)	18

# INFORMATION TECHNOLOGY

## General Expectations

The computing facilities and data/phone networks at University of Valley Forge (including the University's Internet connection) are provided for University-related use by students, faculty, administration and staff in support of the educational programs, research and administration of the University. As a Christian University, UVF expects its users to exercise responsible and ethical behavior when using the University's computing and data/phone network facilities. The University holds the user of the computer equipment responsible for how the equipment is used. Users are expected to abide by the following general guidelines:

- All use of University computing facilities and data/phone networks must be in keeping with the mission of the University.
- Use of University computing facilities and data/phone networks is limited to authorized users.
- University computing facilities and data/phone networks may not be used for any illegal purpose.
- Users are responsible for all actions performed from their network, Internet, and email accounts, as well as from personally owned devices connected to University data/phone networks.
- The privacy and rights of others must be respected.
- The ability of legitimate users to utilize the computing facilities and data/phone networks of the University in an efficient and secure manner must be respected.
- Intellectual property rights must be respected. Users must abide by patent and/or copyright restrictions that relate to the use of computer facilities, products, files, programs, or documentation. Users may not copy or modify licensed software, files, and/or accompanying materials without the expressed consent of the licensee. Users may not use any University computing resources for the purpose of violating any software license agreement or any applicable local, state or federal laws.
- The use of the University's computing facilities and data/phone networks is a privilege that may be revoked at any time. Disciplinary action in accordance with the Student Handbook and/or legal action will be taken when warranted.

Users agree not to take any actions that constitute inappropriate behavior including, but not limited to the following:

- Utilizing another user's account and password.
- Create, access, or transmit material considered sexually-explicit or pornographic.
- Intentionally infecting the network servers or other computers with a virus.
- Connecting networking equipment including but not limited to servers, routers, hubs, switches and wireless access points to the campus network.
- The use of inappropriate, offensive, harassing or abusive language to other users in or outside the University community.
- Tampering with or modifying accessed equipment made available for use.
- Obtaining additional resources not authorized to the individual user or unauthorized access to systems.
- Enabling Non-UVF wireless broadcasts from any device that interferes with the UVF wireless network.

The University reserves the right to take any and all actions necessary to protect the integrity and security of University computing facilities and data/phone networks, including those necessary for law enforcement or other purposes.

- The University specifically reserves the right to immediately disconnect any computer disrupting the University's data/phone network, or is being used for any activity in violation of this policy.
- The University has the right to monitor and log network traffic and email communications, and take appropriate action based on information obtained in this manner.
- The University has the right to examine any files stored on or transmitted using University owned machines.
- The University has the right to remove any file stored on University-owned machines.
- The University has the right to limit bandwidth for non-University related activities.
- The University disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the security and privacy of the University's computing and data/phone network facilities.

### **Password Policy**

Students are not to share their password with anyone or allow others to use their user account at the risk of having their accounts disabled for an indefinite amount of time.

### **Internet and Network Access**

All residence halls are provided with wireless Internet connectivity. Most rooms are also provided with a wired LAN connection. Non-UVF networking equipment is forbidden to be used on campus (i.e. wireless access points, switches, routers, hubs, etc). Such devices will be confiscated and the student will be subject to disciplinary action.

### **Campus Services**

MyValleyForge (<https://my.valleyforge.edu>) - A one stop portal for students to register for and add/drop courses, view course schedules, view housing assignments, view student account statements, make payments online, and access research databases. UVF's Learning Management System (LMS) is Canvas. There are links to Canvas in MyValleyForge. The LMS provides access to student courses, including course work, grades, quizzes and tests and provides interaction between faculty and students outside of the classroom.

### **Email Accounts and Policies**

Every enrolled student receives an email address ([user@valleyforge.edu](mailto:user@valleyforge.edu)) for on and off campus communication. Email correspondence is the primary means of communication on campus. Due to time-critical data students are required to check their email on a frequent and consistent basis, including during winter and summer breaks, in order to stay current with University related communications. Students can check and send email through [www.outlook.com](http://www.outlook.com) on or off campus.

Students are prohibited from sending emails to the entire student body. If a student believes that an email applies to a large group of students or to the entire student body they should consult the appropriate department director. If the director determines that the information is appropriate they will distribute the email. Objectionable email communication is forbidden including but not limited to the sending of pornographic images, threats of any kind, or sexual harassment. Email may not be used for personal advertising purposes. Students violating the email policy are subject to having their email account disabled for an indefinite period of time and disciplinary action as determined by the Student Life Office.

### **Peer-To-Peer (P2P) File Sharing**

Students are prohibited from engaging in peer-to-peer (P2P) file sharing. P2P file sharing is a networking technology that normally uses a decentralized communication model (although sometimes with centralized directories or pointers). Typically, there is no central server and all computers in the network act as both server and client. An example of a pure decentralized P2P network is the BitTorrent protocol where files are shared between all peers independent of any central server.

### **Copyright Law**

Copyright law provides protections to creators of works against the unauthorized duplication and distribution of their works. In exchange for these protections, the public is provided with specific rights for “Fair Use” of copyrighted works. More specifics on copyright law and fair use are available at the following sites:

- The US Copyright Office: <http://www.copyright.gov>
- The Copyright Office’s FAQ page: <http://www.copyright.gov/help/faq/>

Copyrighted works that are easily stored in digital form, such as software, music, videos, and photographs, can be easily acquired and distributed over computer networks, using freely available file sharing software. However, despite the ease of such transfers, it is illegal to download, store, and especially to distribute, such copyrighted works without written authorization.

Since such activity is illegal, it is prohibited by general university policy. In addition, using UVF’s network or any other form of UVF’s technology resources to copy, store, and/or distribute copyright-infringing material is specifically prohibited. Loss of campus network access may result from continued illegal activity by members of the university community.

Every user is responsible for his or her own compliance with the law. Using the UVF’s network does not in any way shield you from potential law enforcement actions; users who download or distribute copyrighted works may face civil or criminal penalties in addition to sanctions based on University policy.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws (from the U.S. Department of Education)**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include Civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### **Legal Sources for Music and Video**

There are many on-line sources that give legal access to copyrighted music and video.

- The RIAA provides a list of legal music sources: <http://www.whymusicmatters.com>



- The MPAA provides a similar list of video sources: <http://www.mpa.org/watch-it-legally>

### **Student Social Media**

With the rapid growth and application of social media, University of Valley Forge (UVF) recognizes the need to have a policy that ensures students have guidance in the expectations of social media usage. The term, Student, refers to any student, part-time and full-time, that is matriculated at the University in any way or form.

It has become paramount that students use social media to connect and engage with their audience and community. UVF encourages its usage. When used effectively, social media allows for healthy interaction and strengthens the student's relationship with users; and serves as an outlet to engage, promote and distribute content such as photos, videos, comments, blog entries, status entries, tweets, text messages, instant messages, chat messages and vibrant conversations.

Ultimately, we ask that students use sound judgment and common sense when expressing and sharing information on social media networks. As a general rule, it is best to assume that written, posted and exchanged or received interactions, perspectives and opinions are public information. If a student is uncertain about the appropriateness of any statement or posting, they must refrain from making such communication until it is discussed with a Residence Director or Student Life representative. Student leaders should discuss such communications with their supervisor, leader or coach before posting.

### **Why Do We Engage in Social Media?**

UVF is using social media as a powerful communication tool for relationship growth by engaging and connecting with our fans, alumni, friends, perspective students, current students, parents, the community, and other constituents around the world.

### **Balancing the Personal and the Institutional**

Students use social media networks as a tool to engage their audience as deemed necessary in their role at UVF. Others use it as a strictly personal endeavor. Still, others blend the two functions. To that end, UVF recognizes that everything posted on social media networks has the potential to influence the reputation of the student and, by extension, the credibility and brand of the institution.

Students must recognize that even seemingly benign actions can be misinterpreted. Everything you say, write and do, can (and will) be viewed in light of your connection and role as a UVF student.

Anything posted by students on personal, public and UVF official social media sites should be crafted with concern for how they reflect on the Student, their reputation, and the reputation and credibility of the University.

### **Inappropriate Behavior**

Participation at UVF as a student is a privilege, not a right. This imposes certain obligations, including responsibility of being a positive representative of the University to the public. Students are expected to conduct themselves with integrity and honesty and in some cases are also held in high regard and seen as role models in the community. As students, they have the responsibility to portray themselves and the University in a positive manner at all times.

Any illegal, disruptive, offensive, harassing, or threatening messages, including offensive comments about race, gender, appearance, disabilities, age, sexual orientation, pornography, hatred and hate related paraphernalia, religious beliefs and practices, political beliefs, or national origins should not be posted in both private or public social media sites. Comments that are defamatory, obscene or libelous are also unacceptable. Students are liable for all items posted even if they post anonymously or portray themselves to be someone else.

This includes, but is not limited to, swearing, using acronyms for swear words, posting racy or provocative photos and videos, sexting, language that inappropriately represents the University, partial or total nudity, sexual misconduct, alcohol consumption, use of illegal drugs or controlled substances, tobacco use, obscene and gang related gestures, ethnic slurs, innuendoes, degrading and derogative or defamatory statements about the University and its Faculty/ Staff. This includes being disrespectful, cruel, offensive, antagonistic parody and demeaning satire, mocking sarcasm, scoff, ridicule, dark humor and scornful teasing.

UVF recommends that personal issues, such as relationships, classes, professors and other students or friends are not to be discussed openly. It is important to understand that personal content contributed to a social media site could encourage comments or discussion of opposing ideas, views, or feelings. Responses should be considered carefully in light of how they would reflect on the person involved, the student, or the University.

Be careful about blurring fact and opinion and consider carefully how words could be misinterpreted or misrepresented. Miscommunications often occur because of the limited context available in digital communication. Since the lack of face-to-face contact involved in using social media networks leads to limited context, it is incredibly easy, and takes very little investment to misunderstand and incorrectly perceive tone, propagating rumors or harassing content quickly and across the Internet.

### **Responsibility**

UVF encourages students to participate in social media networks, but we urge them to do so properly, abiding by this policy. Anything posted will ultimately be their responsibility and will be held personally liable for any, but not limited to, commentary, photos, videos, visual images and podcasts posted or shared.

Students should be mindful of what they post. Even if they remove embarrassing or inappropriate content from a social media site, or delete their account all together, those materials will remain on the Internet forever. Anyone on the Internet can print photos and take screen captures or save text, images and videos to a computer. Once content is posted, it is out of a student's control forever.

UVF reserves the right to investigate and take action against any student whose posting of inappropriate material breaches this policy.

### **Privacy**

Every social network has its own set of privacy settings to help protect the spread of information outside of a user's friends and followers. These protections, while useful, are fallible. Assume anything posted online is publicly available, no matter what privacy settings have been implemented.

Deleting a post does not ensure its removal from the Internet. Assume that anything posted will be available in perpetuity.

Social media tools have blurred the line between private and public activity. Content intended for personal and private use with friends or family can easily be circulated beyond the intended audience.

Recognize that everything that is written or sent on a social media site is public. Anyone with access to the Internet can have access to activity on social media sites. Regardless of how careful a student is in trying to keep them separate, assume that online activity as a UVF student and the personal life of that student will overlap.

### **Online Friends**

Be aware that the actions of online friends can also reflect poorly on a student and, by extension, UVF.

Students should manage their friends' comments. Delete comments and de-friend people who can have the potential to damage a student's reputation. Even friendly actions, such as posting certain links on a wall, or following fan pages/people can be damaging. Remember that others could automatically perceive the student in a negative manner, either through first impressions or by thinking that such a student is in compliance by the approval and acceptability through the public acknowledgement of their support or endorsement of such action, word, post, photo, video, and other media.

Keep in mind that reposting, sharing, and retweeting updates from other sources may be viewed as an implicit endorsement of that content.

If other people post photos or videos where students appear that they would rather not have others see, we recommend the "untag yourself" option is used and that privacy settings are adjusted. UVF suggests that in cases like these, that the student also contact the author or poster of such media and ask them to remove it.

### **Interaction**

Social media is, at its core, social. It is important to engage in two-way conversations. Being a one-way feed of information will not grow the relationship with friends, fans and followers. Interacting with users is a way to respond to their need of community engagement. We encourage students to use social media for two-way conversations.

Post regularly. Readers won't have a reason to interact and follow if content is not updated regularly. Posts should be responded to in a timely fashion. Questions should be answered, when possible, within 24 hours.

### **Grammar and Punctuation**

Posts should be well written. Follow proper grammar, capitalization and punctuation. Before text is published, it is recommended to proof grammar. Spell check, online dictionaries and thesauruses are helpful for this task.

### **Responding to Negative Comments and Criticism**

Occasionally a viewer will criticize users postings. Respectfully engage them, but don't get bogged down in a war of words. Learn to recognize when it's time to stop communicating with them. Don't engage in any impolite dialogue (including jokes) with those that challenge a post (no matter how rude or provocative they may seem).

### **Social Media Passwords and Access**

Ensure that passwords for social media accounts are strong and difficult to guess. Use a mix of numbers, characters and letters - both capital and lowercase - to make a difficult password.

Safeguard open and unattended desktop computers and laptops to deter classmates, suite mates, dorm mates and other students' unauthorized access to social media accounts.

### **Representations**

Students should refrain from tagging or linking the University to inappropriate content. Impersonating other people or disguising one's identity in order to post in social media platforms anonymously with the intent to mitigate negativity, being disrespectful, cruel, offensive, distribute antagonistic parody and demeaning satire, mocking sarcasm, scoff, ridicule, dark humor and scornful teasing will not be tolerated. Creating a false persona or using pseudonyms and using such accounts for deception, misleading, fraudulent misrepresentation, harassment or to cause substantial emotional distress will also not be tolerated.

Students are strongly cautioned not to post personal identifiable information about themselves (such as addresses, phone numbers and confidential information) in their profiles. Although social media usage and postings has the ability to keep content private, information found on them is admissible in student disciplinary proceedings.

The term, student leader, refers to any student that is involved in the representation of the University in any way or form. Student leaders encompass ministry team members, Residence Assistants, Associate Residence Assistants, student-led ministry groups, Student Government Association, committee, club and organization members, work-study positions and athletic players. Student leaders are viewed at a much higher standard because they also represent the University in various forms, both internally on campus as well as externally in the community at large.

When student leaders interact with the public online via social media networks, they must remember that they represent UVF and must conduct themselves appropriately. They are highly visible ambassadors of the University and are expected to uphold higher values and responsibilities while meeting all requirements for their student role. Student leaders who breach the Student Social Media Policy could possibly have their position suspended or removed.

### **Responsibility and Respect**

Be respectful and responsible in all interactions and in everything posted on social media networks. Think twice before posting. Be positive about your postings and treat others with respect. Be honest and transparent; always tell the truth.

Keep in mind that directly or indirectly many audiences will see what is posted, above and beyond a close circle of friends. Always be courteous and polite. UVF recommends that users do not post when they are angry, frustrated, upset, or when their judgment is impaired in any way.

Information posted cannot only affect a user's current student or student leadership status at UVF, but it could also potentially affect their future career aspirations. Everything a student does through social media networks will have positive or negative consequences, now or in the future. Be aware that potential, current and future employers often access information on social networks. Keep in mind that all information posted will provide an image of the user to a prospective employer. Users should protect themselves by maintaining a self-image that they can be proud of years from now.

### **Cyberbullying Policy**

UVF is committed to providing a safe, positive learning environment for its students. The University recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the University prohibits bullying by students.

Bullying is defined as an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a University setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education;
- Creation of a threatening environment;
- Substantial disruption of the orderly operation of the University.

Cyberbullying is a form of bullying that occurs when a student is tormented, threatened, harassed, humiliated, embarrassed or targeted by another person using the Internet, a mobile phone or other type of digital technology.

Students who believe they have been the recipient of bullying in any form are strongly encouraged to report the alleged occurrence(s) as soon as possible to the Campus Security Office or a Residence Life Director. The longer the delay in reporting the behavior, the more difficult it becomes to effectively resolve the issue. The complainant will have the opportunity to pursue allegation(s) without fear of retribution. Counseling services are available as needed.

Any student who violates this policy shall be subject to appropriate disciplinary action consistent with the Student Handbook Level 3 discipline which include but are not limited to all Level 2 responses, restitution, disciplinary probation, suspension, dismissal and potential referral to law enforcement officials.

### **Computer Labs**

Three distinct computer lab environments are available on campus for students. The first is the SRC Computer Mall. The Music Lab includes iMacs with instrumentation inputs. The Video Instruction Lab includes iMacs designed to run the latest in video editing software. All labs run Microsoft Office and other necessary software to enhance the educational experience at UVF.

### **Printing Services**

Printing services are located in the Storms Research Center. Students are given \$25 per semester in printing funds as part of their student service fee. Black and white printing is \$0.5/page and color printing is \$0.25/page. Students who desire to print in excess of these funds will be required to purchase additional printing funds. These can be purchased by contacting Library staff between 7:30 am and 4:30 pm, Monday through Friday.

### **Student Technical Support**

Technical support for students is centrally located in the Storms Research Center. Students in need of technical support can visit the IT office, email a request to [support@valleyforge.edu](mailto:support@valleyforge.edu), or call 610.917.2000.

# MARKETING

## **Marketing Department**

The Marketing Department manages the social media, advertisements, and any promotional material involving UVF. This includes, but is not limited to, both candid and scheduled photographs and videos of students and the use of quotes.

## **Policy on Use of Student Photographs for Publicity**

Telling the UVF story photographically is a significant way the institution communicates with its various publics. Pictures of events and those participating in them not only document those occasions but enable the sharing of important institutional memory. Group and individual pictures are regularly taken throughout the year for use in University's publications, email announcements, website, etc. Students who desire that their photographs not be used in this manner must notify the Marketing Office in writing. If such a notice is not on file in the Marketing Office, it will be assumed that students agree to the use of their image for institutional public relations purposes.

## **Logo/Seal/Name**

Student initiated advertising or promotional materials of any kind may not use the name of the University, the University logo, the University seal or any icon associated with University of Valley Forge. Any usage must be approved by the Office of Marketing prior to publication.

## **Official UVF Social Media Accounts**

Any student, department, office, or UVF recognized group that desires to have an official UVF social media account in any media platform, must contact the Office of Marketing for approval. The Office of Marketing will review all requests and upon approval will serve as the creator of such accounts. Students and unofficial organizations not recognized by UVF are welcomed to create social media accounts; however, they may not use the current or previous name of the institution, logo, vanity tag/url, or derivatives of the name (such as UVF, University of Valley Forge, VFCC, Valley Forge, The Forge, Valley Forge Christian College) in any way or form. Students are not allowed to create, manage or oversee public or anonymous social media accounts where its purpose is to post or share comments, statues, photos, videos and memes with unacceptable and inappropriate content (see Inappropriate Behavior section on page 82), even if the content is posted, shared or supplied by a third-party people or other students. Students are liable for all items they post or share, even if posted anonymously, under a username, or in another person's name.

# FINANCIAL SERVICES

## Withdrawal Refunds

Refunds for withdrawals will be given on complete withdrawal from the University, not for withdrawal from individual courses. If a student withdraws from the University, housing and meal plan charges will be prorated based on the chart below. (Please contact Financial Services for the University's full refund policy).

LAST WEEK OF ATTENDANCE	PERCENTAGE OF REFUND
<b>FALL:</b>	
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	40%
Week 5	25%
<b>SPRING:</b>	
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	40%
Week 5	25%

## Personal Finances

Students are encouraged to open checking and/or savings accounts with a local bank.

## Returned Checks

There is a \$55.00 fee charged for a check that is returned by the bank for any reason. If a student's or parent's check is returned from the bank for insufficient funds, his/her check will not be accepted at any University department for the remainder of the semester. The University may require payments for the rest of the semester by either certified check, credit/debit card, cash, or money order.

## Postdated Checks

The University does not accept postdated checks.

## Credit Balances on a Student's Account

At times during the semester a student may have a credit balance on their account.

- If the credit balance is based on anticipated financial aid (these are funds not received but are credited to the student's account), refunds will not be processed. Most federal and state financial aid does not arrive until mid-semester.
- The University does not pay interest on credit balances on student accounts.

**Fines**

Fines or charges to students (new ID card, parking tickets, etc.) are to be paid within 30 days in the Financial Services Office.

**Student Service Fee**

The Student Services fee supplements the cost of a variety of student services including but not limited to initial issuance of student ID cards, mail services, the Health Center, library resources, IT services, varsity athletics, intramural sports, fine arts events, and special events.

**University Trips**

Any student wishing to participate in a University sponsored trip must be in good standing with the Financial Services Department before they are eligible to participate in the trip. Students are in good standing with the Financial Services Department if they either have their balance paid in full or are current on a payment plan. The Financial Services department should also have all required documents.

**Student Group Fundraising**

All fundraising efforts by student groups must be approved by the group's faculty/staff advisor and follow all fundraising/solicitations guidelines.

**Solicitations and Campus Businesses**

The University generally does not permit any type of business solicitation on University owned or operated property. Prohibited solicitation includes the posting of advertisements on University property.

The University recognizes the need of some students to support themselves, and encourages entrepreneurship and creativity, through business and ventures conducted off campus. It cannot, however allow the operations of student-owned businesses (for or non-profit) or income-generating activities on campus property (including residence halls and rooms, and apartments)

- The University email and phone directory, and other listings of staff and students is the sole property of the University and may not be used for solicitation purposes.
- An off campus post box should be obtained for any business correspondence by mail and a personal email for electronic correspondence.
- The sale of an item or service must not interfere with the normal sales and functioning of the University.
- Students may not use single resident dorm rooms or apartments, room phones, classrooms, computers, wireless connections or other property or equipment in pursuit of their business. The only exceptions to this policy will be for University approved subjects. This approval must be documented for each project.



# DINING SERVICES

Dining Services at University of Valley Forge are proudly offered by Sodexo Campus Services. The Director of Operations serves as the liaison to Sodexo Campus Services.

## Campus Dining Meal Plans

All single resident hall students must participate in one of the University's meal plans. In order to meet your campus dining needs, we have designed the following meal plans for the 2024 - 2025 academic year. Meal plans are selected prior to each semester by completing a Housing Form. In order to make a change to the plan you have already selected, simply contact your the Housing Coordinator. Students will have up until two (2) weeks after the first day of school to change their meal plan.

Meal Plan	How they Work	Patriot Dollars	UVF Store Dollars
Unlimited Plan	Unlimited use access to the Dining Commons per meal during the semester (multiple entry per meal times possible--or swap for a meal replacement at Jazzman's).	\$40	\$10
190 Meal Plan	Two meals can be used in a meal period up to six a day. Meals expire at the end of the semester. Please plan accordingly as you have 190 meal swipes for the whole semester.	\$50	\$20
140 Meal Plan	Two meals can be used in a meal period up to six a day. Meals expire at the end of the semester. Please plan accordingly as you have 140 meal swipes for the whole semester.	\$70	\$30
Patriot Plan (Apartments Only)	Also known as the Apartment Only Plan, eligibility for this plan is limited to students living in Priority Apartment Housing. See below for plan eligibility and use.	\$550	\$80

## Flex Dollars

At the beginning of each semester, students with a resident meal plan will receive "Flex" dollars. There are two categories of Flex dollars; Patriot Dollars and UVF Store Dollars both of which are accessed by the students' ID card and are used as a declining balance account. Flex Dollars do not affect the meal plan but are additional funds that can be used at any of the campus dining locations. The Flex Dollars attached to the meal plan must be used during the semester in which they are given. Unused Patriot Dollars shall roll over from fall semester to the spring semester, provided that the meal plan participant purchases a meal plan for the spring semester. Meals are provided at a per semester rate.

## Patriot Dollars

Patriot Dollars can be used on campus at either Jazzman's or the Dining Commons.

## Additional Patriot Dollars

Additional Patriot Dollars can be added at any time of the year through the Dining website or with any cashier. You may use cash, credit, or a check for these transactions. These additional Patriot Dollars do not expire as long as the student remains at UVF. Patriot Dollars are non-transferable and non-refundable. You will receive a 5% bonus for any amount added over \$50.

**UVF Store Dollars**

UVF Store Dollars allow the flexibility to use a portion of Flex Dollars at the UVF Patriot Store. The UVF Store carries a variety of items including UVF logo items, some other supplies, and a small selection of snacks and cleaning supplies. UVF Store Dollars can also be used at Jazzman's and the Dining Commons.

**Unlimited Plan**

Users have the ability to "swap" up to two meals per day in the dining commons with a meal exchange in Jazzman's. Only one exchange can be made per "meal segment" at Jazzman's.

**Commuter Meals**

Commuters may purchase Flex Dollars at the Dining commons. See Additional Patriot Dollars for cost.

**Patriot Plan**

Eligibility for this plan is limited to students living in apartments. Flex Dollars are accessed by the student's ID card and are used as a declining balance account. Flex Dollars may be used in the Dining Commons or in Jazzman's Café. The Patriot and UVF Store Dollars attached to this meal plan must be used during the semester.

**Special Diets**

Do you have particular dietary needs? No problem! We can accommodate your special dietary requirements, whether it is a soy allergy, wheat allergy, gluten allergy or you just prefer to eat a vegetarian diet. Our Simple Serving will be offered on a daily basis, ready-to-be-enjoyed fresh and flavorful meals prepared without the following: milk, wheat, shellfish, tree nuts, eggs, soy, peanuts and gluten.

We look forward to giving you a well-balanced meal that fits your personal needs. We post our weekly menus on the UVF Dining website, or us out on Facebook for additional nutritional/allergy information. Please stop by the Dining Commons and speak to Dining Services Manager or the Executive Chef. For more information or questions, please contact the Dining Services office at 610.917.3918.

Concerns over health and safety for the entire community outweigh advantages that may be gained by allowing students to choose not to be on a meal plan. Meal plan exemption requests should be directed to the Director of Health and Wellness according to the instructions and deadlines laid out in the application form. Exceptions will only be granted based on medically documented special dietary requirements, reviewed by the Director of Health and Wellness Services and only if the Dining Commons is unable to prepare the specific foods required.

**Policies and Procedures**

One of our main goals is to provide a pleasant, clean, comfortable and satisfying dining experience. In order to meet this goal, we ask for your assistance with the following procedures:

- Please present ID cards to the cashier as you enter the Dining Commons.
- Please bring your dishes to the dish return when finished dining.
- Please refrain from taking food, (unless it's in the green "Choose to Reuse" container) dishes or utensils from the dining area.
- Remember that Meal Cards are non-transferable. Meal cards cannot be used by anyone but the purchaser.

**Dining on the Go**

Our Dining on the Go program, Choose to Reuse, is perfect for students with a busy schedule. Simply, swipe for a meal and purchase our reusable container for \$5. Fill the container and continue on with your day.

When you have finished your meal, simply remove debris from the reusable container, rinse it, and return it to the Dining Commons during your next visit. Students returning our reusable container can then pick up a clean container at no additional charge.

If you have any questions or concerns regarding our Choose to Reuse program, please contact the Dining Services General Manager at (610) 917-3918.

### **Trayless Dining**

In order to reduce our carbon footprint, Sodexo and University of Valley Forge have instituted trayless dining. When students use plates without trays the amount of food waste decreases by one ounce per plate. Research also shows that less energy is consumed; and it reduces the amount of water and detergents used. It takes 1/4 gallon of water to wash a tray. For 19 meals in a week, that's equivalent to four gallons or skipping one shower a month.

### **Takeout Due to Illness**

Students who are unable to come to the Dining Commons due to illness may have their Residence Assistant obtain a reusable container from Dining Commons. The RA must present the student's ID card in order to obtain a meal.

### **Jazzman's Brew & Bakery**

At Jazzman's Brew & Bakery, we realize our students need an experience that enhances and compliments their lives. A place where they can sit back, relax and enjoy some no-nonsense deliciousness, and creative menu choices that energize the body and nourish the soul. An unpretentious yet distinctive environment that feels like a neighborhood coffeehouse, with an eclectic cool vibe that makes them feel like they're in their home away from home.

At Jazzman's Brew & Bakery we offer the fuel that sets the rhythm for your morning, and ours is the place where you can end the day on a high note. This is your space - a local coffee shop that gives you a break from your routine. A chance to take a time out or hang out with friends.

Meal exchanges are available at Jazzman's Brew & Bakery throughout the day, some restrictions apply, see store for details.

### **Kid's Meals**

At the Dining Commons, children can have a meal for \$3.50

# OFFICE SCHEDULES

## Administrative Offices

Monday-Friday 8:00 am – 4:30 pm

## Campus Security

24 hours a day 484.614.2965

## Cashier's Office

Monday-Friday 8:00 am – 4:30 pm

## Dining Commons

Monday - Friday\*

Breakfast\* 7:30 am - 9:30 am

Lunch 11:00 am - 1:30 pm

Dinner 5:00 pm - 7:00 pm

5:00 pm - 6:30 pm (Friday only)

Saturday, Sunday, & Holidays

Brunch 12:00 pm - 2:00 pm

Dinner 5:00 pm - 6:00 pm

\*Hours of operation are subject to change.

## Jazzman's Brew & Bakery

Monday-Thursday 8:00 am - 9:00 pm

Friday 8:00 am - 7:00 pm

Saturday Closed

Sunday 5:00 pm - 9:00 pm

Jazzman's is closed Tuesday - Friday from 9:45 am-11:00 am For Chapel Services.

## Storms Research Center (SRC)

The SRC is open the following hours when classes are in session:

Monday-Thursday 7:30 am - 11:00 pm (closed during Chapel)

Friday 7:30 am - 5:00 pm (closed during Chapel)

Saturday 1:00 pm - 9:00 pm

Sunday 6:00 pm - 11:00 pm

This schedule may be subject to change. An abbreviated schedule is followed during the summer months and holidays.

## Gymnasium

Monday-Thursday 8:00 am - 11:00 pm

Friday 8:00 am - 10:00 pm

Saturday 10:00 am - 10:00 pm

Sunday 2:00 pm - 10:00 pm

## Class Schedule

In general, most three-credit courses that meet on Monday, Wednesday, and Friday are 50 minutes in length. Those meeting on Tuesday and Thursday are 75 minutes long. Evening classes begin at 6 pm and finish at 9 pm. Details for specific courses may be found on the MyValleyForge or by contacting the Registrar's Office. Chapel meets Monday through Friday from 10 am to 11 am.

## Final Exam Schedule

The fall and spring schedules will be posted on MyValleyForge announcements and included in individual course syllabi and emailed to students.

# TITLE IX APPENDIX

## TITLE IX

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs and activities that receive federal financial assistance.

The Title IX regulation describes the conduct that violates Title IX. Athletics departments are not the only component of university life governed by Title IX. Other areas which fall within the scope of Title IX include but are not limited to:

- Recruitment, admissions, financial aid and scholarships pertaining to students
- Course offerings, classroom access, grading and other academics
- Student counseling and support
- Hiring and retention of employees
- Job-related benefits and leave
- Examples of the types of discrimination that are covered under Title IX include sexual harassment, the failure to provide equal opportunity in athletics, and discrimination based on pregnancy. Title IX also prohibits sexual harassment, sexual assault, and sexual violence.

The University of Valley Forge is committed to maintaining an environment conducive to learning for all students and a professional workplace for its employees and takes active measures against all discrimination, discriminatory harassment, and sexual harassment, including sexual misconduct and violence.

### **Reporting Sex Discrimination, Harassment, and Sexual Misconduct**

Any student or employee who believes he or she has been the victim of discrimination, discriminatory harassment, or sexual harassment, including sexual violence or misconduct, or any student that may witness or learn of another person becoming the victim of the above, is urged to report the matter to the Title IX Coordinator or Deputy or any member of the Title IX Care Team (below). The report can be made:

- In person, by mail, by telephone, or email
- Using the contact information listed below
- Or by any other means that results in the Title IX Coordinator receiving the verbal or written report
- At any time (including during non-business hours)

Anyone wishing to file a report is encouraged to fill out the Formal Complaint Form when contacting the Title IX Care Team. This form can be emailed to any member of the team or brought to the Title IX Coordinator's office directly.

The University's full Sexual Misconduct and Violence Policy and Grievance Procedures for Title IX Complaints may be viewed on the Student Consumer Information page.

**THE TITLE IX COORDINATOR AND TITLE IX TEAM**

The Title IX Coordinator at the University of Valley Forge is responsible to:

- Coordinate all efforts to comply with Title IX university-wide
- Notify all applicants for admission and employment, students, parents or legal guardians of the university's sexual harassment, misconduct and violence policy and grievance procedures
- Coordinate the effective implementation of supportive measures for those who report complaints and those who respond to complaints
- Coordinate the effective implementation of any remedies to sexual discrimination, including sexual harassment

**Title IX Coordinator**

Melanie Oestreich  
 Librarian  
 TitleIX@valleyforge.edu  
 mroestreich@valleyforge.edu  
 610.917.2003

**Care Team Member**

Andre Mauerman  
 Campus Director  
 acmauerman@valleyforge.edu  
 610.917.1429

**Care Team Member**

Stephen Bower  
 Housing Director/Head Men's Soccer  
 Coach  
 sebower@valleyforge.edu  
 610.917.1455

**Care Team Member**

Jennifer Gale  
 Vice President of Student Life  
 jdgale@valleyforge.edu  
 610.917.1488

**Care Team Member**

Dr. Todd Guevin  
 Vice President of Academic Affairs  
 tgguevin@valleyforge.edu  
 610.917.1403

**Care Team Member**

Dr. Stacey Sauchuk  
 Vice President of Finance and  
 Operations  
 srsauchuk@valleyforge.edu  
 610.917.2002

Inquiries about the application of Title IX to the University of Valley Forge may be referred to our Title IX Coordinator or to the Assistant Secretary for Civil Rights at the U.S. Department of Education. For instructions on making an inquiry, call 1-800-USA-LEARN (1-800-872-5327).

**Title IX Care Team Training**

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the university's education program or activity, how to conduct an investigation, the grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

In addition, decision makers receive training on any technology to be used at a live hearing, and on issues of relevance of questions and evidence including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators receive training on issues of relevance, and on creating an investigative report that fairly summarizes relevant evidence.



# UNIVERSITY OF VALLEY FORGE CAMPUS MAP



## ACADEMIC HALLS

- 27** Cardone Hall, Classrooms 101-106 & 201-206
- 28** Storms Research Center
- 40** Capeci Hall, Digital Media Center, Choir Room
- 55** Classrooms 161, 162 (Back Porch)
- 56** The Anvil Student Center
- 57** Flower Chapel, Music Faculty Offices, Piano Lab, Practice Rooms
- 69** Gymnasium



## ADMINISTRATIVE BUILDINGS

- 1** Harrup Administration Building
- 7** Student Life, Mailroom, Health Center, Security Office
- 26** Tucker Hall, Faculty Offices, Star Center
- 58** Facilities Offices



## RESIDENCE HALLS

- |                        |                          |                          |
|------------------------|--------------------------|--------------------------|
| <b>3</b> DiTrollo Hall | <b>23</b> Berkey Hall    | <b>10</b> Beisel Hall    |
| <b>4</b> Beuttler Hall | <b>24</b> Paproski Hall  | <b>32</b> Residence Hall |
| <b>5</b> Shelton Hall  | <b>54</b> Bongiorno Hall | <b>33</b> Residence Hall |
| <b>6</b> Wells Hall    | <b>8</b> Damiani Hall    |                          |



## OTHER

- |   |   |
|---|---|
| <b>2</b> Building 2                       | <b>22</b> Boiler                          |
| <b>9</b> Solomon's Porch                  | <b>63</b> Dining Commons                  |
| <b>11</b> Jack A. Mason Chapel            | <b>70</b> Building 70                     |
| <b>19</b> Facilities - Auxiliary Building | <b>FW</b> Facilities - Auxiliary Building |
| <b>20</b> Krempels Theater                |   |



## PARKING

### VISITOR PARKING

- VP** Visitor Parking
- N2** Solomon's Porch Lot

### COMMUTER PARKING

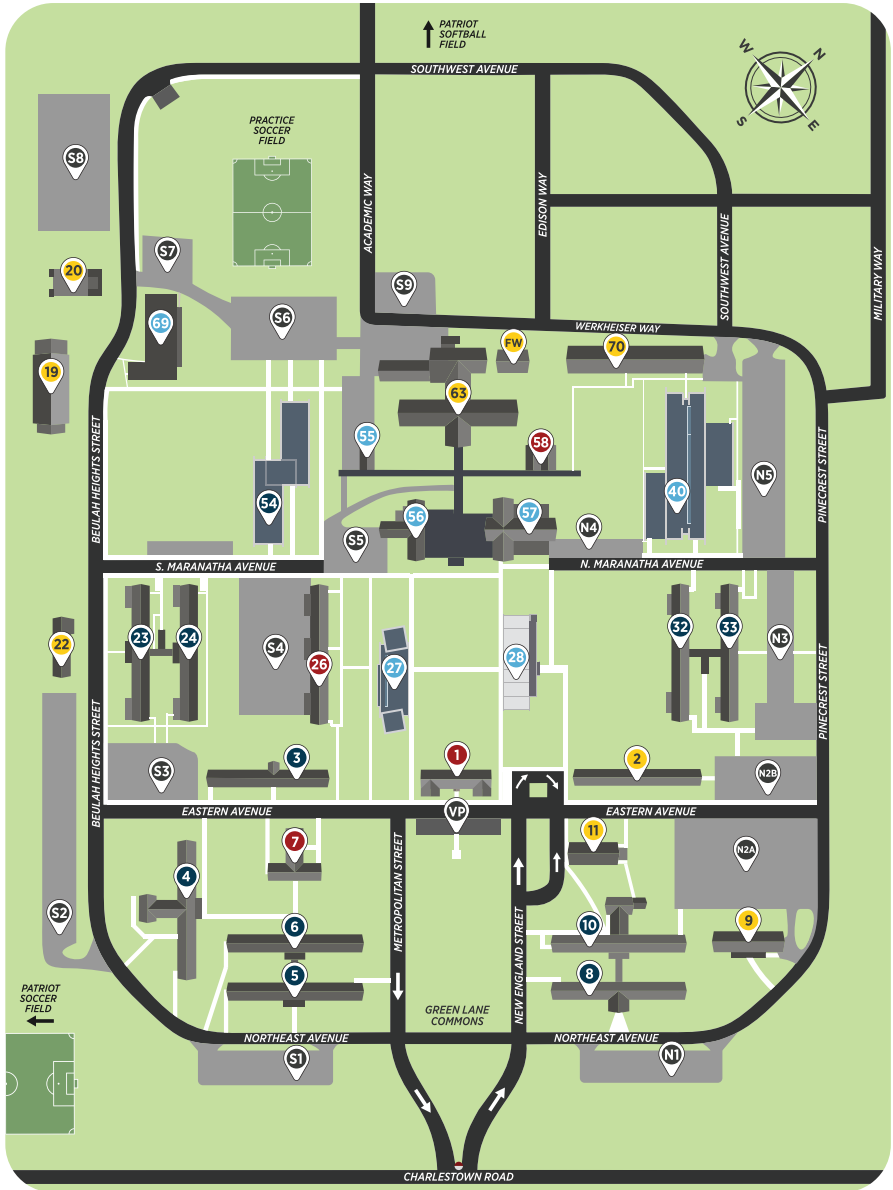
- S5** Anvil Lot

### EMPLOYEE PARKING

- N4** Flower Chapel Lot
- S4** Tucker Hall Lot
- S9** Kitchen Lot

### OPEN PARKING

- S1** Shelton Lot
- S2** Top Gravel Lot
- S3** Beuttler Lot
- S6** Bongiorno Lot
- S7** Gym Lot
- S8** Krempels Lot
- N1** Damiani Lot
- N3** 33 Lot
- N5** Capeci Lot





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# MASTER CHARGE LIST 24-25

Below is a list of typical violations and the financial sanctions that will be considered when students violate community standards. UVF may be required to respond to violations that do not appear on this list. The University will assess each case based on the expectations found in the Student Handbook and impose appropriate sanctions.

Incident Community	Classification	1st Offense	2nd Offense	3rd Offense
Dress Code	Community	Warning	\$25	\$50 and MOU
Entertainment Violation	Community	\$25	\$50 and meet with RD	
Open Dorm/Lounge Hour Violation (<30min)	Community	\$25	\$50	MOU and loss of visitation privileges
Violation of Quiet Hours	Community	\$25	\$50	MOU
Failed Room Inspection	Community	\$25	\$50	\$50 and MOU
Failed White Glove Room Inspection	Community	\$50	\$75	\$100 and MOU
Failure to notify RA of Spending Night Elsewhere	Community	Warning	\$25	\$50 and meet with RD
Use of Profanity	Community	\$25	\$50 and meet with RD	\$100 and MOU
Disrespect to Authority	Community	Warning and meet with RD	\$25 and MOU	\$50 an MOU
Biblical Community Standard Concern (gossip, PDA, appearance of evil)	Community	Warning	\$25 and meet with RD	\$50 and MOU
Possession or Use of Prohibited Substance/Item (Minor Occurrence)	Community	\$100-\$300		
Possession, Use, or Distribution of Prohibited Substance/Item (Major Occurrence)	Community	\$300-\$500		
Missed Appointment/Failure to Meet	Community	\$25	\$50	\$100 and MOU
Early Arrival to Campus without Prior Approval	Res Life	\$75 plus \$30 per night plus meals (if applicable)		
Failure to Sign Up for Checkout Time	Res Life	\$50		
Change Checkout to a Later Time	Res Life	\$25		
Not Present During Checkout Time	Res Life	\$50		
Improper Checkout/Room or Apartment Not Cleaned at Checkout	Res Life	\$100-\$200		
Items Left in Room or Apartment at Checkout	Res Life	\$100-\$200		
Failure to Leave Campus (After requested or after checkout)	Res Life	\$50 per day		
Late Checkout (After dorm closing)	Res Life	\$75 plus \$30 per night		
Missed Floor Meeting w/o Prior Approval From the RA	Res Life	\$25	\$50	\$100 and meet with RD
Missing Fire Plans	Res Life	\$25		

# MASTER CHARGE LIST 24-25

Incident Community	Classification	1st Offense	2nd Offense	3rd Offense
Open Flame Violation	Res Life	\$100	\$200 and MOU	
Tampering with Furniture	Res Life	\$25	\$50 and MOU	
Personal Trash or Belongings in hall	Res Life	\$25	\$50	\$50 and MOU
Horseplay/Wrestling	Res Life	\$25 (Plus cost of damages)	\$50 (Plus cost of damages)	
Improper Disposal of Personal Belongings, Furniture, or Trash	Res Life	\$25	\$50	
Failure to pay for meal or food item	Safety/Security	Warning + Charge Meal Fee to Student Acct.	Charge Acct + \$25 and MOU	\$100 and Contract
Climbing or throwing things in or out of windows	Safety/Security	Up to \$100	\$200 and MOU	
Failure to evacuate during fire drill/ alarm	Safety/Security	\$50	\$100 and meet with security	
Unauthorized Room Re-Entry during Winter Break	Safety/Security	\$50	\$100 and MOU	
Inappropriate Access to Unauthorized Areas	Safety/Security	\$100	\$200 and MOU	
Propping Doors Open - Minor	Safety/Security	\$25	\$50	\$100 (Becomes Major Incident)
Propping Doors Open - Major	Safety/Security	\$100	\$200 and MOU	\$500 and Contract
Co-ed Visitation Violation (Minor)	Safety/Security	\$100 and meet with security	\$200 and MOU	\$500 and Contract
Co-ed Visitation Violation (Major)	Safety/Security	\$200 and MOU or Contract	\$500 and Contract	
Unregistered Overnight Guest	Safety/Security	\$100 and meet with security	\$200 and MOU	Removal of guest privileges
Pranks	Safety/Security	\$50 fine plus damages	\$100 fine plus damages & meet with RD	
Tampering with fire extinguisher	Safety/Security	\$150 + cost of refill		
Tampering with Safety and Security Equipment	Safety/Security	\$100 and meet with Security	\$200 and MOU	
Triggering False Fire Alarm (Negligence or Deliberate)	Safety/Security	\$50 and meet with Security and MOU	\$100 meet with HD	
Dorm Lockout	Safety/Security	Warning	Warning	\$5 for each offense
Vehicle Violation (Minor)	Safety/Security	\$25-\$50 (up to cost of damaged)	\$50-\$100 and MOU (plus cost of damages if applicable)	Loss of on-campus driving privileges
Vehicle Violation (Major)	Safety/Security	\$100-\$300 and MOU	Loss of on-campus driving privileges	
Unregistered Animal/Pet	Res Life/Housing	\$10 per day plus damages/cleaning cost		
Room Change	Res Life/Housing	\$100		

# MASTER CHARGE LIST 24-25

<b>Incident Community</b>	<b>Classification</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Damages to walls (holes), or any campus property	Housing	Cost of damages		
Replace lock & key (depends on # of keys per room)	Housing	Replacement Cost		
Iron Marks/Candle Wax	Housing	Replacement Cost		
Broken Blinds	Housing	Replacement Cost		
Bed Ends	Housing	Replacement Cost		
Dresser/Desk	Housing	Replacement Cost		
Mattress	Housing	Replacement Cost		
Broken Glass Window	Housing	Replacement Cost		
Broken Glass Door	Housing	Replacement Cost		
Clogged Pipe	Housing	Replacement Cost		







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