

Cheyney University Of Pennsylvania



STUDENT HANDBOOK

2005—2007

We put students first!



Greetings from Interim President Wallace C. Arnold

On behalf of Cheyney University of Pennsylvania, I would like to extend a heartfelt greeting and welcome you to our wonderful institution of higher learning. You have now become part of a fine legacy of individuals who have been touched by this university. Many of our graduates have gone on to represent us well throughout the state and the nation. I'm sure you will work hard and thrive to succeed in your academic career to ensure that our heritage lives on through you.

With this student handbook, you have the necessary information to make your Cheyney University experience an enriching one, both inside and outside the classroom. I hope you will take advantage of all the wonderful opportunities this university has to offer as you chart your educational and professional future.

Cheyney University is proud of its history of preparing confident, competent, reflective, visionary leaders and responsible citizens. We uphold our tradition of academic excellence as we maintain our commitment to opportunity and access for students of diverse backgrounds.

This is a challenging, exciting time in your life and it is your responsibility to make the most of it. Our responsibility is to give you the tools you need to grow and excel. Today, you are our students but tomorrow you will be the managers and leaders who will continue to guide our nation. We are proud to embrace you as a member of the Cheyney University family.

Keep up the good work!

CHEYNEY UNIVERSITY OF PENNSYLVANIA



OFFICE OF THE PROVOST

1837 UNIVERSITY CIRCLE

P O B O X 2 0 0

CHEYNEY, PA 19319-0200

“Every man and woman is born into the world to do something unique and something distinctive and if he or she does not do it, it will never be done.”

Benjamin E. Mays



Dear Student:

I wish to commend you for making Cheyney University your home for your academic and scholarly pursuits for the next few years. Cheyney University is a vibrant and multicultural learning community that is proud of its heritage as “America’s Oldest Historically Black Institution of Higher Education”. Your decision to join this community of learners means that you have embraced our goal to prepare you to be a confident, competent, reflective, visionary leader and responsible citizen. It also means that you have agreed to abide by the Code of Conduct and policies contained in this Student Handbook. This Student Handbook is designed to provide you the guidance you need to be successful at this University. It is extremely important that you familiarize yourself with the contents of this document and that you govern yourself accordingly.

As Provost and Vice President for Academic and Student Affairs, it is one of my responsibilities to ensure that the core values of Cheyney University – Scholarship, Diversity, Respect, Integrity, and Service – undergird all of the University’s academic actions and the delivery of academic and support services to students. I believe that these values should also shape the behavior of all citizens of this University community. It is my hope that all of your interactions with your professors, peers, the University’s staff, and external stakeholders are cleansed by the wisdom of our core values. Know that your success in living in harmony with the University’s core values will help prepare you for successfully navigating the challenges of the 21st century in your post-collegiate life.

In closing, it is important that you always remember that your success is our top priority at Cheyney University. We are committed to providing you the support resources you need to be successful. All you need to do is take advantage of the support at your disposal. Best wishes.

Sincerely,

Kenoye K. Eke, Ph.D.
Provost and Vice President for Academic & Student Affairs

ADMINISTRATIVE ORGANIZATION

The authority and responsibility for the governance of Cheyney University of Pennsylvania is vested in the Board of Governors. The Board, directly or through its committees, establishes general policies for the University and formulates a broad program of educational activities. The Council of Trustees elects the President of Cheyney and delegates full authority and responsibility to him for the detailed administration of the institution. The following illustrates the governance of the State System of Higher Education.

Commonwealth of Pennsylvania
Ed Rendell, Governor
State System of Higher Education
Judy G. Hample, Chancellor

Kenneth M. Jarin, Chairman
Rep. Matthew E. Baker
Mark Collins, Jr.
Marie Conley Lammando
Nathan R. Conroy
Paul S. Dlugolecki
Daniel P. Elby
Rep. Michael K. Hanna
David P. Holveck
Sen. Vincent J. Hughes
Kim E. Lyttle, Vice Chairman
Allison Peitz
C.R. "Chuck" Pennoni, Vice Chair
Guido M. Pichini
Gov. Edward G. Rendell
Sen. James J. Rhoades
Christine J. Toretta Olson
Aaron A. Walton
Gerald L. Zahorchak

**Cheyney University of Pennsylvania
COUNCIL OF TRUSTEES**

Mr. Robert W. Bogle, Chairman

Mr. Dongkyu Bak
Mrs. Lynette M. Brown-Sow
Ms. Kamalah Brown
Mr. Charles Greene, Vice Chairman
Mrs. Lorna D. Horsey

State Senator Vincent Hughes
Rev. Dr. Joseph D. Patterson, Sr.
Mr. Samuel Patterson
Mr. Robert L. Traynham, II
State Senator Rob Wonderling

ADMINISTRATIVE COUNCIL

President...(Interim).....	Mr. Wallace C. Arnold
Provost and VP for Academic and Student Affairs.....	Dr. Kenoye K. Eke
VP for Finance and Administration.....	Mr. George Banks
VP for Institutional Advancement.....	Dr. Starita Boyce
Assistant to the President for Internal Relations.....	Mr. Anton Andrew
Associate Provost for Student Services...(Interim).....	Dr. Valerie L. Epps
Executive Dean, Urban Site.....	Dr. John Williams
Dean, School of Education.....	Dr. Cathine Garner-Gilchrist
Dean, Library Services.....	Dr. Lut Nero
Dean, School of Arts and Sciences...(Interim).....	Dr. Bernadette Carter
Executive Director, Keystone Honors Academy.....	Dr. Tara Kent
Director, Academic Advising & Special Assistant to the Provost.....	Dr. Joseph Paige
Director, Academic Success Center.....	Ms. Etta Baldwin
Director, Admissions.....	Ms. Gemma Stemley
Director, Alumni Affairs...(Interim).....	Ms. Vicki Redmond
Director, Athletics.....	Mr. Patric Simon
Director, Career Services...(Interim).....	Mr. Milt Colston
Director, Computer Services.....	Mr. Howard Hudson
Director, Facilities...(Interim).....	Mr. Carl Williams
Director, Financial Aid.....	Mr. James V. Brown
Director, Guidance & Counseling.....	Mr. William Hegamin
Director, Health Services.....	Dr. Constance McKelvy
Director, Institutional Research.....	Mr. Harding Faulk
Director, Public Relations.....	Ms. Lisa James Goldsberry
Director, Public Safety.....	Mr. James Bell
Director, Residence Life/Housing.....	Mr. Donzelle Tiller
Director, Student Activities.....	Ms. Sharon Thorn
Director, Telecommunications.....	Mr. Philip Pagliaro
Registrar.....	Ms. Brenda Shields

The Cheyney Student Creed

These things I believe.

That loyalty to my college, its ideals and traditions, is reflected in the manner in which: I refrain from any act or comment which would do her dishonor; I am courteous, cooperative and considerate of the rights and feelings of others; I am prompt in the execution of my obligations; I support those programs and activities which promote my professional and cultural development; I am honest and dependable; I am clean in body, mind, and speech, and I will strive to uphold those academic standards upon which the dignity of my chosen profession continues to rest.

To these things I pledge my honor.

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AFFIRMATIVE ACTION POLICY

Cheyney University of Pennsylvania is committed to and reaffirms its ethical and legal responsibility for the promotion of equal employment and educational opportunity for all individuals and students without regard to race, color, age, religion, gender, national origin, disability, or veteran's status in the administration of its educational policies, programs, and or activities. Cheyney University complies with the requirements of the Veterans' Readjustment Assistance Act; Section 503 and 504 of the Rehabilitation Act of 1975; Americans with Disabilities Act of 1990, and all other applicable laws.

Cheyney University is also committed to the concept of affirmative action, and will take steps to ensure that:

Applicants and employees are treated equally during all aspects of the employment process, including promotions, upgrades, demotions, transfers, furloughs, terminations, pay rates, or other forms of compensation, tenure, selection for training, tuition assistance, and as participants in all social and recreational programs sponsored by the university.

The university will promote by imposing only valid requirements for advancement.

A process is provided to redress all social equity complaints in a fair and impartial manner.

All complaints require serious consideration by a complainant and must be filed in good faith.

The University provides a means for applicants and disabled persons to identify themselves for affirmative action and equal employment opportunity purposes only.

The success of the university's non-discriminatory affirmative action program requires the commitment of management and employees in a diverse work force to realize that positive steps must be taken to eliminate all forms of discrimination and barriers that may have the effect of excluding minorities, women and disabled individuals.

If you have any questions regarding this policy and its implementation, please contact the Office of Social Equity, Wade Wilson Administration Building, telephone (610) 399-2083.

ACCREDITATION

The University is a unit of the State System of Higher Education, governed by the Board of Governors and the Council of Trustees. Accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education and the National Council for Accreditation of Teacher Education (NCATE), the institution offers the Baccalaureate and Master Degrees in various disciplines.

ETHICAL PRACTICES

Cheyney University officials who deliver services to students are committed to the highest level of professional conduct and ethical standards. Individuals adhere to the principles of confidentiality of student records, and avoidance of conflicts of interest in dealings with individuals associated with the institution. Cheyney is committed to non-discrimination in the provision of services, observance of sound fiscal policies and practices relative to University funds, compliance with accepted rules of ethical behavior established by professional organizations and associations, and making referrals to appropriate professional authorities when necessary

CHEYNEY UNIVERSITY MISSION STATEMENT

Established in 1837, Cheyney University of Pennsylvania cherishes its legacy as America's Oldest Historically Black Institution of Higher Education. Our mission is to prepare confident, competent, reflective, visionary leaders and responsible citizens. We uphold our tradition of academic excellence as we maintain our historical commitment to opportunity and access for students of diverse backgrounds. Cheyney University provides a nurturing, intellectually challenging, and socially enriching environment.

STUDENT SERVICES MISSION STATEMENT

The Associate Provost provides leadership for Student Services. The office facilitates academic advancement and creates a climate that promotes intellectual, personal, social, and career development of students. Through the provision of a support and challenge system, students are assisted with college related and other problems as needed or requested. The Student Services units serve as the primary link between students, faculty and administration. It is, therefore, the mission of Student Services to provide individual services, a campus environment and programs that enable the development of students intellectually, socially, physically, psychologically and ethically. This will be achieved by:

- Providing an opportunity for students to receive support for academic endeavors.
- Recruiting, admitting and retaining qualified and academically talented students of diverse backgrounds.
- Providing individual and group testing assistance and counseling service referrals.
- Maintaining the appropriate records that accommodate students for graduation, baccalaureate and professional education, careers and lifelong learning.
- Effecting a co-curricular campus life for leadership, fellowship, critical thinking/skills development, respect for personal rights and mutual responsibilities.
- Implementing activities that provide an opportunity for career exploration and pre-service training via service learning and other placements.

- Exposing students to multicultural activities that represent diverse cultures, concepts, ideas and philosophies.
- Providing an opportunity for students to participate in individual and group academic support programming.
- Providing quality care and promoting wellness with a focus on prevention to assist students with identifying and managing their health needs.
- Providing opportunities for students to apply for and receive the funds necessary to complete the baccalaureate and master degrees.
- Providing a residential living and learning environment with an appropriate compliment to academic experiences.
- Providing competitive opportunities for skill development in the areas of leadership, discipline, teamwork, academic and personal growth through athletics.

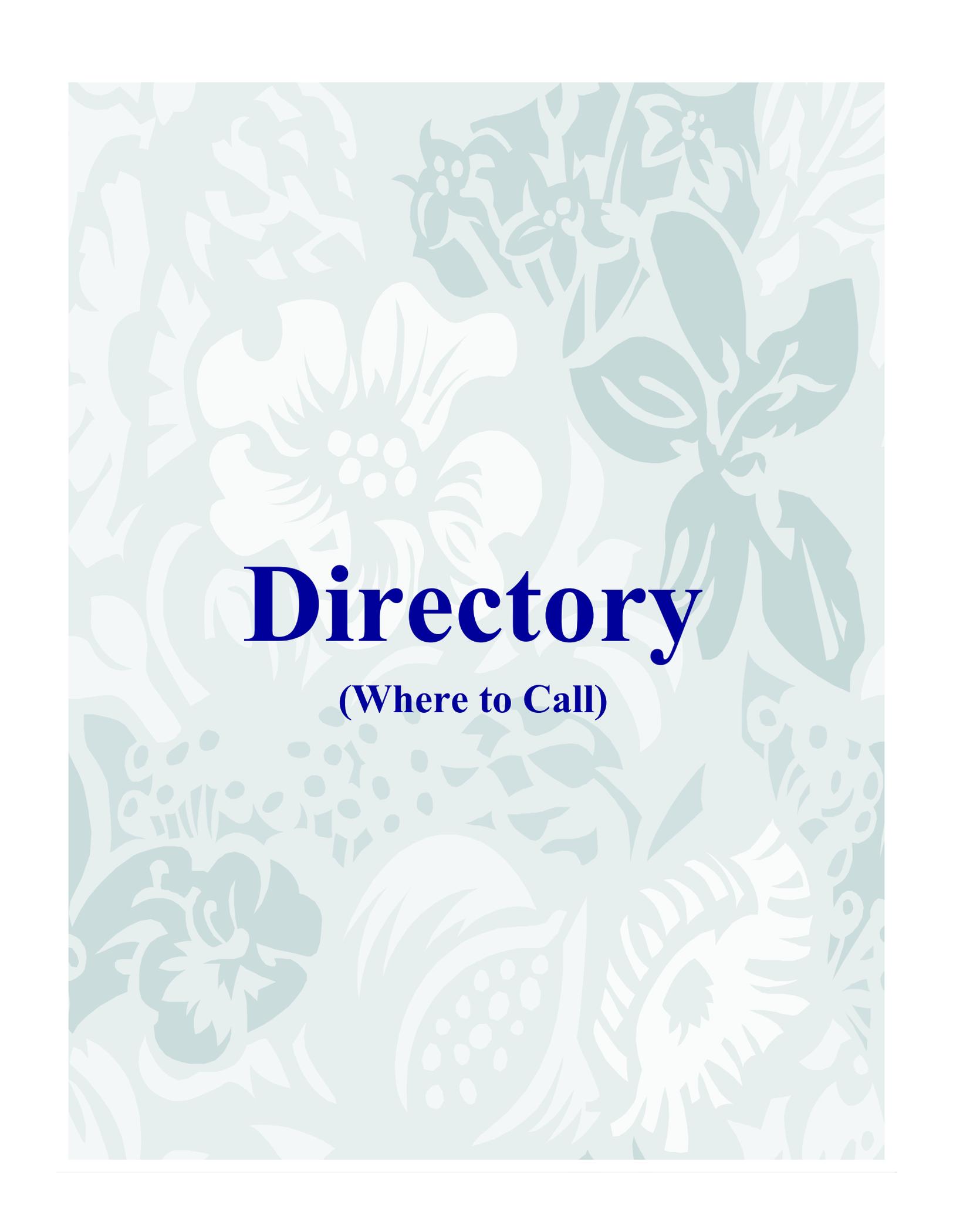
The Office of the Associate Provost, among other duties, assumes leadership for the following committees and functions at the university:

Alcohol and Other Drugs Task Force
 Assessment and Accountability Committee
 Conflict Resolution Training
 Enrollment Services Committee
 Student Development Committee
 Student Judiciary
 Student Leadership Initiatives

ADMINISTRATIVE STAFF

Associate Provost for Student Services (Interim)	Dr. Valerie L. Epps
Administrative Assistant to the Associate Provost	Mrs. Wanda Pickett
Coordinator, Athletic Academic Advising	Ms. Rhonda D. Thompson
Director of Academic Advising	Dr. Joseph Paige
Director of Academic Success Center	Mrs. Etta Baldwin
Director of Admissions	Mrs. Gemma Stemley
Director of Career Services (Interim)	Mr. Milt Colston
Director of Financial Aid	Mr. James V. Brown
Director of First-Year Experience Program	Mrs. Kashmiria Smith
Director of Health Services	Dr. Constance McKelvy
Director of Housing/Residence Life	Mr. Donzelle Tiller
Director of Student Activities	Ms. Sharon Thorn
Registrar	Mrs. Brenda Shields

The Office of the Associate Provost is located on the third floor of the Wade Wilson Administration Building. You may contact the Office of the Associate Provost by phone at (610) 399-2217; e-mail, vepps@cheyney.edu or fax, (610) 399-2348. Office hours are from 8:30 a.m.-5:00 p.m. Monday through Friday.



Directory

(Where to Call)

WHERE TO CALL...

<u>Office</u>	<u>Location</u>	<u>Phone</u>
Absence	Individual Instructor	
Academic Advising	Wade Wilson Administration Building	x2158
Academic Affairs	Wade Wilson Administration Building	x2271
Academic Success Center	Harris-Turner Building	x2319
Admissions	Burleigh Hall	x2275
Associate Provost	Wade Wilson Administration Building	x2217
Athletics	Cope Hall	x2287
Audio-Visual Aids	Vaux-Logan Building	x2299
Bookstore	Duckery Social Science Building	x2550
Business Administration Department	Carnegie Hall	x2368
Business Office	Burleigh Hall	x2232
Career Services	Burleigh Hall	x2033
Clubs & Organizations	Ada Georges Dining Hall	x2250
Communications Department	Baily Hall	x2285
Computer Science Department	Duckrey Social Science Building	x2148
Drop/Add Courses	Registrar's Office	x2225
Education Department	Biddle Hall	x2236
Fee Payment	Bursar's Office - Burleigh Hall	x2232
Financial Aid	Burleigh Hall	x2302
Fine Arts Department	Marian Anderson Music Center	x2333
First-Year Experience Program	Vaux-Logan Building	x2133
Fiscal Affairs	Wade Wilson Administration Building	x2222
Graduation Requirements	Departmental Advisor	
Guidance & Counseling Department	Duckrey Social Science Building	x2281
Health Services	McKnight-Rogers Building	x2260
Housing/Residence Life	Burleigh Hall	x2428
Human Resources	Wade Wilson Administration Building	x2058
Identification Cards	Humphrey's Annex Building	x2405
Institutional Research	Duckrey Social Science Building	x2276
International Student Advising	Burleigh Hall	x2103
Intramural Sports	Ada Georges Dining Hall	x2250
Disciplinary Committee Office	Ada Georges Dining Hall	x2250
Keystone Honors Academy	Emlen Hall	x2386
Library	L.P. Hill Library	x2245
Lost & Found	Humphrey's Annex	x2405
Maintenance	Jones-Hilton Building	x2297
Mathematical Sciences Department	Duckrey Social Science Building	x2367
Professional Services Department	Biddle Hall	x2095
Provost	Wade Wilson Administration Building	x2271
Publications (Newspaper)	Baily Hall	x2285
Public Relations	Wade Wilson Administration Building	x2121
Public Safety	Humphrey's Annex	x2405

Recreation, Health & Phys. Ed.	Cope Hall	x2311
Registrar/Schedule Change	Wade Wilson Administration Building	x2225
Science Department	Carver Science Building	x2324
Social Sciences Department	Duckrey Social Science Building	x2395
Student Activities	Ada Georges (Lower Level)	x2250
Student Government	Harris-Turner Building	x2250
Student Records/Transcripts	Burleigh Hall	x2225
University President	Wade Wilson Administration Building	x2220
Veteran Affairs	Burleigh Hall	x2437
Withdrawal	Wade Wilson	x2271

Student Services

Admissions

Academic Advising

Academic Success Center

Writing Center

Athletic Academic Coordinator

Bursar

Career Services

Dining Services

Financial Aid Services

Veterans

Health Services

Information Technology Services

Keystone Honors Academy

Registrar

Residence Life/Housing Services

Social Equity

Student Activities

STUDENT SERVICES



Office of Admissions

The Office of Admissions provides access to higher education for citizens of the Commonwealth of Pennsylvania and actively recruits and welcomes students from other states within the USA and the international community.

Academic Advising

The Office of Academic Advising is located in the Wade Wilson Building, Room 313. Our mission is to promote quality academic advising, facilitate meaningful and regular contact

between students and their academic advisors, and provide information and resources that will assist students in making informed and responsible decisions about their matriculation and beyond.

Academic Advising is an integral part of undergraduate education. The goal of all academic advising is to assist students in taking responsibility for developing meaningful educational plans compatible with their potential as well as their career and life goals. Advising is more than the imparting of specialized information; it includes helping students formulate important questions about the nature and direction of their education and helping them find answers to those questions. Academic advisors will confer with students about course schedules and educational experiences, but students themselves are responsible for selecting the content of their academic program and making progress toward an academic degree.

As students progress through their academic program, their advising needs change. Cheyney University provides a system of academic advisors to meet these ongoing and multifaceted needs. Depending on their particular needs and interests, students may see a variety of individuals to help them through their academic career.

Faculty academic advisors are key to understanding the nature of the academic program and how it can address student interests and goals. Also, academic advisors maintain up-to-date information on academic policies, procedures and deadlines. Support offices/services such as the Academic Success Center, Writing Lab, and the Math/Help Lab are useful in helping to refine academic interest goals and providing the academic support to be successful.

Within the advising system on the Cheyney campus, both students and advisors have responsibilities. All students should become familiar with both their advisor and the advising process. Faculty advisors are assigned by the Department Chairperson of the selected major. Listed below are guidelines to follow to make the advising process a successful part of your Cheyney experience.

Meet with your advisor...

- To discuss any problems which affect academic performance.
- To receive mid-term grades.
- To select courses for the upcoming semester.
- To add or drop courses
- To discuss academic progress.
- To discuss career considerations.
- To discuss transfer issues.

Tips for scheduling a meeting with your advisor...

- Become familiar with your advisor's office hours/schedule, posted on his/her office door.
- Whenever possible, call to make an appointment.

If you drop by without an appointment, try to do so at a time when your advisor has posted office hours.

During mid-term grade advising, your advisor will have a sign-up sheet on his/her office door.

If your advisor is unavailable and you need to see someone immediately, come to the Associate Provost's Office.

Office hours are from 9:30 a.m. to 4:30 p.m., Monday through Friday. Please call (610) 399-2158 or 399-2271 to schedule an appointment.

Academic Success Center

Academic support services are offered in the Academic Success Center in the Vaux-Logan Building. At the Center, students may study independently or with professional and/or peer tutors. Computer labs are available for students to participate in specialized tutorials, writing across the curriculum activities, word processing activities and other forms of developmental activities. Academic skills workshops are also provided.

The Center is open: 2:30 p.m. to 10:00 p.m. – Monday, Wednesday, Thursday
1:00 p.m.-10:00 p.m. - Tuesday
11:00 a.m. to 4:00 p.m. – Friday
(Hours are extended to include Saturday and weekends during the final examination period.)

Students enrolled in Reading Study Skills are required to attend weekly tutorial sessions at the Academic Success Center. Group sessions serve as a supportive extension of classroom instruction and are facilitated by professional tutors. Tutorial sessions include reinforcement of course content and remediation.

Academic Progress Review is required for the following students:

First year students (in conjunction with Freshman Seminar professors)

Conditionally Accepted Students – students who signed a contract with the Office of Admissions indicating that they will follow a schedule of attendance prescribed by the Academic Success Center.

Students on Academic Probation – students who failed to meet the minimum requirements for grade point average per their classification guidelines.

Re-admitted students

Transfer students

Student Athletes

Students whose financial assistance may be jeopardized

Recipients of unsatisfactory grades – students who receive grades of less than “C” as indicated on their mid-term reports

Lack of Progress Notification

After the Mid-term exam period, notices are mailed to students who earn unsatisfactory grades. Tutorial assistance for the specific courses in which the unsatisfactory grades were received will be established. Students are urged to participate in the scheduled tutorials and workshops.

Operation Catch-Up

This program provides a series of individual and group tutorial sessions. Services are extended to assist students who have fallen behind in any course. These sessions may be attended by any student, but are specifically designed to address the needs of the unsatisfactory grade recipient. When available, tutors utilize course materials from professors to provide specialized assistance.

Study-A-Thon

This program consists of intensive study sessions designed to help students prepare for final exams. The hours of operation for the Academic Success Center are extended during this period to ensure service to students.

Writing Center

The Writing Center supports tutorials in Writing Across the Curriculum through both peer and professional the services. Overseen by the Writing Center Program Coordinator, these tutorials assist in the development of written communication skills vital to student success in all academic areas. Operating hours vary; however, the Center is open five days a week and at least three evenings to provide free tutorial services for students who reside off campus. The Center supports all developmental writing courses with small group tutorials and one-on-one tutorials for students of all the disciplines who have writing assignments or research projects.

Athletic Academic Coordinator

The Athletic Academic Coordinator assesses the academic progress of student-athletes throughout the entire academic year and notifies members of the Department of Intercollegiate Athletics of their progress. The Coordinator tracks degree and eligibility progress, arranges study tables and assists with tutorial placements. Student athletes are required to maintain a 2.0 grade point average.

Bursar

The Office of the Bursar offers financial services to students. The services include billings and collection of student tuition and fees. These services are offered online through “locked boxes” and in person.

Career Services

The Office of Career Services is an important resource for students as they make the transition from the classroom into the world of work. Career Services offers a career counseling program designed to acquaint students with job opportunities in various fields. The Career Services Library provides students with current information about job openings and opportunities for further study. Standard reference books, graduate study catalogues, pamphlets and brochures from employers, and other literature describing various careers are available in the library. The Career Services Office is located on the third floor of Burleigh Hall.

Part-time job placement and counseling is available for students who are interested in working after class, on weekends, or during the summer months. During the school year, more than 200 representatives from throughout the United States conduct interviews with students for possible employment with business and industry.

The following represents some of the assistance provided by the Career Services Office:

- Distribution of monthly job bulletins
- Distribution of job vacancy notices from employers who do not recruit on campus
- Seminar programs for resume writing and in the development of interviewing skills
- Assistance in developing job-hunting strategies
- Career counseling
- Occupational counseling
- Coordination of student site visits to industrial and educational institutions
- Assistance in preparing for interviews
- College Central
- Career Assessment Inventories

All students should keep a credential file at the Career Services Office. A complete credential file includes: authorization for release of records, a personal data sheet, current resume, and letters of reference. Office hours are 8:30 a.m.-5:15 p.m., Monday through Friday. The office phone number is (610) 399-2033/2096.

Dining Services

Dining Services are provided by Metz and Associates Ltd., a contracted food service located in the Ada Georges Dining Hall. All students who live on campus are required to purchase the 14 or 19 meal per week plan. Commuting students may also purchase meal plans. Additionally, a snack bar is available to supplement the dining hall services. The Wolves Den, located in the Harris-Turner Building, is operated by students in the Hotel Restaurant and Institutional Management program. All Cheyney University resident students are required to participate in the meal plan. The Associate Provost for Student Services and the Director of Health Services will expedite exceptions.

Breakfast, lunch and dinner are served in the Ada Georges Dining Hall for resident students with meal plans daily.

Monday - Friday

Breakfast 7:30 a.m. –10:00 a.m.

Lunch 11:30 a.m. – 3:00 p.m.

Monday - Sunday

Dinner 4:30 p.m.- 7:00 p.m.

Brunch 11:30 a.m. - 1:30 p.m.

Breakfast, lunch and dinner are also served in the snack bar (Ada Georges – lower level):

Monday - Thursday

Breakfast 7:30 a.m.-10:15 a.m.

Lunch 11:00 a.m.- 3:15 p.m.

Dinner 4:00 p.m.- 7:00 p.m.

Late Nite Snack 8:00 p.m.-10:00 p.m.

Friday

Breakfast 7:30 a.m.-10:00 a.m.

Lunch 11:00 a.m.- 3:00 p.m. (Closed at 3:00 p.m.)

Saturday and Sunday – Closed

Financial Aid

The student financial assistance program is based upon the philosophy that no student should be denied the opportunity for an education based on a lack of financial resources. A basic principle of the program is that the family, including the student, must assume the primary responsibility for educational costs.

The Financial Aid Office is located in Burleigh Hall, 2nd floor, and information relative to the application process may be accessed on-line at www.cheyney.edu or at various cyber centers.

Students who seek financial assistance must:

Complete the *Free Application for Federal Student Aid (FAFSA)*. FAFSA forms are available from high school guidance offices or the Financial Aid Office. They can also be completed via the internet at www.fafsa.ed.gov. The federal financial aid code for Cheyney University of Pennsylvania is 003317. Procedures and deadlines are detailed in the instructions provided with the application.

Provide income tax information from parent(s) or guardian(s) and student or provide other documentation of income for verification if selected to do so by the federal government. Verification forms will be provided by the University.

Verify high school graduation by providing a final high school transcript indicating the date of graduation.

Financial aid awards do not automatically transfer from one school to another. Transfer students should seek assistance from the Financial Aid Office upon transferring to Cheyney.

Financial Aid Opportunities

Listed below are examples of various financial aid opportunities available to students, including federal and state grants, loan programs, scholarships, work-study and veteran benefits. For a more comprehensive list of financial aid opportunities, please visit the Office of Financial Aid located in Burleigh Hall.

Federal Grant Programs

Federal Pell Grants are available to students who demonstrate financial need as determined by the Federal Government to meet educational expenses. To apply for a Federal Pell Grant, complete a FAFSA form.

The Federal Supplemental Educational Opportunity Grant (FSEOG) provides funds for undergraduates with exceptional financial need and who are Pell Grant eligible. To be eligible, undergraduates must be enrolled in at least 6 credits. Grant range is from \$200 to \$4,000. Supplemental grants at Cheyney range from \$800 to \$2,000 per academic year and are awarded on a first-come basis.

Student Employment Program

The Federal College Work Study Program (FCWS) provides part-time jobs on and off campus for qualified students.

Federal Loan Programs

Federal Perkins Loan Program – Applications are available in the Financial Aid Office. These loans are repayable six months after the termination of the student's academic enrollment.

Federal Stafford Loans – Applications for the Federal Stafford Loan may be obtained from lending institutions. These include banks, savings and loan associations, and credit unions. Repayment starts six months after termination of enrollment.

Parent Loans for Undergraduate Students (PLUS) – PLUS applications may be obtained from participating lending institutions. These loans are administered in conjunction with the federal government.

State Grants

Pennsylvania provides grants and/or scholarships to residents who are in need of financial assistance to attend post-secondary school as full-time undergraduate students. For information, students should contact their resident state's higher education assistance office or the Cheyney Financial Aid Office. Pennsylvania residents may call the Pennsylvania Higher Education Assistance Agency (PHEAA).

Major Scholarships

- Board of Governors – full tuition waivers to minority students to study in selected programs. Must have a minimum 900 on SAT and 3.0 grade point average
- Charles E. and Shirley S. Marshall Scholarship – offers awards to new students with a minimum SAT score of 1000 and a 3.00 grade point average.
- International Student Tuition Waiver – full tuition waivers for students who apply and are approved and reside in foreign countries.
- Investing in Pennsylvania's Future Scholarship – One (1) scholarship is provided for a low income, disadvantaged student who resides in the Pennsylvania counties of Allegheny, Armstrong, Beaver, Butler, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Greene, Jefferson, Lawrence, McKean, Mercer, Venango, Warren, Washington and Westmoreland. Renewal is automatic when the student maintains a GPA of 2.5 or greater.
- James Hughes Memorial Scholarship – offers awards to students who have graduated from the Philadelphia, PA public school system. Recipient completes an annual renewal application form for renewal.
- Keystone Scholarship – awards to freshman and transfer students with a minimum SAT score of 1000 and a 3.0 GPA. Students must reside in the Commonwealth of Pennsylvania. Students must maintain a 3.0 GPA for renewal.
- Maxine and Roland Coleman Scholarship – awarded annually to one male and one female student majoring in business.
- Richard Humphreys – offers four (4) awards to incoming freshman students with a 3.0 GPA and a minimum 900 SAT score.
- Shirley Scott – offered to students majoring in music or participating in the choir or band.

- Shock Independent Company (SICO) – offers ten (10) awards for entering freshmen who live in the following Pennsylvania counties: Adams, Berks, Chester, Cumberland, Dauphin, Delaware, Lancaster, Lebanon, and York.
- Thurgood Marshall Scholarship – offered to an incoming freshman student with a minimum SAT score of 1100 (25 ACT) and 3.0 GPA.
- Verizon Scholarship (SSHE) – offered to one student majoring in Computer Science and Technology.
- W.W. Smith Charitable Trust Scholarship – offers awards to new students residing in the greater Philadelphia area with a minimum 900 SAT score and a 3.0 GPA.
- Wade Wilson Scholarships – offered to students participating on the athletic teams.

Veterans

Financial aid for veterans and their dependents is available for the following eligible students:

Military service personnel and veterans;
Children of deceased veterans;

Students who are eligible should contact the Veterans' Affairs Office.

Veterans Assistance Educational Loans

A veteran or eligible person who: (1) is in attendance at an educational institution on at least a half-time basis; (2) is enrolled in a course leading to a standard College degree, or in a course not leading to a standard College degree which requires the equivalent of at least six months full-time training for completion; and (3) has sought and is unable to obtain a loan under the Stafford Loan Program administered by the Department of Education, in the full amount needed for pursuit of his or her course, may apply for a Veterans Administration Educational Loan.

Veterans Work-study

The work-study allowance for veteran-students is limited to those students who are in full-time training. There is a maximum allowance payable in return for which the veteran-student agrees to perform 100 hours of service for the Veterans Administration. This service may be performed during or immediately following the semester, quarter, term or other enrollment period.

The service performed may be done at a Veterans Administration installation or at the school where the student is enrolled. Assigned work in this program may consist of assisting with record keeping, completion of enrollment documents, answering telephone inquiries, outreach and other appropriate duties.

Veterans Individualized Tutorial Assistance

An eligible person who has a deficiency in a subject required as part of, prerequisite to, or indispensable to a satisfactory pursuit of his/her approved program and who is pursuing a post-secondary program of education on a half-time or more basis at an educational institution may receive a supplementary allowance for individualized tutorial assistance necessary to correct the deficiency. A passing, but non-credit, grade may be a deficiency. The supplementary assistance allowance will be paid at a rate of the monthly cost of tutorial assistance not to exceed the monthly allotment. This is in addition to the regular monthly rate of educational assistance allowance payable while in pursuit of an approved program of education.

Tutorial assistance is limited. No charge will be made against the student's basic entitlement to educational assistance

Satisfactory Academic Progress for Financial Aid Eligibility

Financial aid recipients are required to achieve satisfactory progress toward an education objective, degree, or certificate while attending Cheyney University. The maximum period for a full-time student to receive financial aid is five and one-half years. Financial aid recipients must progress as follows:

Academic Years Completed	Credits Completed	Minimum Cumulative Average
First Year	24	1.60
Second Year	48	1.75
Third Year	72	1.85
Fourth Year	96	2.00
Fifth Year	120	2.00
Five and One-Half Years	128	2.00

If satisfactory progress is not maintained, the student is placed on Financial Aid suspension. Removal from financial aid suspension can be accomplished after the student has obtained the required cumulative grade point average and the necessary cumulative semester hours.

Students who are placed on financial aid suspension may, with valid justification and documentation, appeal the decision to the Financial Aid Review Committee by writing to the Financial Aid Office, Cheyney University of Pennsylvania 1837 University Circle, P.O. Box 200, Cheyney, PA 19319-0200.

Health Services

The Cheyney University Health Center is located in the McKnight-Rogers Building. The medical staff strives to provide high quality service while encouraging students to be responsible, knowledgeable health care consumers.

The Health Center is a walk-in clinic open Monday through Friday from 9:00 am until 5:00 pm. Summer hours may vary. The Certified Registered Nurse Practitioner services students with minor health related problems. A physician is available to treat students by appointment. Students may also schedule appointments in advance to meet with the physician.

In the event of a health emergency and the Health Center is closed, the Office of Public Safety should be called at extension 2405/2230. Students may report directly to the Office of Public Safety if they need transportation to an emergency room.

Emergency services are available by local ambulance to transport students to one of two hospitals, Riddle Memorial and Chester County, each approximately seven miles from campus. Any expense incurred in emergency situations is the responsibility of the individual student.

Cheyney University requires that each student have valid accident and medical (illness) insurance. However, limited exceptions may exist. Any such exception must be addressed to the Associate Provost for Student Services. Students are required to verify medical insurance coverage annually. Students who do not have their own insurance must enroll in any of a number of plans that are available. Related information is available in the Health Center. Failure to update the insurance information will result in a restriction that will prevent a student from completing the registration process. Cheyney University is not responsible for any medical expenses incurred while attending the University.

Illness and Absence

A Residence hall staff member should be made aware of a student's illness as soon as possible. The University Health Center will not issue medical excuses for missed classes due to most minor illnesses. Each student is responsible for informing professors on an as needed basis.

If a student cannot go to meals, he/she should be checked at the Health Center. At that time, the medical staff will notify food services that the student is being confined to his/her residence.

Students who suffer from chronic conditions, or who must take regular medication, should notify the Health Center so that the information can be a part of his/her confidential medical file.

The Cheyney University Health Center follows the regulations outlined in the Health Insurance Portability and Accountability Act (HIPAA) governing student confidentiality.

Information Technology Services

The Office of Information Technology Services provides technical support and resources for academic, administrative, and student computing. Additionally, this office provides training in software and hardware use and provides a 24-hour Student Helpdesk (online).

Keystone Honors Academy

The Keystone Honors Academy at Cheyney University of Pennsylvania was established in 1997 by former President W. Clinton Pettus to provide academically talented students at the university a planned series of unique experiences consisting of financial resources, programs and curricula that will prepare them for success and to assume positions of leadership professionally, personally and socially. Pennsylvania high school graduates with an SAT-I score of 1000 and a grade point average of B (3.00) or better and Pennsylvania residents with 30 or more credits and a grade point average of 3.00 or better transferring to the university from other accredited institutions of higher education qualify for the Keystone scholarship. The scholarship provides funds to offset tuition, room and board and fees. To achieve the goals of the Keystone Honors Academy, students are introduced to a variety of programs, environments and activities that contribute to the student's overall growth and success. Some of the programs and activities of the Keystone Honors Academy include but are not limited to: The Keystone Scholarship Program; the Humphreys Scholarship Program; The Bond-Hill Scholarship Program; The Harrisburg Internship Semester (THIS) Program; Keystone Honors Academy Dinner Meetings; Scholar-In-Residence; and, Preferred Residence Hall Assignments.

Library Services

The University Library supports the academic objectives of the university by providing curricula related knowledge bases in the competencies needed for accessing, evaluating and using information. The Library facilitates University priorities related to academic achievement, standardized test performance, graduation rate, career development, and self-paced, self styled, independent lifelong learning.

The Library provides professional and para-professional personnel to assist students with reaching their matriculation objectives. Information resources include books, periodicals, audio visual media, and special collections. Government documents are available and accessible to millions through resources such as the World Wide Web. www.cheyney.edu/library.

Library Hours

Fall & Spring Semesters

Monday - Thursday 8:30am to 10pm
Friday 8:30am to 5pm
Saturday 11:00am to 4pm
Sunday 4:00pm to 10pm

During Breaks & Summer

Monday - Friday 8:30am to 5pm
Evenings Closed
Saturday Closed
Sunday Closed

Changes of library hours for meetings, inclement weather, and holiday closings will be posted at the main entrance of the Library, and/or announced within the building and on the voicemail outgoing message 399-2245. Phone Numbers: Circulation Desk: (610) 399-2245, (610) 399-2062, Library Office: (610) 399-2203.

Book Returns – Outdoor Book Return Box

During Library hours: Return books to the Circulation Desk on the Main Level. Return audiovisual materials to the Curriculum Resources Center (CRC); if no one is in the CRC, return them to the Circulation Desk.

After Library hours: Books may be returned in the outdoor book return box at the main entrance. Do NOT drop audiovisual materials in the outdoor book return box!

Borrowing and Returning Materials

Students may obtain a Library barcode by presenting a current, valid student ID at the Circulation Desk, and by filling out a Library Barcode Application form. The Library barcode will be attached to the back of your ID Card. The barcode can also be used to gain access to certain Library resources available remotely via the World Wide Web.

Once you have been issued a Library barcode, you are responsible for ALL books or materials checked out on that Library barcode. Do NOT check out books or materials on your Library barcode for other students, do NOT lend your ID card to other students, and always keep your ID card in a safe place.

If your ID card is lost, report the loss promptly to the Library so that the Library barcode status can be changed. A replacement Library barcode can be issued and placed on your replacement ID card, provided that your record on the previous Library barcode is clear.

Overdue/Lost Materials and Fines

Eight-day grace period: No fine is charged if an overdue book is returned or renewed up to 8 days after the date due. As a courtesy, 3 overdue notices are sent.

After 9 days, the fine is 15 cents per day (including the eight-day grace period) for each book returned or renewed 9 or more days late. The total fine amount due is reported to the Business Office. A Fines/Fees Notice is also sent.

After the book or item is 45 days overdue, it is declared lost. Lost book charges are: \$50, plus a \$15 processing fee, per book. The total amount due is reported to the Business Office. A Fines/Fees Notice is also sent.

A Library restriction is placed on the student's account for unpaid overdue fines & lost book charges. All overdue fines & lost book charges are paid at the Business Office. The Library restriction will be lifted when the fines or lost book charges are paid.

Registrar

The Office of the Registrar maintains all official student records and transcripts. The Office of the Registrar also facilitates students in enrolling for and withdrawing from classes.

Residence Life/Housing Services

Cheyney University of Pennsylvania supports five residence halls to accommodate resident students. They include: Emlen Hall (male and female honor students), Martin Luther King Hall (female students), Sojourner Truth Hall (male students), Harriett Tubman Hall (first-year female students), and Stanley Yarnall Hall (first-year male students).

Payments

- Students must pay a deposit of \$100 per semester for a space in a residence hall. Also, students have the option of paying a \$200 deposit for the entire academic year. The deposit shall be the property of the University and is not refundable.
- The room and board fees, which are established by the Council of Trustees, for the semester shall be paid according to a schedule set by the Business Office of the University.
- The room deposit will be credited to the student's account.
- Fees are subject to change without notice.
- All payments should be made by certified check, money order, cash or credit card (Visa or Master Card accepted).

Refunds

Meal charges are refundable based on a pro-rated schedule in effect for the academic term. Refund of the room fee will be made to students who withdraw on a pro-rated basis after the semester begins. Students dismissed from a residence hall for disciplinary reasons are not eligible for a refund of the room and board fee.

Residence Hall Contract

Any student selecting on-campus housing must complete and submit a residence hall contract. This contract constitutes a legally binding agreement for residence hall accommodations at Cheyney. Students are responsible for the terms and conditions defined in the agreement.

The terms of occupancy shall be for the academic semester(s) beginning with the date of application, for at least one semester. The contract is valid for each ensuing semester thereafter, as long as the student is registered as a resident student and meets the terms and conditions of the contract. The University reserves the right to cancel this agreement if the student fails to comply with the provisions of the contract.

Residence Hall Room Insurance

The university is not responsible for the loss of students' personal items when due to negligence (i.e., lost keys or unsecured doors). Therefore, all students are required to purchase residence hall room insurance to cover all personal items contained in their room. Students should request that their parent/guardian review their homeowner's policy to determine if a student's personal items are insured while residing in the residence hall prior to purchasing residence hall room insurance.

Residence Hall Openings and Closings

The residence halls are available for occupancy the first day of registration and close at 6:00 p.m. the last day of final exams. In the event a student withdraws during the semester, is suspended or expelled, the housing accommodations must be vacated within twenty-four (24) hours. Any personal belongings remaining after the term may be discarded. The residence halls will be closed during the academic calendar recesses (Thanksgiving Holiday, Winter and Spring Breaks) and any other official closings of the University.

Students will not be permitted to move into the residence hall until they present proof of having a meningitis vaccine/or waiver certified by Health Center personnel. For additional information concerning student health requirements, contact the Student Health Center.

Social Equity

“The Office of Social Equity serves as a catalyst to provide assistance and to ensure opportunity for students with learning/physical disabilities to receive a quality education” (“Services for Students with Disabilities” 8). Examples of vital student assistance in this regard are “priority registration, alternate exam administration, taped texts, note taking assistance, student advocacy within the institution, individualized accommodation plans for students, access to assistive technology (e.g. screen reader with voice output, V-TEK), liaison with Office of Vocation Rehabilitation (OVR) and Blindness and Visual Services (BVS)” (9).

Student Activities

Ada Georges (lower level) houses the services provided by the Student Activities Department. Student Activities provides management oversight for clubs and organizations, the Pan-Hellenic Council, Intramurals and monitors the activities of the Student Government Cooperative Association. The director’s office is located on the lower level of the Ada Georges Dining Hall and the locations for the fitness center, lounges, game room, bookstore, mailroom and snack bar are posted on bulletin boards.

Student Activity Hours – Ada Georges Dining Hall

Monday through Friday.....7:30 a.m.-12:00 a.m.
Saturday and Sunday.....2:00 p.m.-12:00 a.m.

Snackbar Hours

Monday through Friday.....8:00 a.m.-10:00 p.m.

Gameroom Hours

Monday through Friday.....10:00 a.m.-9:00 p.m.
Saturday and Sunday.....2:00 p.m.-9:00 p.m.

Policies

- The building is supervised by the Director of Student Activities.
- Lounge areas are reserved for purposes approved by the Director of Student Activities.
- Food is permitted in all areas of the Student Center except the multipurpose room and lounge. Trash must be placed in the proper receptacles.
- No classes or any academic instruction shall be scheduled in the Student Center.
- Animals are not permitted in the building at any time.
- Equipment and furnishings assigned to the Student Center shall not be removed for any reason, except by permission of the Director.

- Abusive use of furniture will not be permitted.
- Cheyney University is not responsible for student property lost in the building and compensation will not be provided for lost items. Articles found in the building should be returned to the Information Desk of the Student Activities Office.
- Any damage to building equipment or furniture will be charged to the group using it at the time the damage occurred, unless individual responsibility can be determined.
- Individuals will be charged for intentional damage or vandalism of Student Center property.
- No person, except authorized personnel, shall remain or enter in the Student Center building after official closing time without written permission from the Director.
- Gambling, use or possession of alcoholic beverages, illegal drugs, firearms and dangerous weapons are prohibited in the building.
- The Student Center Building is subject to general University regulations including the Code of Conduct and other regulations governing offensive behavior.



STUDENT CLUBS & ORGANIZATIONS

- Academic Clubs (See department chair)
- Ambassadors for Christ
- Association of Resident Students (ARS)

- Campus Democrats
- Commuter Students' Association
- Cheerleaders
- The Cheyney Record
- The Cheyney Club of Toastmasters International #4538-District 38
- The Langston Hughes Poetry Society
- National Association for the Advancement of Colored People (NAACP) Social Fellowship
- National Council of Negro Women (NCNW)
- Mu Psi Mu Social Organization
- Society for Civility
- Students of All Nations
- Swing Phi Swing Social Organization
- Young Republicans

Sororities

- Alpha Kappa Alpha (Delta Iota Chapter)
- Delta Sigma Theta (Delta Tau Chapter)
- Sigma Gamma Rho (Beta Phi Chapter)
- Zeta Phi Beta (Chi Chapter)

Fraternities

- Alpha Phi Alpha (Delta Pi Chapter)
- Kappa Alpha Psi (Gamma Omega Chapter)
- Omega Psi Phi (Beta Gamma Chapter)
- Phi Beta Sigma (Gamma Omicron Chapter)
- Iota Phi Theta Fraternity, Inc.

Pan-Hellenic Council

The Cheyney University Chapter of the Pan-Hellenic Council consists of representatives of the nine international Pan-Hellenic fraternities and sororities. Considerable emphasis is placed on high scholarship, community service and social growth and development.

Honor Societies

- Alpha Kappu Mu
- Alpha Phi Sigma
- Alpha Psi Omega
- Beta Kappa Chi
- Kappa Delta Pi
- Psi Chi
- Rho Phi Lambda

University Policy for Clubs and Organizations

- Submittal of required information should be completed in April of each year but no later than September 1 of the following academic year.
- Cheyney University has the authority to regulate and investigate operations, including financial, of all organizations engaged in campus activity. Clubs, organizations and fraternities/sororities operate on campus at the invitation of the University. The University reserves the right to revoke such invitation should it be deemed necessary.

All clubs and organizations are required to adhere to the following policies and regulations:

- submit annual list of elected officers and members to the Director of Student Activities;
- hold annual election of officers, providing validation of approved process;
- submit an annual budget for approval to the Director of Student Activities, who will submit it to the Associate Provost for Student Services for approval;
- submit annual records of all finances, business accounts, contracts, and other requested information to the Director of Student Activities;
- submit annual recommendation of advisors to the Director of Student Activities, who will submit it to the Associate Provost for Student Services for approval;
- submit annual activities plan and schedule to the Director of Student Activities and the Associate Provost for Student Services for approval.
- any change in organizational structure, constitution, objective, or affiliation by the organization be presented to the Student Activities Office for approval processing.

Procedure for Securing Registration of Student Organizations

A request for registration of any organization must be submitted to the Student Activities Office. The request should be accompanied by:

- Three (3) copies of the proposed constitution of the new group
- A list of the names, addresses and telephone numbers of both officers and advisors.

The Director of Student Activities will review the proposed constitution. Approved constitutions will be sent to the Office of the Associate Provost for Student Services and the Office of the Provost and Vice President for Academic and Student Services for storage. Constitutions that are approved will be returned to the organization with a letter from the Director of Student Activities clearing the organization to begin activities. Constitutions that are not immediately approved will be returned to the organization for refinement. These documents may be resubmitted with necessary revisions.

- Organized Meetings – No activities other than approved meetings may be held on campus until the organization has been officially registered. After which all activities and meetings must be approved by and attended by the organization advisor.
- Financial Procedure- All chartered organizations must submit to an annual audit and must conduct their operations according to the guidelines established by the University.
- Maintenance of Recognition-To remain officially recognized, it is required that each organization meet the requirements of the university operating policy and procedures for clubs and organizations.

Class Elections

Class elections shall be held annually (April) in conjunction with student government elections.

An election committee shall conduct and supervise the elections with the Director of Student Activities.

The elections committee shall consist of two members of each class (one member must be an officer and cannot appear on any ballot). A chairperson will be elected from this group of eight.

Procedures for all class elections are as follows:

- a. Class meetings for the purpose of class elections will be open to all class members.
- b. The meeting shall be called to order by the chairperson of the Election Committee.
- c. All motions will be addressed to the chair.
All matters will be handled by parliamentary procedure.
The chair will entertain nominees for each office from the floor.
The election committee shall compose a ballot for each class and officer.
The election committee will determine the site of elections and the poll watchers.

Class Officers

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary

All potential officers must have at least a 2.50 cumulative average that must be verified by the Office of Student Activities.

All potential officers must have a good conduct (not under judicial sanction) record that will be verified by the Director of Student Activities.

The elections committee chairperson will inform each class of the procedures for campaigning. Campaigning cannot begin until clearance is received.

Miss Cheyney University

Eligibility

- Contestants in the Miss Cheyney University Pageant must be currently enrolled, full-time, at Cheyney University.
- Have a cumulative grade point average of 2.50 or better.
- Student must be in good standing with the university (no outstanding bills owed to the university).
- No university judicial record.
- Must be at least a sophomore, or a transfer student with 30 or more credits (15 of which must have been taken at Cheyney University).

Evaluation

Contestants will be evaluated in the following categories during the day of the pageant.

Private Interview
Evening Gown
Talent Presentation
Questions/Answers

Winner's Responsibilities

The contestant who is crowned Miss Cheyney University will be required to participate in University/SGCA activities. In the event the winner is unable to fulfill her responsibilities as Miss Cheyney, the first runner-up will assume her reign. If Miss Cheyney University is found guilty of any charge, by the University Judicial Board, she must resign.

Prizes

Sponsorship to compete in the Miss National Black Alumni Hall of Fame Pageant
Small wardrobe account
Voucher for single occupancy room

Additional Information

All applicants who are accepted as contestants in the Miss Cheyney University Pageant will receive follow-up information which will provide greater detail on how to prepare for the pageant.

Contestants must attend all pageant seminars and practices. Excused absences must be pre-approved by the pageant director.

Organization Queen Elections

Queens for organizations are selected by its membership.

Intramurals

The intramural program offers a variety of sport competition opportunities for students to participate. The program is open to all students. The primary purpose of the intramural sports program at Cheyney University of Pennsylvania is to provide students with the opportunity to actively engage in some type of competitive sports activity as regularly as their interests, abilities, and time will permit for recreating and personal gratification. The principal objective of the intramural sports program is to promote wholesome recreation, provide for healthful exercise and physical fitness, and enrich social competence and group loyalty. Intramural sports establishes group relationships in situations of vital interest to students. Activities facilitate the development of such desirable qualities as sportsmanship, cooperation, self-reliance, and friendliness. Intramurals also provides social contacts with other students of relative age and interest so that the elements of good social habits may develop to satisfy a competitive urge.

Governing Bodies of the Program

1. Coordinator of Intramurals - supervises the program and works with the Intramural Council in promoting and developing activities that will be of interest and benefit to the student body.
2. Intramural Council - is composed of 4-6 student intramural representatives. This group will settle protests and disputes.

Eligibility

All students presently enrolled at the University are eligible to enter any activity promoted by the intramural sports department. Each participant in intramural activities is responsible for the verification of his eligibility. Questionable cases are referred to the intramural coordinator and a ruling obtained before competing.

Managers

Each organization shall have a team manager elected or appointed by the respective group. This manager is the point of contact between the team and the intramural coordinator. Matters affecting the team are communicated by direct consultation with the bulletin board school paper and the internet. The manager is responsible for ensuring that the information is communicated to his team members.

The Team Manager is Responsible for:

- Entering his team in the desired sports by the announced closing date.
- Notifying his team members of the date, place, and time of each contest.

- Arranging a new date for postponed games.
- Seeing that team members are present at the scheduled time.
- Being familiar with the department's eligibility rules and regulations.
- Keeping a record of the sports in which his players take part
- Writing initials and names of all players in the scorebook before every game.
- Appointing a captain for each sport. This captain is responsible for:
 - line-up of teams; and,
 - helping get games started on time

- Representing his team in presenting protests.
- Making every effort to have his team members play according to the rules of the games and conduct themselves as good sportsmen.
- Making sure that the team is properly outfitted according to intramural rules.

**S. G. C. A. INC.
CHEYNEY UNIVERSITY OF PENNSYLVANIA**

The Student Government Cooperative Association serves as the coordinating body for student activities; it is also the clearinghouse for organizing new student policy and suggesting revisions in the existing rules and regulations relating to student oriented activities.

**Amended and Restated
CONSTITUTION
Of
Student Government Cooperative Association, Inc.**

Revised March 29, 2005

A Nonprofit Corporation
Formed Under the Laws of the Commonwealth Of Pennsylvania

**ARTICLE I
NAME AND ORGANIZATION**

The name of the corporation shall be Student Government Cooperative Association, Inc. (“Corporative”) and may be referred to from time to time in this document as SGCA or Corporative. The Corporative is formed pursuant to the provisions of the Non-profit Corporation Law, Ct of May 5, 1933, P.L. 289, as amended by Act of December 21, 1988, P.L. 1444, and as now or hereafter amended (“Nonprofit Corporation Law”). The Corporative is organized on a non-stock basis and shall have no members.

**ARTICLE II
REGISTERED OFFICE AND PLACE OF BUSINESS**

The registered office and principal place of business of the Corporation shall be Cheyney University, 1837 University Circle, Cheyney, Pennsylvania 19319. The Corporation may have such other places of business as the Student Government Cooperative Association, Inc. may from time to time decide.

**ARTICLE III
SEAL**

The corporate seal of the Corporation shall have inscribed thereon the name of the Corporation, the year of its organization and the words “Corporate Seal, Pennsylvania”.

**ARTICLE IV
PURPOSE**

The corporation is formed to serve the students of Cheyney University and shall be operated exclusively for “charitable” and “educational” purposes as those terms are defined within under Section 501 (c) (3) of the Internal Revenue Code of 1954, as

amended, (or the corresponding section of any future Internal Revenue Law of the United States of America) as now enacted or as may be hereinafter amended.

Specifically, the Corporation is organized to manage and coordinate student services at Cheyney University consistent with the statutory authority granted to the President of the University and the officially recognized Student Government Association in Section 20-2010-A (3) of Act 188 of 1982, 24 P.S. 20-2010-A (3). Such activities include, without limitation, the following and other such enterprises which the Student Government Cooperative Association, Inc. (which may be referred to in this document from time to time as Corporative or SGCA, Inc.), Executive Council may deem appropriate:

- Providing a university store
- Oversight of student publications
- Providing food services
- Operating concessions
- Providing vending services
- Administering a student activity fund
- Providing management services and
- Engaging in any other activities or enterprises which the Board of Directors and and the Executive Council deem desirable for student welfare.

Furthermore, this Corporation shall administer all student activities' monies received as fees and revenues subject to the provisions of Section 20-2010- A(6) of Act 188 of 1982, 24 P.S. 20-2010-A(6), and Board of Governors' Policy 1983-03-A entitled "Student Activity Fees," or such similar provisions adopted in the future by the Legislature and the Board of Governors. The Cheyney University Student Government Cooperative Association, Inc. through its Executive Council shall create a Board of Directors and shall be responsible for approving its membership, terms of office, personnel, activities and budget. The Board of Directors shall hire personnel to manage its enterprises with the approval of the Student Government Cooperative Association, Inc.

The Student Government Cooperative Association, Inc. is responsible for providing the Board of Directors with a budget approved by its Executive Board that sets forth anticipated expenditures from receipts of student activity fees, bookstore proceeds, and other receipts including gate receipts. The budget for all other receipts shall be established by the Board of Directors of the Corporation. This Board of Directors does not contemplate pecuniary (financial) gain or profit, incidental or otherwise, to its members. The Board of Directors shall be governed under its Constitution affixed to the Constitution of the Student Government Cooperative Association. Notwithstanding any other provision of these articles, the Board of Directors shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code. In pursuance of its above stated purposes the Corporation is organized and at all times hereafter shall be operated for the benefit of students and in connection with Cheyney University, Cheyney, Pennsylvania. The Board of Directors has not been formed for the purpose of engaging in fund raising that would in any way be similar to the activities conducted by Cheyney University Foundation and Office of Institutional Advancement.

ARTICLE V
NOMINATION AND ELECTION of OFFICERS

1. All Officers of the Association shall be elected for a one-year term and shall be eligible for re-election except the Treasurer. The candidate for Treasurer must be eligible to serve a two year term. Therefore, the candidate's educational status must be no higher than entering their junior year.
2. The SGCA Officers shall include: President, Vice President, Treasurer, and Governor for Social Affairs, Recording Secretary, Corresponding Secretary, Resident Councilpersons (one for each hall and one for the Urban Site), and a Parliamentarian.

3. Election of all SGCA, Inc. Officers shall take place on the First Monday of April from 10:00 AM – 5:00 PM. And shall be held in an accessible location for all students.
4. All officers shall hold office from July 1st of the year elected to June 30th of the following year.
5. The entire election process including interviews for candidates nominated shall be the responsibility of the election committee whose chairperson is appointed by the President of the Corporation.
6. Nominations will be made for each office on dates selected by the Vice President of the Corporation who serves as the chairperson for the Election Committee. The location will be one accessible to all students. All nominees for office must have a member move and second their nomination. The mover and person making the second to the nomination can not be the same person. The nominee must be present.
7. All officers will be elected by the students as defined in this document and the election shall be conducted by a secret vote. The members will have one day to vote for the candidates of their choice. The day shall be the first Monday of April from the hours of 10:00 AM – 5:00 PM.
8. The President shall select an organization or individual(s) to be responsible for the voting process.
9. A student in good and regular standing can be nominated for a maximum of two positions. In the event the individual is elected to both positions, they will have a choice of which position they want to serve. The position that is not selected will be filled by the runner up.

10. The SGCA shall hold a special nomination of officers meeting, at which time any student may make or second a nomination.
11. The names of all nominees for office and council positions shall be posted after clearances from the appropriate student and administrative departments. The candidates names will be posted on the Intranet, the Cheyney Monitor, in the Residence Halls, Marcus Foster Student Center, Ada George Dining Hall, and all building frequented by students.
12. The nominees are required to appear in candidate meetings as designated by the Election Committee. Depending upon the number of candidates seeking office there may be at least 4 of the 5 candidate nights for candidates to present their reason for seeking an SGCA elected position and answer questions from students regarding their qualifications to serve as an officer or council member and to participate in a debate by position as designated by the election committee.
13. The Election Committee shall post the dates and times of the Candidates Night at least two weeks prior to the first candidate night.
14. Candidates must register their intentions to attend and participate in the Candidate Nights with the Election Committee Chairperson within 12 hours prior to the event in order to allow the host of the event to prepare for those who will be participating.
15. The Candidates Night shall be organized and held in a space that can accommodate the majority of students, preferably the Residence Hall. However the events cannot be held in the same hall for consecutive Candidates Nights.
16. To avoid the very appearance of election improprieties and to demonstrate that the election and vote counting process is fair and process is conducted in a fair and orderly

manner. The President shall name an Election Committee that shall be chaired by the SGCA Vice President and shall have no more than thirteen (13) members. The members of the committee shall include: the SGCA Vice President, Parliamentarian, and one Advisor; the other members shall be the Director of Student Activities, the Student Trustee, Ms. Cheyney, two (2) faculty members (preferably Political Science Professors or Instructors) and five (5) Students. In the event the Student Trustee and Ms. Cheyney is the same person, the SGCA President shall appoint another student in a leadership position for one or the other position. The SGCA current officers can recommend faculty members to the Vice President to serve as the faculty representatives. The member of this committee shall elect a Secretary. The Secretary shall have the responsibility of all correspondence and communication on behalf of the Election Committee and SGCA Executive Council to all candidates and the student body. This Election Committee can appoint individuals associated with the University to serve as the Election Day and Vote Counting Team. This team shall be responsible for overseeing the polling station, certifying each election ballot, counting all votes, and providing the Election Committee with the vote totals and the voting ballots (used and unused) along with all polling materials including names of students provided by the Registrar's office. .

17. The President of SGCA, Inc. shall appoint a Chairperson of the Election Committee in the event the Vice President is a candidate for office. The replacement must be selected from the Executive Council.
18. The final votes will be listed for each candidate and shall be posted in or on the following locations: the University Intranet, the residence halls, the student center, the business

office, in the school newspaper, on the Cheyney Monitor, the Campus and Cheyney Community electronic sites, and any and all other student frequented locations.

19. Any person holding, or running for office, shall have and maintain at least a 2.50 cumulative average on a 4.00 scale at the end of the fall semester preceding the individual's elections appointment.
20. Any individual who has a financial obligation to the University or SGCA, Inc. or who has been convicted of an offense greater than a summary offense shall be ineligible to run for or be appointed to office.
21. All officers shall be responsible for developing and maintaining good character.

ARTICLE VI: DUTIES OF OFFICERS

Section 1. President

- a. It shall be the duty of the President to serve on the S.G.C.A. Inc. Board of Directors.
- b. The President shall be the official spokesperson for S.G.C.A. Inc. and shall always endeavor to advance the positive image of S.G.C.A. Inc. and Cheyney University of Pennsylvania.
- c. The President shall preside at all S.G.C.A. Executive and Student Body Meetings.
- d. The President shall formulate special committees whenever necessary.
- e. The President shall have the power to appoint all S.G.C.A. Committees and to dissolve same.
- f. The President shall represent the Executive Council and Student Body at occasions where his or her presence may be required or deemed appropriate.
- g. The President shall perform all duties and exercise all powers which are in the limits of the office of the Presidency and according to Roberts Rules of Order.
- h. The President, in conjunction with the Treasurer and an Advisor, has the authority to negotiate and sign all contracts, leases and checks following Council approval.
- i. The President shall be the chairperson of the Executive Committee.
- j. All duties not stated here but common to the office of the President, including those stated in the latest revised edition of Robert's Rules of Order, and all duties and power necessary to carry out those duties are hereby vested in the President.
- k. The president shall fill all vacancies that occur during the academic year.
- l. The President shall appoint a representative to the Board of Directors with concurrence of the Executive Committee.

Section 2. Vice President

It shall be the duty of the Vice President to assume all the duties of the President in the absence of the President.

It shall be the duties of the Vice President to make certain all elected officials, student councilpersons and committee chairpersons carry out their duties and the Vice President shall submit to the President a written report concerning each officer, councilperson and committee chairperson at least 10 days prior to the end of each semester. This report shall be the justification for stipends awarded to the appropriate officers.

The Vice President shall be responsible for coordinating the activities surrounding the election of new officers unless the 1st Vice President is a candidate for office. If the 1st Vice President is a candidate for office the 2nd Vice President shall assume the election coordination activities.

The Vice President shall be responsible for receiving a copy of all student organizations recognized by the University.

The Vice President shall keep records of all student organizations recognized by the University attendance at S.G.C.A. weekly council meetings.

It shall be the duty of the Vice President to attend and chair all Student Council Meetings.

The Vice President shall be the representative on behalf of the Executive Council to the Board of Directors.

The Vice President shall perform such other duties as directed by the President.

Section 3. Treasurer

It shall be the responsibility of the Treasurer to account for the financial operation of the corporation and give a full report to the President monthly.

The Treasurer shall sign for, and keep a record of all S.G.C.A. Inc., assets and properties.

The Treasurer, in conjunction with the President of S.G.C.A., Inc. shall sign all checks, contracts and leases for Executive Council's approval.

The Treasurer shall prepare and propose a balanced budget for Executive Council's approval and prepare and make all payments to vendors doing business with S.G.C.A. Inc.

It shall be the duty of the Treasurer to give counsel to the President during the negotiation of contracts, leases and other financial impacted requirements.

It shall be the responsibility of the Treasurer to use the most modern and cost effective business methods available to ensure the sound financial operation of S.G.C.A. Inc.

It shall be the duty of the Treasurer to chair the Finance Committee.

The treasurer shall oversee all social or fundraising affairs financial transactions

The Treasurer shall perform such other duties as directed by the President.

Section 4. Governor for Social Affairs

It shall be the duty of the Governor for Social Affairs to regulate, organize and plan the social and cultural affairs and events for S.G.C.A. Inc.

The Governor for Social Affairs shall chair the Activities Committee and schedule meetings as necessary during each semester of the academic year.

The Governor for Social Affairs shall be responsible for the major social activities of S.G.C.A., Inc. which include but not limited to: Homecoming, May Weekend, and Miss Cheyney Pageant. The Governor for Social Affairs shall make certain that these and all other events assigned by the President are known to the Student Body.

The Governor for Social Affairs shall perform such other duties as directed by the President.

Section 6. Recording Secretary

It shall be the duty of the Recording Secretary to keep an accurate recording and distribution of all meetings of the Executive Council and the Student Body, both regular and special meetings.

The Recording Secretary shall be the keeper of all committee meeting minutes.

The Recording Secretary shall include in the minutes the following information: the date, starting and ending times, attendance, reports and all motions with vote totals. All other information that the Recording Secretary deems necessary can also be included.

A copy of all minutes shall be presented to all Council Members electronically or in person at least 48 hours prior to the regular scheduled monthly meeting.

The minutes will be presented to the body at the beginning of each monthly meeting and made official after amendments or corrections.

A final copy of the approved minutes shall be typed and distributed to all officers, advisors, and the Director of Student Activities no later than 3 days after any meeting and posting of said minutes in each dormitory.

The Recording Secretary shall be responsible for the safe keeping of all tape recordings (if used) and other memoranda of meetings and shall ensure that said recordings and memoranda are properly preserved with the archives of the Association.

The Recording Secretary shall post the agenda of all meetings at least 2 days prior to the regular scheduled meeting and two weeks prior to Student Body meetings.

The Recording Secretary shall perform such other duties as directed by the President.

Section 6. Correspondence Secretary

It shall be the duty of the Corresponding Secretary to see that all correspondence of the Association is properly handled in a timely manner.

It shall be the responsibility of the Corresponding Secretary to mail a copy of the Association's minutes to any organization the President shall direct.

It shall be the responsibility of the Corresponding Secretary to type all correspondence from the President, mail and/or post all S.G.C.A. Inc. correspondence to students, parents, faculty and administrators.

It shall be the duty of the Corresponding Secretary to perform such other duties as directed by the President.

Section 7. Parliamentarian

- a. It shall be the duty of the Parliamentarian to ensure that all meetings of the Council and Association are conducted in accordance with the S.G.C.A. Inc. Constitution and the latest revised edition of Robert's Rules of Order.
- b. The Parliamentarian is responsible for keeping up-to-date records of all university and state rules and regulations.
- c. The Parliamentarian is responsible for keeping order at each Association meeting and shall perform such other duties as directed by the President.

Section 8. Resident Council Members. One council member for each Residence Hall, the Graduate Site and Commuter. As additional Halls are opened, this number will increase.

- a. It shall be the duty of each councilperson to represent the residents of their respective dormitory.
- b. Each Resident Council Member shall bring to the Executive Council any concerns or suggestions from the residents of their respective dorms.
- c. The Council Members must attend each regular and special called meeting.
- d. Each Resident is responsible for keeping the residence informed of all meetings, events and activities sponsored, endorsed or supported by the S.G.C.A. Inc.
- e. The Resident Council Members shall perform other duties as directed by the President.

Section 9. General Duties and Responsibilities for all Officers

- a. All Officers shall hold a total of 15 Office Hours per seven-day week while the University is in session.
- b. All Offices shall receive their stipend at the end of the Fall and Spring sessions, unless said officers have not carried out their duties as provided herein.
- c. To receive stipends, full reports must be presented to the President demonstrating that the Office has performed all duties as required and in compliance with the S.G.C.A. Inc. Constitution.
- d. The President shall be the sole authority for the issuance of stipends, subject to review by the Advisors.
- e. Stipends shall be dispensed in accordance with the Officer's performance as evaluated by the President, subject to review by the Advisors.
- f. The Stipends are issued as follows pending above requirements being met:
 - President \$ 200.00 per month
 - Vice President \$ 180.00 per month
 - Treasurer \$ 160.00 per month
 - Governor \$ 160.00 per month
 - Recording Secretary \$ 140.00 per month
 - Corresponding Secretary \$ 140.00 per month
 - Resident Council \$ 120.00 per month
 - Parliamentarian \$ 100.00 per month

- g. A bonus not to exceed \$160.00 can be earned by each member when documentation can be presented that substantiates the excellent and outstanding performance in service rendered beyond the normal duties of the officers with the approval of the entire Executive Council and Advisors. This bonus shall be awarded with the stipend at the end of the semester.
- h. An Officer's Stipend can be deducted by 10% if the officer misses two (2) consecutive meetings without notifying the President, Vice President or an Advisor verbally and in written form within 2 hours prior to any regular scheduled meeting of the Executive Council or Student Body.

ARTICLE VII VACANCIES

Section 1. In the event of the removal of the President from Office due to death resignation or impeachment, the Vice President shall become President.

Section 2. Whenever there is a vacancy in any office, the President shall fill the position with a student in good standing with the university.

ARTICLE VIII DISQUALIFICATION AND IMPEACHMENT OF OFFICERS

Section 1. Any Officer failing to meet or maintain the prescribed standards of S.G.C.A. Inc. and/or the University shall be subject to impeachment. Grounds for impeachment shall be:

- a. A dereliction or violation of any of the requirements of the duties of their office for a period of 3 consecutive weeks without consent and approval of the President
- b. Misuse or misappropriation of student funds
- c. A public display of unethical practices or any consistent negative behavior bringing embarrassment to the students or the university
- d. Being convicted of a crime greater than a summary offense

Section 2. Any Officer of the Association may initiate impeachment proceedings at any scheduled meeting of the Association with just cause.

- a. The accused must be given forty-eight hours notice of the scheduled meeting at which impeachment proceedings will be initiated.
- b. The highest ranking Association Officer not under impeachment consideration and the person making the accusations shall be responsible for notifying the accused member orally and in written form.
- c. At the scheduled meeting of the Association, a copy of the allegations shall be given to every Officer and Student Councilperson

Section 3. The impeachment proceedings will take place at the next officially scheduled meeting of the Association Student Body meeting after the initiation of proceedings.

Section 4. The Association, through the President or highest ranking officer not under impeachment consideration, shall act as a court; the officer or member under consideration for impeachment shall not preside at their own hearing.

Section 5. The agenda for impeachment shall be as follows:

Call to Order

Roll Call

Approval of minutes of last meeting

Impeachment proceedings

The person who initiated the proceedings shall present the charges and speak to them

The accused member or their designate shall have the opportunity to answer the charges in defense

The floor shall be open to debate and questions

A vote of all Officers and Student Council Representatives, excluding the accused, will be taken by secret ballot, to be counted by the highest ranking executive officer who is not under impeachment consideration. $\frac{3}{4}$ of the Association's officers and council people shall constitute a quorum.

A $\frac{2}{3}$ vote will be necessary to remove the accused from office.

The decision issued by the Executive Council shall be binding

Any vacancy resulting from impeachment shall be filled in accordance with procedures stated in this constitution.

Section 6. The officer to be impeached can be given an opportunity to resign.

Section 7. If an officer is impeached they are banned from running for any SGCA elected position for two years.

ARTICLE IX

MEETINGS, VOTES, QUORUMS and EXECUTIVE COMMITTEE

Section 1. Meetings

A meeting of the Executive Council shall be conducted at least once a month during the academic year at a regularly scheduled time decided upon by the members.

The President can call for a Special Meeting with a minimum of 24 hours notice to discuss an emergency issue concerning the students or student business.

A meeting of the Student Body shall be conducted at least once a month during the academic year at a regular scheduled time decided by the Executive Council.

All meetings of the board shall be open to all members of the university community.

Section 2. Votes

a. Each Executive Council Member shall have one vote

b. Vote by Proxy - If the Officer cannot attend a regularly scheduled or Student Body meeting and follows the procedure for being granted an excused absence, the proxy can be given to the President or Vice President authorizing their vote on all issues before the

Association for the missed meeting only. The Officer requesting the excused absence and giving a proxy must be in good and regular standings regarding attendance. The Proxy can only be given and used for the excused meeting. This proxy must be in written form and counts only as a vote and not towards the quorum. The written proxy will be included in the official minutes of the meeting.

- c. Telephone Conference and vote - The President can call for an emergency meeting by telephone if the subject or topic is for one item that cannot wait for the next regular scheduled meeting. A quorum is required and the roll call must be taken on the telephone before discussing and voting on the single issue. The official minutes of the telephone conference meeting should be read at the next regular scheduled meeting.
- d. A quorum is required for Telephone Conference meetings as dictated in Article VIII Section 1.

Section 3. Quorums

- a. One half plus one shall be necessary to constitute a quorum in order for regular business to be conducted at regular schedule weekly or special called meetings.
- b. No vote or official meeting can begin without a Quorum. The President can call an official meeting to order at any time a quorum appears as long as the meeting has not been adjourned.

Section 4. Executive Committee

- The Executive Committee shall be comprised of the President, Vice President, Corresponding and Recording Secretary, Treasurer, Governor, Parliamentarian and Advisor (ex-officio capacity).
- The Executive Committee shall meet prior to each meeting for the purpose of formulating or discussing the agenda and to discuss sensitive issues.
- The Agenda for the Executive Committee shall make decisions of an emergency nature whenever necessary. At the ensuing regular meeting of the Council, the action taken by the Executive Committee will be reviewed.

ARTICLE X ADVISORS

1. The SGCA Executive Council shall appoint at least two Advisors
2. The Advisors must be full time members of the faculty or staff at the University
3. The Advisors shall serve a two year term and a maximum of two consecutive terms or 4 consecutive years. To assist in the succession and a smooth transfer of power between the old and newly elected SGCA Officers, the Advisors serving the current elected SGCA

Officers (2004-2005) shall continue their term through the second year (2005-2006) which will conclude the election of SGCA Officers April 2006.

4. These advisors shall oversee the operation of the educational, business and administrative functions of the SGCA and advise all boards and committees. They shall have the authority to speak to, advise and enforce all regulations, policies, and other matters devised by the SGCA Board on behalf of the University.
5. An advisors signature must appear on all official documents submitted to the University for functions or request.
6. The Advisors are ex-officio members and have no vote on matters before the Executive Council, Executive Committee or the Board of Directors.

ARTICLE XI ACTIVITY FEE

Section 1. All Students enrolled in the University shall pay the assessed activity fee

Section 2. Upon payment of this fee, each student becomes a member of the Association and is entitled to attend and participate in all activities of the Association

Section 3. The activity fee shall be used for student social, cultural, and athletic activities, for the payment of officer's stipends and for such other purposes as shall be in the best interest of the students and the University.

Section 4. Parents, alumni, faculty and staff may become associate members of the Association upon payment of an activity fee of one-half the activity fee assessed full-time students, plus one dollar

Section 5. Upon payment of said associate activity fee, associate members will be entitled to all rights and privileges of the Association except that of holding elected office and voting.

Section 6. Part-time students shall be assessed activity fees as follows:

- 3 Hours – 25% of full time rate
- 6 Hours – 50% of full time rate
- 9 Hours – 75% of full time rate

ARTICLE XII CLUBS & ORGANIZATIONS

Section 1. All Clubs organizations funded by S.G.C.A. Inc. must send a representative to all meetings of S.G.C.A. Student Body Meetings and Student Council meetings (if a student council is established by the Executive Council)

Section 2. No person may represent more than one organization

Section 3. An Officer or Resident Council member may not represent any organization of which they are a member

Section 4. Any organization or club failing to send representatives to two consecutive regular scheduled and announced meetings in a semester will have their budgets cut by 10%. Missing more than 4 regular scheduled meetings in a semester could lead to no funding for that semester.

ARTICLE XIII SUPREMACY

This Constitution and all decisions which shall be made under the authority of this constitution shall be the supreme law of Student Government Cooperation Association and all student organizations of Cheyney University of Pennsylvania shall be bound thereby.

ARTICLE XIV PROCEDURE FOR RATIFICATION AND ADMENDMENT

Section 1. In order for this Constitution to be ratified and/or amended, notice must be posted on campus two weeks prior to voting.

Section 2. The changes and/or amendments to be ratified must be posted on campus at least 30 days prior to voting.

Section 3. All voting members shall have 10 days to offer opinions and suggestions for change of same

Section 4. In order to ratify or amend this Constitution, a majority of students voting in campus-wide elections to be held during the Fall or Spring semester must vote in the affirmative. If approved, said ratification or amendment shall become immediately effective.

Section 5. An Executive Order can be called for by the President of SGCA when an emergency policy is needed to allow for the continued success of the organization and for the improvement of an existing policy that was overlooked due to changing times, or an unforeseen occurrence that would cause harm to the effectiveness of the organization. This Executive Order must have unanimous approval of SGCA Board Members. No more than two Executive Orders can be called for in any one academic school year or by the same Board of Directors. Each Executive Order will be given a number beginning with the year and followed by – 1 and shall appear as:

Executive Order 2005-1. The number for each Executive Order shall be continuous and in an ascending order.

These Executive Orders are binding on all boards unless rescinded when the Order serves no further use or the emergency causing the Order has been resolved or the Order has been included in the Constitution through the ratification process.

ARTICLE XV STUDENT COUNCIL

1. Membership

a. The Student Council shall consist of:

- 1. One representative and one alternate representative from each dormitory who have been duly elected by the students of each particular dormitory.**
- 2. All Officers of the Association shall be the officers of the Student Council Voting members thereof.**
- 3. One representative from the Inter-Greek Council and one from the Council of Independent Organizations.**
- 4. One Representative and one alternate representative from each class, i.e., Senior, Junior, Sophomore, Freshman.**
- 5. Two Non-resident students.**
- 6. One representative from each funded organization.**

b. Committees

- 1. Food Committee**
 - 2. Activities Committee**
 - 3. Finance Committee**
 - 4. Religious Life Committee**
 - 5. Athletics and Health Service Committee**
 - 6. Transportation Committee**
 - 7. Hospitality Committee**
 - 8. Website**
 - 9. Radio/TV**
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DUTIES GOVERNING THE BOARD OF DIRECTORS

The Student Government Cooperative Association, Inc. hereby establishes a Board of Directors which shall manage the business affairs for the Student Government Cooperative Association, Inc. The following Articles will govern this board.

ARTICLE I NAME and DUTIES OF GOVERNING BOARD

1. The name of this body shall be the Board of Directors.
2. The Governing Board shall be responsible for devising various policies which are essential for an efficient and effective operation of the university business ventures. The policies devised by the board are subject to the approval of the Executive Council of SGCA, Inc.
3. The Governing Board shall be responsible for approving the annual operating budgets for these businesses submitted by the Business Manager.
4. The Governing Board shall review and recommend changes, if deemed necessary, in the annual budget.
5. The Governing Board shall be responsible for hiring the Business Manager for the Businesses of the Corporation.
6. The Governing Board shall approve all request for the purchase of equipment exceeding \$500.00.
7. The Governing Board shall recommend implementation of proposed programs and services.
8. The Governing Board shall be constituted of 11 members:
 - One Staff Nominee by the President of the University
 - One Faculty Nominee by the Faculty Senate of the University
 - One Alumni Nominees by the National Alumni Association
 - Five Nominees from the Community at large
 - Three Student Nominees by the Student Government Cooperative Association

ARTICLE II

BOARD OF DIRECTORS, NOMINATION AND ELECTIONS

1. Board of Directors. The business and affairs of the Corporation shall be managed by its Board of Directors. The Board of Directors shall consist of eleven (11) members. Each Director shall be at least eighteen years of age. A Director need not to be a resident of the Commonwealth of Pennsylvania. The directors will be approved by the SGCA Executive Council.

Method of Selection.

- (a) One Director shall be that person who from time to time holds the position (or the successor position in function) of the Chairperson of the Board of Directors. The term of office of the Director shall be concurrent with the time such position of Chief Executive Officer of the Corporation.
- (b) One Director shall be staff member of the University and shall be nominated by the President of the University. The term of office of this Director shall be a term of three (3) years. The initial term of office of this Director shall expire on July 1, 2008 and/or until the Director's successor shall be chosen and shall qualify; provided, however, that the term of office of a Director shall terminate at such time as such person ceases to be a staff member of the University.
- (c) One Director shall be a member of the faculty of the University and shall be nominated by the Faculty Senate of the University. The term of office of this Director shall be for a term of three (3) years. The initial term of office of this Director will expire July 1, 2008 and/or until such person's successor shall be chosen and shall qualify; provided, however, that the term of office of a Director shall terminate at such time as such person ceases to be a member of the faculty at the University.
- (d) Three Directors shall be University students who shall be nominated by the University Student Senate. The term of office of these Directors shall be for a term of three years. The initial term of office of these Directors shall be staggered so that the term of two Directors will expire on July 1, 2007 and the term of one Director will expire July 1, 2008 and until such person's successor shall be chosen and shall qualify; provided, however, that the term of office of a Director shall terminate at such time person ceases to be a University student.
- (e) Five Directors shall be members of the community and shall be nominated by the Executive Committee of the Corporation. Recommendations for these positions can be presented to the President of the SGCA Executive Council by any employee, alumni or student of the university. The terms of office of each of these Directors shall be for a term of three years. The initial term of office of these Directors shall be staggered so that the term

of two Directors will expire on July 1, 2007 and the term of three Directors will expire on July 1, 2008 and until such person's successor shall be chosen and shall qualify. The Community Representative may be an Alumnus of the University.

Two Directors shall be alumnae of the University. The term of office for these Directors shall be for two years. The initial term of office of these Directors shall be staggered so that the term of One Director will expire on July 1 2007 and the term of the other Director will expire on July 1, 2008 and until such person's successor shall be chosen and shall qualify.

- (f) The President of SGCA, Inc. and an Advisor shall serve as Ex-officio Members of this board. They shall concurrent with their terms with the SGCA, Inc. Executive Council.
- 2. Process for Election. The persons nominated to be Directors under the provisions of ARTICLE II Paragraphs 1 (b), 1 (c), 1 (d), 1 (e), 1 (f) and 1 (g) shall become a Director upon election by majority vote of the Directors then in office.
- 3. Removal. Any Director may be removed from office for cause by the affirmative vote of two-thirds of all Directors then in office.
- 4. Time of Appointment. Appointments to the Board of Director shall be made in June, with the terms of office beginning on June 30, expiring on July 1,
- 5. Vacancy. A vacancy in the membership of the Board shall be filled for the unexpired term of office pursuant to the nomination and election procedures set forth above.

ARTICLE II

MEETINGS OF THE BOARD OF DIRECTORS

- 1. Regular Meetings. The Board of Directors shall hold a regular meeting each semester of the University for the purpose of transacting such business and matters as may come before the Board of Directors.
- 2. Time and Place. Each regular meeting of the Board of Directors shall be held at such time and places the Chairperson shall determine, and notice of each meeting shall be given to each Director two weeks prior to such meeting. Notice may be

given either personally or by mail or telegram. Special meetings of the Board of Directors may be called by the Chairperson or Secretary or by a majority of the Directors in office on two days prior notice to each Director. Notice of special meetings may be given either personally or by mail or by telegram and notice of special meetings shall contain a brief statement of the general nature of the business to be translated.

3. Action By the Board; Quorum. A majority of the Directors in office shall be necessary to constitute a quorum for the transaction of business, and the acts of a majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors except where the provisions of these By Laws, the Articles of Incorporation or the Nonprofit Corporation Law require greater number. Any action which may be taken without a meeting if consent in writing, setting forth the action so taken, shall be signed by all of Directors and shall be filed with the Secretary of the Board and the Corporation.
4. No Compensation. A Director shall not receive any salary or compensation for services as a Director of the Corporation. Nothing herein contained shall be construed to preclude any Director from serving the Corporation in any other capacity and receiving compensation for services rendered to the Corporation in such other capacity.
5. Committees. The Board of Directors may establish one or more committees to consist of one or more Directors of the Corporation. Except as provided in the By Laws, the Articles of Incorporation of the Nonprofit Corporation Law, any such committee shall have and may exercise all of the powers and authorities of the

Board of Directors to the extent provided in the resolution of the Board of Directors.

ARTICLE: III

PURPOSES, POWERS, LIMITATIONS

1. General Purpose. The Corporation is organized and shall be operated exclusively for the purposes enumerated in Article IV of the Constitution of the SGCA Corporation; no part of the net earnings of the businesses or ventures of the Corporation or Board of Directors shall inure, directly or indirectly, to the benefit of any private person or individuals; and no Director shall compensated for service as a Director. No substantial part of the activities of the Corporation or Board of Directors shall consist of carrying on propaganda or otherwise attempting to influence legislation; and the Corporation shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.
2. Miscellaneous Powers. Subject to the limitation and provision of paragraph 1 of this Article and subject to all other limitations and provisions contained in these By Laws, the Articles of Incorporation and the Nonprofit Corporation Law, the Corporation shall have all powers, authorities, duties, and privileges permitted pursuant to the Nonprofit Corporation Law.

ARTICLE IV OFFICERS

1. Enumeration. The Board of Directors shall have a Chairperson, Vice-Chairperson, Secretary and Treasurer and may have such other officers as the Board of Directors shall from time to time authorize and designate and such officers shall constitute the

Executive Council of the Board with concurrence of the SGCA Executive Council.

The duties, powers, and discretions of officers of the Board shall be as set forth in these By Laws and as shall from time to time be designated by the Board of Directors. Any number of officers may be held by the same person.

2. Qualifications. All officers of the Board shall be natural persons of full age and with the exception of the Secretary shall be chosen from the Directors. . For purposes of these By Laws, a person of “full age” shall mean a person who has attained eighteen years of age.
3. Chairperson. The Chairperson (and in the absence of the Chairperson, the Vice-Chairperson) shall preside at all meetings of the Directors, and he or she shall perform such other duties as may from time to time be requested by the Board of Directors. This person shall serve as Chief Executive Officer of the Corporation and shall be the chief contact person with the Business Manager for the Corporation.
4. Chief Executive Officer. The Chief Executive Officer shall have general and active management of the business and affairs of the Corporation; and he or she shall see that all orders and resolutions of the Board of Directors are carried into effect, subject, however, to the right of the directors to delegate any specific powers. He or she shall execute on behalf of the Corporation all bonds, mortgages and other instruments requiring a seal, under the seal of the Corporation. He or she shall be EX-OFFICIO a member of all committees, and shall have the general powers and duties of supervision and management usually vested in the office of the president of a corporation.

5. Secretary. The Secretary (and in the absence of the Secretary, the Assistant Secretary if any has been appointed) shall attend all meetings of the Board of Directors and shall act as clerk thereof, and shall record all the votes of the Directors and the minutes of all meetings in a book to be kept for that purpose; shall perform like duties for all committees of the Board of Directors when required; shall give, or cause to be given, notice of all meetings of the Board of Directors, shall perform such other duties as may be prescribed by the Board of Directors; and shall keep in safe custody the corporate seal of the Corporation and, when authorized by the Board of Directors, affix the same to any instrument requiring it.
6. Treasurer. The Treasurer (and in the absence of the Treasurer the Assistant Treasurer if any has been appointed) shall have custody of the Corporation's funds and securities and shall keep full and accurate accounts of receipts and disbursements of the Corporation in books belonging to the Corporation; shall keep the money of the Corporation in a separate account to the credit of the Corporation; shall disburse the funds of the Corporation as may be ordered by the Board of Directors, taking proper receipts and vouchers for such disbursements, and shall render to the Chairperson (the Chief Executive Officer) and Directors, at the regular meetings of the Board of Directors, or whenever they may require it, an account of all the transaction as Treasurer and of the financial condition of the Corporation.
7. Vacancy. Any vacancy if any office shall be filled by the Board of Directors for the unexpired term of office with concurrence of the SGCA, Inc. Executive Council.

**ARTICLE V
RECORDS**

There shall be kept at the registered office or principal place of business of the Board of Directors an original or duplicate record of the proceedings of the Board of Directors and the original or a copy of the By Laws and Article of Incorporation, including all amendments or alterations.

ARTICLE VI

MISCELLANEOUS PROVISIONS

1. Signatures. All checks or demands for money and notes of the Corporation shall be designed by such persons as the Board of Directors may from time to time designate.
2. Fiscal Year. The fiscal year of the Corporation shall begin on the first day of July each year.
3. Notices. Whenever notice is required to be given to any person, it may be given to such a person, either personally or by mail or by facsimile transmissions, to such person's address appearing on the books of the Corporation or supplied to the Corporation for the purpose of notice. If the notice is sent by mail, it shall be deemed to have been given to the person entitled thereto when deposited in the United States mail. Such notice shall specify the place, day and hour of the meeting and, in the case of a special meeting of the Board of Directors, a brief statement of the general nature of the business to be transacted.
4. Waiver of Notice. Whenever any written notice is required by these By Laws, the Articles of Incorporation of the Nonprofit Corporation Law, waiver in writing signed by the person entitled to such notice whether before or after the time stated therein

shall be deemed equivalent to the giving of such notice. Neither the business to be transacted nor the purpose of the meeting shall constitute a waiver of notice of such meeting except where a Director attends a meeting for the purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened.

5. Telephone Conferences. One or more Director may attend and participate in a meeting of the Board of Directors or a committee of the Board of Directors by means of conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other.
6. Action by Unanimous Consent Any action which may be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing setting forth the action so taken is signed by all of the Directors who would be entitled to vote on such action and is filed with the Secretary of the Corporation and the Board of Directors.
7. Professional Services The Corporation shall be authorized to retain and pay for the services of accountants, attorneys, investment counselors and all other advisors as the Board of Directors shall deem necessary or appropriate for the business of the Corporation.

ARTICLE VII

PROTECTION FROM LIABILITY

1. Director's Limitation of Personal Liability. A Director of the Board shall not be personally liable for monetary damages for any action taken, or for any failure to take any action, in his/her capacity of Director; provided, however, that this provision shall not eliminate the limitation of liability as expressly provided by the Pennsylvania Directors'

liability Act as in effect at the time of the alleged action or failure to take action by such Director. This Article is intended to and shall constitute adoption by the Directors of the fullest protection from liability for the Directors under the Directors' Liability Act.

2. Preservation of Rights. Any repeal or modification of this Article by the Board of Directors of the Corporation shall not adversely affect any right or protection existing at the time of such repeal or modification to which any Director or former Director may be entitled under this Article. The rights conferred by this Article shall continue as to any person who has ceased to be a Director of the Corporation and shall inure to the benefit of such person's successors and assigns.

ARTICLE VIII

INDEMNIFICATION

1. Mandatory Indemnification. The Corporation shall indemnify, to the fullest extent now or hereafter permitted by law, each authorized representative (including each former authorized representative) of the Corporation who was or is made a party to or a witness in (or who is threatened to be made a party to or witness in) any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that such person is or was an authorized representative of the Corporation, against all expenses (including attorney's fees and disbursements), judgments, fines (including exercise taxes and penalties) and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding.
2. Mandatory Advancement of Expenses. The Corporation shall pay expenses (including attorney's fees and disbursement) incurred by an authorized representative of the

Corporation in defending or appearing as a witness in any civil or criminal action, suit or proceeding described in paragraph 1 of this Article in advance of the final disposition of such action, suit or proceeding. The expenses incurred by such authorized representative shall be paid by the Corporation in advance of the final disposition of such action, suit or proceeding only upon receipt of an undertaking by or on behalf of such authorized representative to repay all amounts advanced if it shall ultimately be determined that such person is not entitled to be indemnified by the Corporation.

3. Permissive Indemnification and Advancement of Expenses. The Corporation may, as determined by the Board of Directors from time to time and in addition to any indemnity provided under these By Laws or otherwise, indemnify to the fullest extent now or hereafter permitted by law, any person who was or is a party to or a witness in or is threatened to be made a party to a witness in, or is otherwise involved in, any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that such person is or was an authorized representative of the Corporation, against all expenses (including attorney's fees and disbursements), judgments, fines (including excise taxes and penalties), and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding. The Corporation may, as determined by the Board of Directors from time to time, pay expenses incurred by any such person by reason of such person's participation in an action, suit or proceeding referred to in this paragraph 3 in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such person to repay such amount if it shall ultimately be determined that such person is not entitled to be indemnified by the Corporation.

4. Scope of Indemnification. Indemnification under this Article is provided pursuant to Section 8365 of the Pennsylvania Directors' Liability Act (or any successor provision or statute) and the Nonprofit Corporation Law, and this Article is intended to provide indemnification in accordance therewith whether the Corporation would have the power to so indemnify under any other provisions of other law and whether the indemnified liability arises or arose from any threatened pending or completed action by or in the right of the Corporation. It is intended that the Corporation shall indemnify each authorized representative to the maximum extent permitted by law. Consistent with such intent, this Article shall be interpreted as creating an irrevocable contractual obligation of the Corporation, which shall be for the benefit of each authorized representative, to indemnify each authorized representative to the maximum extent permitted by law. Indemnification under this Article shall not be made by the Corporation in any case where indemnification for the alleged act or failure to act giving rise to claim for indemnification is expressly prohibited by the Pennsylvania Directors' Liability Act or any successor statute as in effect at the time of such alleged action or failure to take action.
5. Insurance: Funding to Meet Indemnification Obligations. The Corporation shall have the power to purchase and maintain insurance on behalf of any authorized representative of the Corporation against any liability asserted against such person and incurred by such person in any such capacity, or arising out of such persons' status as such, whether or not the Corporation would have the power to indemnify such person against such liability. The Board of Directors shall have the power to borrow money on behalf of the Corporation, including the power to pledge the assets of the Corporation, from time to

time to discharge the Corporation's obligations with respect to indemnification, the advancement and reimbursement of expenses, and the purchase and maintenance of insurance on behalf of each authorized representative.

6. Miscellaneous. Each authorized representative of the Corporation shall be deemed to act in such capacity in reliance upon such rights of indemnification and advancement of expenses as are provided in this Article. The rights of indemnification and advancement of expenses provided in this Article shall not be deemed exclusive of any other rights to which any person seeking indemnification or advancement of expenses may be entitled under any agreement, vote of disinterested Directors, statute or otherwise, both as to action in such person's official capacity and as to a person who has ceased to be an authorized representative of the Corporation and shall inure to the benefit of the heirs, executors and administrators of such person. Any repeal or modification of this article by the Board of Directors of the Corporation shall not adversely affect any right or protection existing at the time of such repeal or modification to which any person may be entitled under this Article.
7. Definition of Authorized Representative. For the purposes of this Article, the term "authorized representative" shall mean a Director, officer, employee or agent of the Corporation or of any subsidiary of the Corporation, or a trustee, custodian, administrator, committeeman or fiduciary of any employee benefit plan established and maintained by the Corporation or by any subsidiary of the Corporation, or a person serving another corporation, partnership, joint venture, trust or other enterprise in any of the foregoing capacities at the request of the Corporation.

ARTICLE IX

AMENDMENT

These By Laws and the Articles of Incorporation may be amended by the affirmative vote of two-thirds of the Directors then in office at any regular or special meeting of the Board of Directors, provided that notice of any proposed amendment shall be given not less than five (5) days prior of the date of the meeting. All Amendments must be approved by the SGCA Executive Council.

**ARTICLE X
EFFECTIVE DATE**

These Amended and Restated Constitution shall be effective immediately upon the approval of the Student Government Cooperative Association, Inc. after meeting the required comment dates and times in this constitution.

Witness our signatures below as the duly elected officers of the Student Government Cooperative Association, Inc. demonstrating that the foregoing Constitution was adopted and approved by the Corporation as of March 29, 2005.

_____ President	_____ Vice President
_____ Treasurer	_____ Governor
_____ Recording Secretary	_____ Corresponding Secretary
_____ Resident Council	_____ Resident Council
_____ Resident Council	_____ Resident Council

Resident Council

Resident Council

Resident Council

Parliamentarian

Advisor

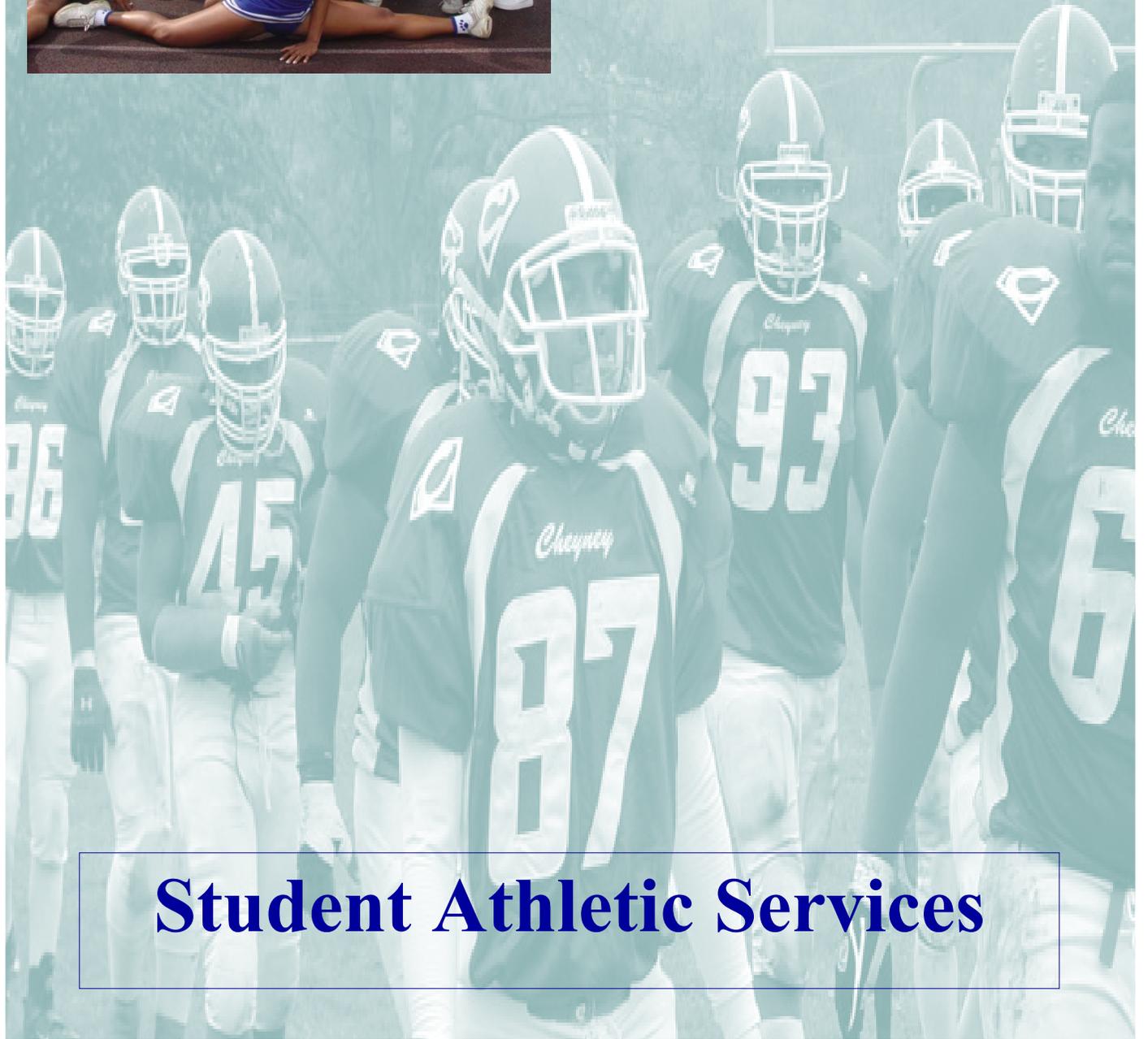
Advisor

Attorney Luther Weaver, III Esquire

Date:

University President

Date:



Student Athletic Services

Student Athletic Services

The Cheyney University Department of Athletics is housed in Alfred Cope Hall and exists to provide Cheyney students with opportunities to develop athletic skill, fitness and general well being by administering programs in varsity intercollegiate athletics. Cheyney University's athletics program embodies the philosophy of "mens sana in corpore sano" (a sound mind in a sound body). All coaches and administrators are committed to promoting this concept.

Sports

Cheyney intercollegiate teams are a Division II member of the National Collegiate Athletic Association (NCAA) and compete in the Pennsylvania State Athletic Conference (PSAC). The University currently sponsors nine teams:

<u>Men</u>	<u>Women</u>
Football	Volleyball
Basketball	Basketball
Cross Country	Cross Country
Track & Field	Track & Field
	Bowling

Athletic Awards

Each spring, the university sponsors an awards banquet to honor student-athletes. All Cheyney student-athletes who have been recognized as Athlete of the Week, All Conference, and special team awards are publicly acknowledged for their contribution. The highest University athletic award is the "Presidents Award." This award is presented periodically at the President's discretion.

Sportsmanship – Code of Conduct

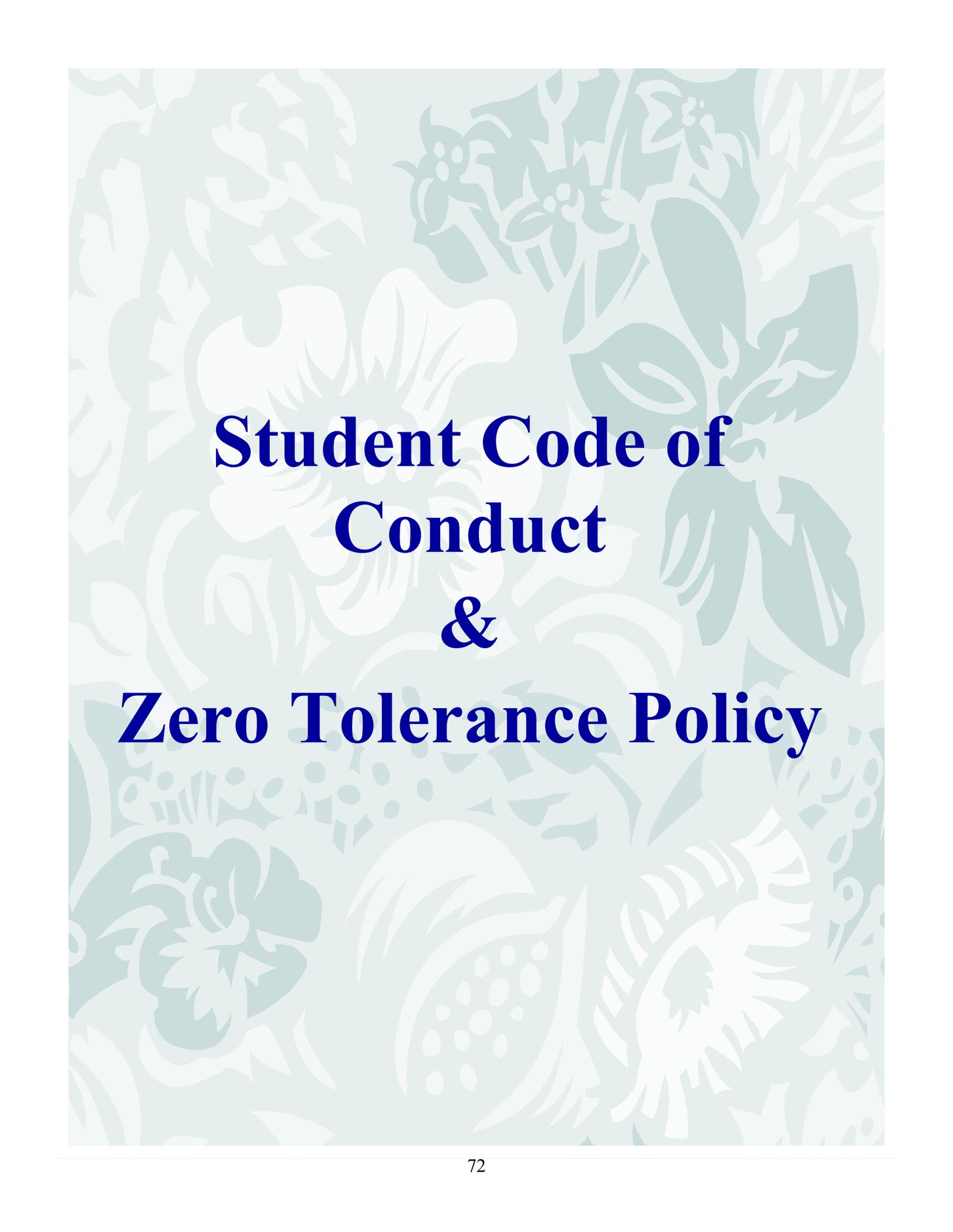
The University, NCAA and PSAC mandate sportsmanship among student-athletes at all times.

Eligibility for Competition

To be eligible to compete, a student must:

- Be admitted as a full-time, degree seeking student
- Be in good academic standing according to the standards of the institution; and
- Be enrolled in at least a minimum full-time baccalaureate degree program (not less than 12 semester hours) and maintain satisfactory progress toward a degree.

If enrolled in less than a full-time program, students are eligible to compete only if enrolled in the last term of their degree program and are carrying credits necessary to finish their degree.



**Student Code of
Conduct
&
Zero Tolerance Policy**

STUDENT CODE OF CONDUCT

Every student of the university is expected to maintain high standards of conduct in their day-to-day contact with all members of the university community. The primary purpose of the Student Code of Conduct is to provide due process, a fair hearing, and preserve the individual rights of all students. Students who attend Cheyney University are expected to observe all established rules and regulations which govern the institution, and all federal, state and local laws. Students who fail to observe these rules and laws may be subject to disciplinary action.

Cheyney University Zero Tolerance Policy

Cheyney University of Pennsylvania operates on a Zero Tolerance Policy. The policy applies to all students, faculty, staff, and visitors, to the campus. This policy states as follows:

Cheyney University of Pennsylvania maintains a policy of zero tolerance for violence, the threat of violence, or the possession of a deadly weapon, by any person residing, attending classes, working or visiting on the Cheyney campus. Violations of this policy can result in severe penalties, including but not limited to suspension, expulsion, or prosecution.

There should be:

- no conduct, of a severe and pervasive manner, has the purpose or effect of interfering with an individual's work performance or educational experience; or creates an intimidating, hostile, or offensive work/educational environment;

- no threats of violence, direct or implied;

- no possession of deadly weapons or explosives on university property that is not in conformity with university policy and;

- no illegal possession, usage or distribution of drugs or alcoholic beverages.

The following items are rules of conduct that govern the behavior of students enrolled at Cheyney University.

Alcoholic Beverages

The possession, sale, furnishing or consumption of alcoholic beverages on University property or at events sponsored by the institution that is not in conformity with University policy is prohibited.

Any one or any combination of the following penalties may be imposed upon an organization found guilty of having violated the institution's policy on the use, possession, sale or distribution

of alcohol on campus or at institutionally sponsored or approved events off campus. The disciplinary due process established by the University will be observed:

- Restriction of all or any privileges enjoyed as a recognized student organization.
- Monetary fines and/or withholding or withdrawal of allocated student activities monies.
- Restitution for damages.
 - Probation of recognized status.
 - Suspension of recognized status.
 - Withdrawal of recognition.

The illicit use, manufacturing, distributing or possession, sale or consumption of alcohol may result in violations of Federal, State, or local laws as well as sanctions within the University's disciplinary system. Students and organizations, with specific questions about the law, should seek legal advice from an attorney.

Drugs

The illegal possession, sale, furnishing or use of drugs controlled by federal or Pennsylvania law is prohibited.

Theft

No student, unless in compliance with University policy, shall take, or attempt to take, or keep in his/her possession items of University property, or items belonging to students, faculty, staff, library and audio-visual center, student organizations or campus visitors.

Unauthorized Entry or Use of University Facilities

Unauthorized entry into any University building, office or other facility is prohibited. No student shall remain without authorization in any building or office after normal closing hours. Clearance to use any University facility must be secured from the appropriate University official pursuant to University policy.

Illegal Use of Institution's Name

No student shall use the institution's name for any business or legal transactions without written administrative authorization.

Joint Responsibility for Infractions

Students who knowingly and intentionally act in concert to violate institutional regulations have individual and joint responsibility for such violations.

In cases where a student or students are accused of academic misconduct and wish to appeal the decision of an instructor, the Student Appeal Procedure must be followed.

Falsification of Records

No student shall alter, counterfeit, or forge, or cause to be counterfeited, altered or forged any record, form or document used by the University.

Violation of Local, State or Federal Law

Violation of local, state or federal law on or off the campus, which constitutes a clear and present danger of material interference with normal, orderly operation and processes of the University, is prohibited. A student violating such laws shall be subject to appropriate disciplinary action by the University.

Hazing

All ceremonies of orientation, initiation or induction involving mental or physical suffering are prohibited.

Damage to Property

Malicious or unauthorized intentional damage or destruction of property or materials owned or controlled by Cheyney University, or belonging to a member of the University community or to a visitor is prohibited. Such action will be subject to appropriate disciplinary action and potential criminal charges.

Explosives

The possession, sale or use of explosives of any kind on Cheyney University property or at events sponsored or supervised by Cheyney University or any approved student organization thereof, is strictly prohibited.

Fire Safety

All students shall be required to observe all state fire laws and institutional fire safety regulations. Tampering with fire safety equipment, or using such equipment for anything but its intended purpose, is prohibited. Further, the unauthorized possession, sale or use of any incendiary device, outside of classroom instruction conducted or supervised by a member of the faculty or administration is prohibited.

The possession, sale or furnishing of an explosive or explosive device on University property or at University-sponsored events is prohibited.

No students shall set, or cause to be set, any unauthorized fire in or on University property.

No student shall make, or cause to be made, a false emergency alarm.

The possession or use of fireworks on University property or at University-sponsored events is forbidden. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.

Weapons

The possession or use of any type of lethal weapon on Cheyney University property, or at events sponsored or supervised by Cheyney University or at any approved student organization thereof, is strictly prohibited.

Student Identification Cards/Keys

Lending, selling or otherwise transferring a student identification card or access instruments such as keys, which results in use of the card or keys, by person(s) other than the original holder, is prohibited.

Gambling

The playing of games of skill or chance for money, services or other items of value is prohibited.

Disorderly Conduct

The following acts of conduct are prohibited at any event sponsored or supervised by Cheyney University or any approved student organization thereof:

- Conduct, of a severe and pervasive manner, which has the purpose or effect of interfering with an individual's work performance, the normal operation of Cheyney University or the educational experience; or which creates an intimidating, hostile, or offensive work/educational environment.
- Conduct which interferes with the requirements of appropriate discipline.
- Pushing, striking or physically assaulting any member of the faculty, administration, staff or student body or any visitor to the campus.
- Entering, or attempting to enter, any event without credentials for admissions, i.e., ticket, ID card, invitation, etc. At such functions, a student must present proper credentials to properly identified University faculty or staff, upon the request of such faculty or staff.
- Interfering with, or giving false name to, or failing to cooperate with properly identified Cheyney University faculty, administration, support staff or Campus Safety personnel while such persons are in the performance of their duties.

Disruptive Behavior

Any student, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the State System of Higher Education shall be subject to disciplinary procedures.

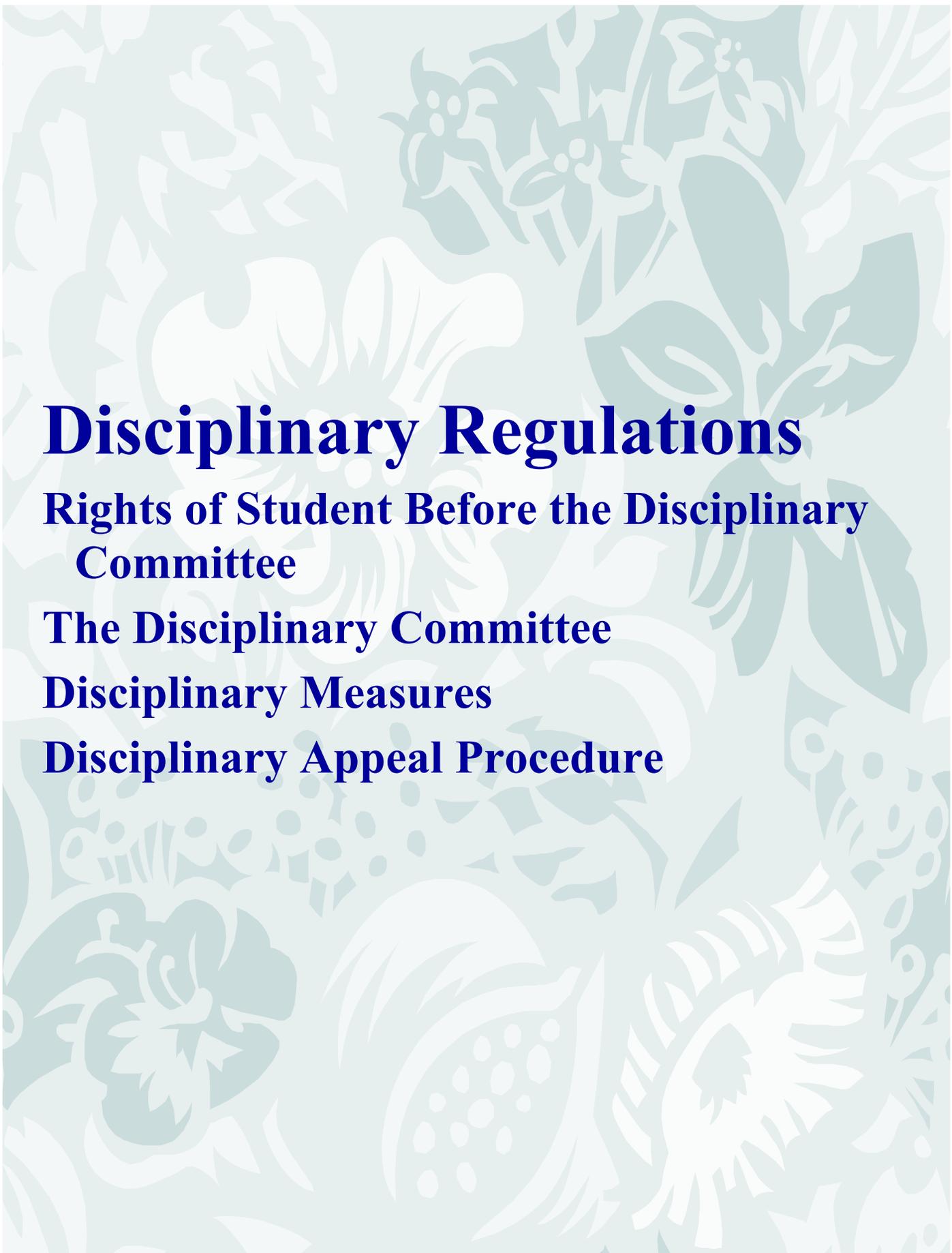
Carrying Weapons at the University

It shall be a violation of the Student Code of Conduct for any student to carry or possess or have under such person's control any weapon or explosive compound while in a university building at a university function, or on university property or a bus or other transportation furnished by the university. Any student who after due process violates this subsection shall be subject to discipline and possible criminal prosecution.

For the purposes of this document, the term "weapon" includes but is not limited to any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, bow and arrow, any other knife having a blade of three or more inches, straight-edge razor, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku shuriken, or fighting chain, or any disc, of whatever configuration, have at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind.

Non-applicability for purposes of this document, the provisions governing weapons shall not apply to:

- Student competitors while participating in organized sport shooting events however, such weapons shall be secured until such event in the University Office of Public Safety and will only be discharged on campus in the presence of a University Police Officer;
- Students participating in military training programs conducted by or on behalf of the armed forces of the United States or the Pennsylvania Department of Defense;
- A student who has been authorized in writing by a duly authorized official of the University to have in such person's possession or use as part of any activity being conducted at a University building, University property, or University function a weapon which would otherwise be prohibited by this Code section. Authorization can be obtained from: the University Police Chief at Humphreys Hall and should be submitted for approval at least (five) 5 business days before any such event. Such authorization shall specify the weapon or weapons which have been authorized and the time period during which the authorization is valid.



Disciplinary Regulations

**Rights of Student Before the Disciplinary
Committee**

The Disciplinary Committee

Disciplinary Measures

Disciplinary Appeal Procedure

DISCIPLINARY REGULATIONS

When a student is charged with violation of conduct regulations, disposition of the student's case shall be according to Constitutional requirements and due process as outlined below:

- All complaints of alleged violation by a student shall be made in writing to the Associate Provost for Student Services. Each complaint shall contain a statement of facts outlining each alleged act of misconduct, and shall state each regulation which the student is alleged to have violated.
- The student shall be notified of the accused violation in writing by the Associate Provost for Student Services that he/she is accused of a violation and will be referred to the Chairperson of the Disciplinary Committee for a hearing.

For violations involving alcohol, drugs, or violence, the Associate Provost may temporarily suspend the student from one or more of the following: campus, residence hall, or university-sponsored activities, pending the outcome of the Disciplinary Committee hearing.

In cases referred to the Disciplinary Committee, the Chairperson shall, at least 72 hours in advance of the hearing, notify the student, in writing or by hand delivery, of the following.

The date, time and place of hearing.

A statement of the specific charges and grounds for which, if proven, would justify disciplinary action being taken.

The names of witnesses scheduled to appear and a summary of the testimony each witness is expected to give.

The student is entitled to bring an advisor of his or her choosing.

A student, who is legally an adult, is expected to notify his or her parent(s) or guardian of the charges, and such parent(s) or guardians may request a conference with Cheyney University officials, but only with the written approval of the student and in his/her presence. Absent such permission and due to federal regulations, which dictate the privacy of a student's educational record, Cheyney University officials will not discuss the matter.

The decision reached at the hearing will be communicated in writing to the student; and, if the student so requests in writing, the decision will be communicated to his or her parent(s) or guardian. The communication will specify the action taken by the hearing body.

The student shall be notified in writing of his or her right to appeal the decision of the Disciplinary Committee. In cases of appeal, any action assessed by the hearing body shall remain in effect, pending the outcome of the appeal to the President of the University. A copy of the final decision shall be given to the student.

Rights Of Student Before The Disciplinary Committee

At hearings of the Disciplinary Committee, a student shall be afforded all rights required of due process including:

- The right to an advisor of his/her choice.
- The right to question the complainant.
- The right to present evidence in his/her behalf.
- The right to call witnesses in his/her behalf.
- The right to remain silent and have no inference of guilt drawn from such silence.
- The right to cross-examination.
- The right to appeal if the Disciplinary Committee imposes suspension or expulsion.
- The right to be advised of his/her right to appeal the decision of the Disciplinary Committee.
- The right to attend classes and required University functions until a hearing is held and a decision is rendered. Exceptions to this would be made in the event of an Interim Suspension when the University in its sole discretion determines that the student's presence would create a substantial likelihood of material interference with the normal operation and processes at the University by posing a risk to the health, safety and welfare of the campus community.

The Disciplinary Committee

The Disciplinary Committee of the University shall consist of five members; three shall be members of the faculty/staff appointed by the Provost of the University and two shall be regularly enrolled students recommended by the Student Government Cooperative Association. Faculty must be classified as tenured or tenured track. The student must have a minimum GPA of 2.5 for eligibility to serve.

The Disciplinary Committee Chairperson shall be appointed by the Provost. The Office of the Associate Provost for Student Services shall be responsible for providing assistance to the Disciplinary Committee when necessary.

The Disciplinary Committee shall hear cases involving alleged violations of the Student Code of Conduct, when referred by the Associate Provost for Student Services or his/her designee.

Preliminary investigations of charges against students shall be made by the Disciplinary Committee through its Chairperson. The Chairperson shall expeditiously set the time and place for a hearing and shall notify other members. From that point, all summoning of defendant(s) and witnesses shall be done by the Chairperson. Students subject to an Interim Suspension by the Associate Provost for Student Services or his/her designee due to violence, weapons, or drugs shall have a hearing within 10 working days, as dictated by Commonwealth regulations.

Decisions of the Disciplinary Committee shall be by majority vote. A quorum shall consist of three members, two faculty/staff and one student.

Any member of the Disciplinary Committee shall disqualify himself/herself if personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or the institution. All potential facts that may give rise to a question of disqualification should be provided to the Chairperson for final resolution. The decision of the Chairperson shall be final. In the event that the Chairperson has a conflict, such conflict shall be disclosed to the Associate Provost. The decision of the Associate Provost for Student Services, as to the Chairperson's participation, is final.

The hearing, and other deliberations of the Disciplinary Committee, shall be closed.

A brief determination letter shall be sent to the student(s) charged, the Associate Provost for Student Services and others as appropriate. Such letter shall serve as the determination of the Committee.

Members of the Committee shall execute a Statement of Confidentiality, as to information received in regard to any Student Code of Conduct matter.

Students who serve as Committee members shall be formally appointed as University Volunteers, in accordance with Board of Governors policy.

Disciplinary Measures

The following are possible disciplinary measures, which may be imposed for an infraction. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case:

Expulsion - permanent severance of the student's relationship with the University.

Disciplinary Suspension - temporary severance of the student's relationship with the University for a specific period of time, though not less than one semester.

Disciplinary Probation - notice to the student that any further major disciplinary violation may result in suspension; disciplinary probation might also include one or more of the following: the setting of restriction(s), the issuing of a reprimand, restitution.

Reprimand - oral or written.

Restrictions - exclusion from enjoying or participating in:

Social activities

Identification card privileges

Restitution - Reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.

Forced Withdrawal - from the academic course in which the offense occurred without credit for the course.

Interim Suspension – suspension of a student from the University including the student’s privilege to enter a university facility or property pending final disposition of the student’s case if it is determined that the student’s continued presence constitutes an immediate threat of harm to the student, other students, university personnel or university property. If a student is suspended under these conditions. A hearing shall be convened within ten (10) working days, unless extenuating circumstances warrant an extension, in which case a hearing shall be provided at the earliest possible date.

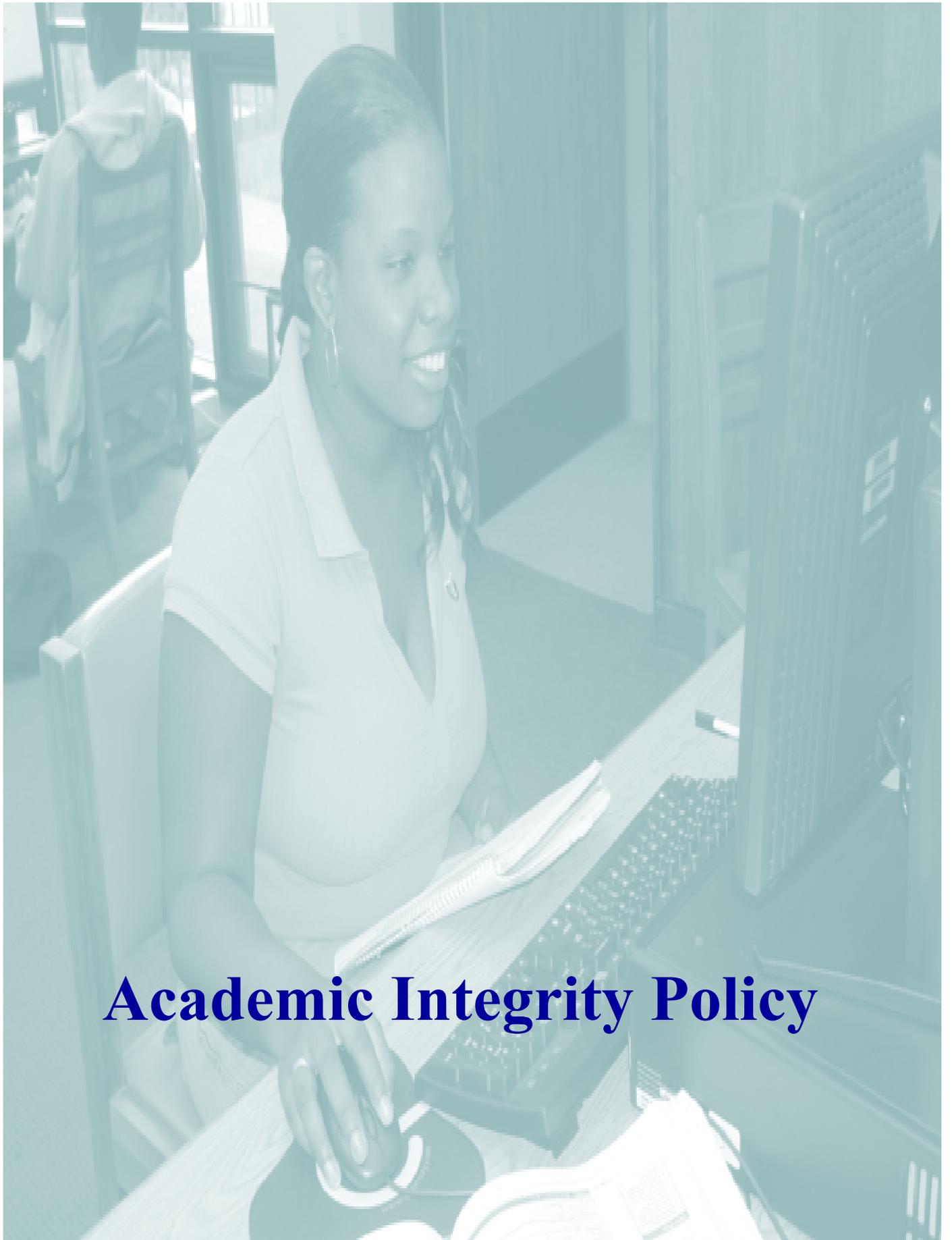
Change in Grade - for the course in which the offense occurred. (In academic misconduct cases)

Disciplinary Appeal Procedure

When a student is subject to action of the Disciplinary Committee, such student shall have the right to appeal in accordance with the following procedures:

- The student aggrieved shall appeal in writing to the President of the University within five (5) days after receiving notification of the decision of which he/she complains. The President shall within five days of receiving an appeal, appoint a designee or committee. This committee or designee shall review all facts and make its findings and report to the President. After consideration of the appeal report, the President shall within five days of receipt of such report make a decision, which shall be final. Said decision will be provided in writing to the student.
- A student may appeal on grounds that the evidence was not sufficient to find guilt or other specified relevant grounds, procedural defects or to present new information that was not otherwise known at the time of the original hearing. In all cases, he/she shall clearly state his/her grounds for appeal in his/her written statement to the President.

- When the President of the University has rendered a decision in writing on any appeal, the student is considered to have exhausted all remedies.



Academic Integrity Policy

ACADEMIC INTEGRITY POLICY

I. Academic Integrity Policy

Integrity in taking examinations and writing papers and in all other academic work is expected of all students. Failure to live up to this expectation is a matter of serious concern not only for the students involved, but also for the entire university. Violations will be reported to the Provost and Vice President for Academic and Student Affairs for referral to the Academic Affairs Advisory Council (Cheyney University Undergraduate Catalog, page 33).

II. Violations of Academic Integrity Policy

Violations of the Academic Integrity Policy will include, but not be limited to the following examples:

- A. Cheating during course evaluations, such as but not limited to examinations, quizzes, laboratory practicum's, includes any attempt to:
 - 1. look at another student's work with the intention of using another's answers for attempted personal benefit;
 - 2. communicate in any manner, information concerning the content of the evaluation during the testing period or after the evaluation to someone who has not been evaluated;
 - 3. use any materials, such as notebooks, notes, textbooks or other sources, not specifically designated by the professor of the course for student use during the evaluation period, or
 - 4. engage in any other activity for the purpose of seeking aid not authorized by the professor.
- B. Plagiarism is the copying from a book, article, notebook, video, or other source material whether published or unpublished, without proper credit through the use of quotation marks, footnotes and other customary means of identifying sources, or passing off as one's own, the ideas, words, writings, programs and experiments of another, whether or not such actions are intentional or unintentional. Plagiarism will also include submitting, without the consent of the professor, an assignment already tendered for academic credit in another course.
- C. Collusion is working together in preparing separate course assignments in ways not authorized by the instructor. Academic work produced through a cooperative (collaborative effort) of two or more students is permissible only upon the explicit consent of the professor. The collaboration must also be acknowledged in stating the authorship of the report.
- D. Lying is knowingly furnishing false information, distorting data or omitting to provide all necessary, required information to the University's advisor, registrar, admissions counselor, professor, etc., for any academically related purpose.

- E. Other concerns which relate to the Academic Integrity Policy include such issues as computer security, stolen tests, falsified records as well as vandalism of library materials. No list could possibly include all the possible violations of academic integrity. These examples should, however, give a clearer idea of the intent and extent of application of this policy.

III. Faculty Responsibilities for Upholding the Academic Integrity Policy

- A. Faculty are expected to be familiar with the academic integrity policy.
- B. Each faculty member will inform students of the applicable procedures and conditions early in each semester before the first examination or assignment is due and include reference IIIA of this policy in their syllabi.
- C. Ordinarily, class tests and final exams should be proctored. Proctoring is defined as having a faculty member present in the room. Proctoring is the responsibility of the faculty member teaching the course although where necessary, that responsibility may be shared with or delegated to faculty colleagues or other university staff.

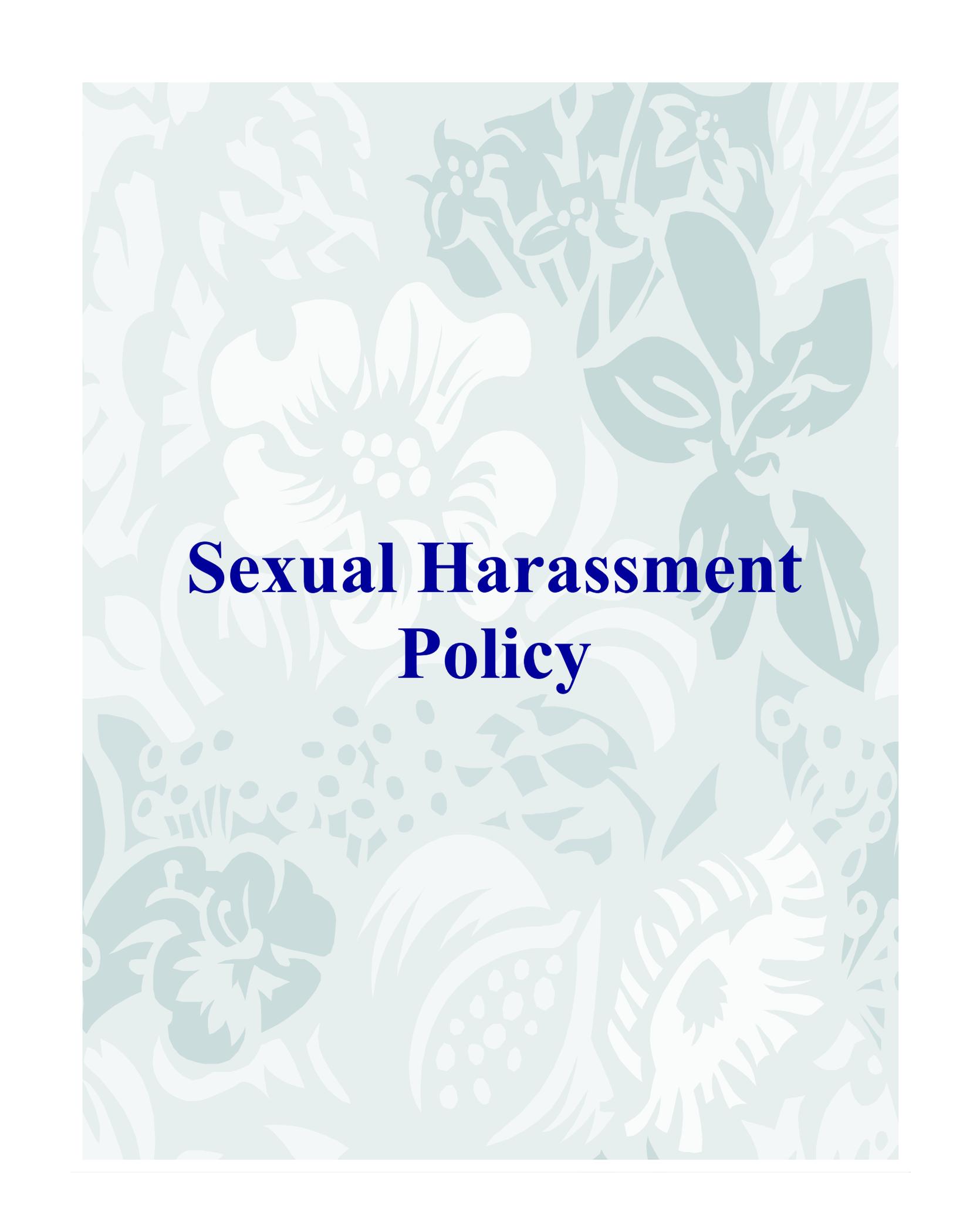
IV. Resolution of Academic Integrity Policy Violations

- A. If a faculty member has sufficient reason to believe that a violation may have occurred on any work submitted for a grade, she/he must outline charges in writing to the student including possible penalties within ten (10) working days of the incident.
- B. After discussing this matter with the student, and if the student accepts the proposed penalty, the student waives his/her right to a hearing. Depending on circumstances, as assessed by the faculty member who has brought the charge, the penalty imposed could be:
 - 1. Resubmission of the assignment
 - 2. Failure of the assignment
 - 3. Failure of the course
 - 4. Forced withdrawal from the course with no credit received
 - 5. Impose other appropriate penalties with the consent of the student
 - 6. Recommendation to the President of suspension or expulsion from the University
 - 7. With any of the above, the faculty member can have a written record of the sequence of events placed in the student's departmental record with a copy to the student.

- C. If the student does not admit to a violation or disagrees with the proposed penalty he/she must:
1. Speak directly to the faculty member within ten (10) working days of being informed of a violation or of the proposed penalty. If, after repeated attempts, the student is unable to reach the faculty member within ten (10) working days, the student must notify the Department Chairperson in writing within that ten (10) day period.
 2. If, after discussion with the faculty member, the student is dissatisfied with the outcome, the student must contact the Department Chairperson presenting a dated, written and signed statement describing the specific for the complaint. At this time, the student will also provide the faculty member with a copy of these written materials.
 3. The Department Chairperson will try to resolve the issue by reaching a settlement which is agreed upon by both the student and the faculty member. If the issue is not resolved at the Chairperson's level, the student will request that the Chairperson contact the Dean of his/her respective school to hear the appeal. The faculty member will submit a written, dated, and signed statement of the alleged violation to the Dean. The student will submit a written, dated and signed statement describing the basis of the complaint. The accuser will assume the burden of proof. When the faculty member involved is the Chairperson, then the student will request that the Dean of the College handle the complaint.
 4. If not satisfied with the Dean's decision, the student may ask the Provost/Vice President for Academic & Student Affairs to refer the matter to the university's Disciplinary Committee. The faculty member will submit a written, dated and signed statement of the alleged violation. The student will submit a written, dated and signed statement describing the basis for the complaint. The accuser will assume the burden of proof. The complaint will be resolved using the university's disciplinary process detailed in the Cheyney University Student Handbook, pages 48-53.
 5. Each student who registers a complaint with a Department Chairperson must be given a copy of this policy. A copy must be attached to the appeal and signed by the student to indicate that he/she has been given a copy of the procedure, reads it, and understands it before the appeal can proceed.

If not satisfied with decision of the council, student may appeal through the Provost Office first and then through the Office of the President, who will make the final decision. The final decision will be placed in the student's permanent record.

Note: This policy is copied and modified from the ACADEMIC INTEGRITY POLICY FOR WILLIAM PATERSON UNIVERSITY STUDENTS downloaded December 6, 2005. http://ww2.wpunj.edu/admroot/adminsrv/hr/polproc/academic_int.html



Sexual Harassment Policy

SEXUAL HARASSMENT POLICY

Discrimination

Discrimination occurs when a person is adversely singled out on the basis of age, race, gender disability or religious beliefs.

Harassment

Harassment of one person by another is defined as unwelcome acts or conduct of an offensive nature that include spoken words, gestures and the production, display or circulation of written words, pictures or other materials. It is harassment if the action or conduct is unwelcome to the recipient and could reasonably be regarded as humiliating, offensive or intimidating to that person in relation to: gender, marital status, family status, religious belief, age, disability or race.

Purpose

To address the topic of sexual harassment and establish procedures for processing allegations by faculty, staff, students and visitors who feel they have been subjected to sexual harassment.

Background

Cheyney University specifically prohibits sexual harassment. Any faculty member, staff employee or student found to have violated the university policy against sexual harassment will be subject to immediate and appropriate disciplinary action including, but not limited to, possible suspension or termination.

No employee or student shall suffer retaliation for the filing of a sexual harassment complaint in good faith against another university employee/student, and steps will be taken by the university to ensure that retaliation does not occur. However, knowingly filing a false/malicious complaint will result in disciplinary action.

Definition of Sexual Harassment: The term “sexual harassment” may be used to describe a wide range of behaviors, between students, employees, or between students and employees. The Equal Employment Opportunity Commission (EEOC) guidelines below describe these behaviors. It is within this context that Cheyney University references “employment”, “work” or “education” to include “the entire range of academic and non-academic functions of the university community.”

Cheyney University has modified the EEOC’s definition of sexual harassment to include students; therefore:

“Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or a favorable course grade;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions or grades affecting such individuals; or
- Such conduct is sufficiently severe or pervasive as to have the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working, educational or residential environment.

The EEOC's definition of sexual harassment is hereby modified to include students and is adopted by Cheyney University. The behavior, as noted above, is specifically prohibited by all students.

Counseling will be available to any employee or student who files a sexual harassment complaint, if he/she desires and requests such counseling.

Procedure

The question of determining what constitutes sexual harassment shall be determined from the perspective of a reasonable person of the gender and position of the person filing the complaint.

Any student who believes this policy has been violated should:

- Say "no" to the offender and relay the message that the individual's behavior is disapproved and ask that such behavior cease;
- If such behavior does not cease, keep a record of the harassment including dates, times, places, etc.
- Keep copies of any notes, cards, etc; and
- Obtain witnesses, co-workers, students, etc.

However, the failure to do any of these things will not necessarily result in a finding that no sexual harassment occurred.

In accordance with principles of academic freedom, course content and teaching methods remains the preview of individual faculty members. At the same time, faculty members shall refrain from classroom behavior that focuses attention on sexual characteristics in a context, which would otherwise be irrelevant.

Related Unprofessional Conduct

A university employee with professional responsibility for a student has real or potential power and authority over that student in a variety of roles including, but not limited to, instruction, advisor, coach, work-study supervisor, committee member, etc. Such employee shall not abuse

that power. Absent contradictory evidence, amorous and sexual relationships between a student and an individual with professional responsibility for that student, are presumed to be exploitative and constitutes unprofessional conduct. The consensual nature of such a relationship does not necessarily constitute a defense to a charge of sexual harassment or related unprofessional conduct.

Informal Complaint

Any student or employee, who cannot resolve the harassment as noted, may seek to resolve the problem informally prior to filing a formal written complaint outlined below. They may communicate the problem to the Director of Social Equity, designated by the President, located in the Wade Wilson Administration Building, and request advice and/or assistance in resolving the problem informally. As much as possible, such discussions shall remain confidential.

Formal Complaint

A student or employee, who believes this policy has been violated, may file a formal written complaint directly with his/her immediate supervisor, the university administration (i.e., President and Provost and Vice President of Academic and Student Affairs, Vice President for Finance and Administration; Social Equity Director), as well as the Office of Public Safety, Faculty Member or Student's Advisor. The Director of Social Equity will be notified immediately of any complaint(s), who, in turn, will notify the President.

Any member of the university community who attempts to interfere with, restrain, coerce, discriminate against, or harass (overtly or covertly) any individual responsibly pursuing a complaint of sexual harassment will be subject to prompt and appropriate disciplinary action.

Resolution

Any person found to be violating said policy would be subject to prompt and firm disciplinary action, as determined by the Director of Social Equity. Such discipline may range from reprimand, letter in personnel file, to dismissal or expulsion.

Appeal Process

Either party who disagrees with the investigative finding(s) of said complaint has the opportunity to appeal such decision to the university president and the President's Council.

Other Rights and Penalties

By law, any employee or student may seek other relief to which he/she is entitled. If circumstances of the complaint warrant, the director of social equity will make recommendation to the president to alleviate the situation while the complaint is being resolved.

Additional Locations to File Sexual Harassment Complaint(s)

Equal Employment Opportunity Commission
Office of the Chancellor
Pennsylvania Bureau of Civil Rights
Pennsylvania Human Relations Commission
State and Local Law Enforcement Agencies
State Employees Assistance Programs

General Information

- **Academic Regulations**
- **Mandatory Class Attendance**
- **Grading System**
- **Classification**
- **Grade Point Average**
- **Dean's List**
- **Academic Probation**
- **Academic Suspension**
- **Graduation**
- **Graduation Requirements**
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- **Academic Affairs Council**
- **Grade Appeal Policy**
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- **Posting Announcements**
- **Protocol for Community Announcements**
- **Motor Vehicle Regulations**
- **Refunds**
- **Smoking**
- **Soliciting & Selling**
- **Tuition & Fees**
- **Telecommunications**
- **Alma Mater**

GENERAL INFORMATION

Academic Regulations

A student may enroll in eighteen (18) credit hours. For more than 18 semester hours, a student must have an average of “B” or better for the previous semester, and the written permission of the Provost and Vice President for Academic and Student Affairs. Students on probation are limited to 12 hours; and those employed for more than 4 hours a day may carry 12 to 15 semester hours unless they have had an average of “B” or better the previous semester. In order to receive federal financial aid, students must be enrolled in at least 12 semester hours.

The deadline for entering a class is seven days after the beginning of a semester. There is a charge for each class schedule change after registration unless the change is initiated by an academic Dean or the Provost.

Mandatory Class Attendance

Class attendance is required. In the event an absence is necessary, the student should, if possible, inform the instructor(s) before the expected absence. Students should inquire about the needed documentation prior to an absence, whenever possible. It is the student’s responsibility to make up missed information, assignments or examinations, etc.

In instances of unexcused absences, the following applies: a student is only allowed those unexcused absences that equal the number of credits for the course. For a three (3) hour course, the number of unexcused absences without penalty is three (3). The penalty for unexcused absences that exceed the number of credits for the course is the lowering of the final grade by one letter for each unexcused absence.

A student compelled to drop a course must secure a course withdrawal form from the Office of the Registrar and have it signed by the instructor/advisor, the department or divisional head, and the Provost. The completed form must then be returned to the Office of the Registrar. A student who drops a course without following this procedure will receive a failing grade. After the fourth week of classes and before the last two weeks of the semester, a student withdrawing from a course incurs a failing grade except in the case of an extended illness. If a student registers for a course, does not attend and does not officially drop the course, a failing grade will be earned.

Grading System

	<u>Grades</u>	<u>Numerical Equivalent</u>	<u>Quality Points</u>
A	(Excellent)	90-100	4
B	(Good)	80-89	3

C	(Fair)	70-79	2
D	(Poor)	60-69	1
F	(Failure)	0-59	0
WP	(Withdrawn Passing)		0
P	(Pass)		0
I	(Incomplete)		0
WF	(Withdrawn Failing)		0

The grade “I” (Incomplete) is a temporary grade given for passing but incomplete work. It may be given with the approval of a department chairman when illness or grave emergency prevents a student from taking a final examination. It must be removed within the first seven weeks of the student’s next semester in the university or it will automatically become an “F” (Failure), which remains on the record. A student must repeat any required course in which he or she has a grade of “F” (Failing). This must be done if credit is to be received for the course. Students may repeat other than required courses for which “F” grades have been earned; however a course may be repeated no more than two times.

Classification

Students are classified according to the number of semester hours they have completed with passing grades:

<u>Semester Hours</u>	<u>Minimum Cumulative Average</u>	<u>Classification</u>
Up to 29	1.60	Freshman
30 to 59	1.75	Sophomore
60 to 91	1.85	Junior
92 and above	2.00	Senior

Grade Point Average

The four-point system is used in computing the grade point average (GPA) of all students. Under this system, a student receives four quality points for each semester hour of “A”; three points for each semester hour of “B”; two points for “C”; one point for “D”; and no quality points for an “F” or “WC”. A student’s grade point average is obtained by dividing the total number of quality points earned by the number of semester hours carried. An example of how to calculate the grade point average is as follows:

		<u>Quality</u> <u>Grade Pts.</u>	<u>Semester</u> <u>Hrs.</u>	<u>Quality Points x</u> <u>Semester Hours</u>
1 st course	A	4	3	12
2 nd course	B	3	3	9
3 rd course	C	2	2	4
4 th course	D	1	3	3
5 th course	F	0	<u>2</u>	<u>0</u>
			13	28

$28 \div 13 = 2.15$ (which is the grade point average for semester).

Dean's List

To be placed on the Dean's List, the student must carry at least 12 semester hours of credit exclusive of developmental courses and earn a grade point average of 3.5 or better during the semester.

Academic Probation

Students whose cumulative average is below the minimum of maintaining class standing are placed on academic probation. While on probation, students may not carry more than 12 hours a semester, and must earn the semester average necessary to meet required class standing (Freshmen 1.60, Sophomores 1.75, Juniors 1.85 and Seniors 2.00). Letters of warning are sent at the end of each semester to students whose academic standings are low.

Academic Suspension

Students whose cumulative grade point averages are below the prescribed minimum for two successive semesters are suspended from the University for at least one semester. Students will be advised of their suspension in writing. Students who have been suspended may attend all sessions of summer school. By completing 12 semester hours with grades that raise their cumulative average to the required level, they will qualify for readmission in the fall. To be readmitted following suspension, a student must apply in writing to the Director of Admissions at least 30 days in advance of the semester he or she wishes to reenter.

Students suspended from other colleges for academic reasons are not considered for admission to Cheyney until after a full semester from the date of their suspension. Students who are suspended from Cheyney on two occasions will not be permitted to enroll at the University again.

Graduation

Prospective graduates, undergraduate senior or graduate student, expecting to graduate must

submit the Intent to Graduate Form with the office of the student's major department no later than the first month of the final semester of study. When submitting the Intent to Graduate Form, students must provide their name in the way it should appear on the diploma. Students must verify the number of hours to be completed and the quality points to be earned before graduation.

Graduating students must participate in the university Commencement. Anyone unable to participate must be excused by the Provost and may be required to supply a proxy approved in advance.

Graduation Requirements

A minimum of 120 semester hours with at least a 2.00 grade point average is required for graduation (with quality points for work done in other institutions not computed). If a department requires a grade of "C" in all major courses and an overall grade point average of 2.00, both requirements must be met. Students in all Baccalaureate degree curricula must complete the requirements of the program and the last 30 semester hours enrolled at Cheyney University. The student is responsible for course requirements of the major department, and the required grades in major field courses. All university bills must be paid and property returned for a student to receive a degree of completion.

Graduation With Honors

Students completing at least 120 semester hours at Cheyney with a grade point average of 3.75 or higher are graduated summa cum laude. Students who have three years full-time at Cheyney and who have completed at least 120 semester hours with a grade point average of 3.50-3.74 are graduated magna cum laude. Students who have two years full-time at Cheyney and who have completed at least 120 semester hours with a grade point average of 3.25-3.49 are graduated cum laude.

Academic Affairs Council

Students may refer problems relating to academic regulations to the Academic Affairs Council. Correspondence to the Council should be addressed to the Provost and Vice President for Academic and Student Affairs.

Grade Appeal Policy

Purpose

The intent of this policy is to present a clear procedure, which is fair to both students and faculty members, and which maintains academic integrity. These are clear time limits for each stage of the appeal process. It is expected that most grade appeal concerns will be resolved either directly with the professor, or at the departmental level. It may be noted that all such appeals will be carried out during the fall or spring semesters of the academic year.

Definition

Grades may be appealed only on the basis of discrimination, capricious grades, or an error in the calculation of grades. Discrimination would consist of grading bias based on race, ethnicity, gender, or similar issues. Capricious grades would deviate from the grading policies listed in the syllabus or other course documents. Unless demonstrably arbitrary and capricious, a professor's grades are not challengeable. If a grading process accurately reflects the uniform application of a professor's syllabus, this is strong evidence that the grades are neither capricious nor discriminatory.

This policy is not designed to cover situations in which a student simply wishes to negotiate a grade change with a professor, nor does it cover situations which involve a lack of academic integrity on the part of the student.

Consultation with the Professor Before Making a Grade Appeal

Time Limit: Student must consult with the professor within 3 weeks of the start of the semester following the allegedly erroneous grade. The issue should be resolved within 2 weeks, unless there is a need to gather documentation. A grade appeal form, which documents the initial date of the appeal, will be filed at this time. The student should keep a copy of the form.

Temporary or departing faculty must provide documentation of grades (including grade book pages or similar documents, syllabus, and final exams) before the official end of the semester. These shall be left with the Department Chair, or designee of the Department Chair.

Process and Resolution: Student should meet with the Professor individually to review the grade. To assist in the speedy resolution of the issue, the student should bring any relevant documents, if they are known at this point. The syllabus governs the rules about grading. The Professor must provide records of relevant grades which lead to the course grade. The student should bring documents regarding the basis for the appeal, including grades for work received, if applicable. In most instances, it is expected that the faculty member and student will be able to mutually resolve the issue. Errors in the calculation of the grade should ordinarily be resolved at this level.

Appeal to the Department Chair

Time Limit: The appeal process must commence within 5 weeks of the start of the semester following the alleged erroneous grade. If the student and Professor are still working on the issue, an appeal should be filed within the prescribed time limits, in order to preserve the student's right of appeal. The appeal may be rescinded upon mutual agreement of the Professor and student. The process should be resolved within 2 weeks of the appeal to the Department Chair,

unless the process has been extended by mutual agreement, so that relevant documents can be collected.

The student may choose an advocate, who may accompany the student to meetings with the Department Chair and the Dean. The advocate may be the student's advisor, parent or guardian, another faculty member, a staff member, or another student. If the student chooses an advocate other than the advisor, they must provide a release of information under FERPA guidelines allowing academic information to be shared.

Process and Resolution: The Appeal to the Department Chair must be in writing, and must be specific about the basis for the appeal of the grade. Copies of relevant documents should be included. In the event that the Department Chair is the relevant Professor, the appeal will go to another professor, who is selected by the department in which the course is taught.

A meeting will be arranged with the student, the Department Chair, and the Professor, at which the grade will be reviewed, using the syllabus, relevant grades, and supporting documents. If appropriate, the Department Chair may request that the Professor further review the grade with the student. This process should be complete within two weeks of the initiation of the appeal to the Department Chair, unless there is a mutually agreed upon delay on the part of the student and Professor. If there is agreement at this point, the appeal will be complete. If the appeal is not resolved at this level, the student may appeal to the Dean.

The Department Chair will document this meeting in detail and may include recommendations with this documentation.

Appeal to the Dean

Time Limit: This appeal process must commence within 2 weeks of the resolution of the appeal to the Department Chair. The appeal should be resolved within 3 weeks of the commencement of the appeal to the Dean.

Process and Resolution: The Student files a written appeal to the Dean of the School in which the course is offered. The Department Chair will send a summary of the nature of the appeal. Supporting documents will also be sent to the Dean.

Following the written appeal to the Dean, the student may choose to meet individually with the Dean, or with the Dean, the Professor, and/or the Department Chair. The grade appeal will be reviewed, using the syllabus, relevant grades, and supporting documents. If appropriate, the Dean may request that the Professor further review the grade with the student. If there is agreement at this point, the appeal will be complete. If the appeal is not resolved at the Dean's level, the Student may appeal to the Academic Grade Appeal Committee, through the Provost's office. A written response will be provided by the Dean to the student, Department Chair, and to the Professor, and forwarded to the Provost.

Appeal to the University Academic Grade Appeal Committee

Time Limit: The Academic Grade Appeal Committee will schedule a meeting to review the appeal within 2 weeks of receipt.

Process and Resolution: Following a written appeal to the Grade Appeal Committee by the student, the Professor, Department Chair, and Dean will make recommendations to the Provost and the Grade Appeal Committee.

The Grade Appeal Committee will consist of five members, including one student selected from a pool of students, and four faculty members selected from a pool of faculty. Each department will select one member for the pool. The members of the faculty pool will select a chair of the overall Grade Appeal Committee (who may or may not be a member of individual grade appeal committees). The chair will arrange for selecting members of individual committees, deal with scheduling and similar matters.

Time Limit: The appeal will be heard by the Grade Appeal Committee at the next scheduled meeting, and will be resolved at that meeting, provided that all relevant documentation is available.

Process and Resolution: The Grade Appeal Committee will review the relevant documentation, and make a final decision on the appeal.

If the appeal of the grade is denied, the grade will stand. If the appeal is accepted, among the possible options, the student may be permitted to withdraw retroactively from the course at issue, without academic or financial prejudice. A written response will be provided to the student, the Dean, the Department Chair, and to the Professor. If retroactive withdrawal from a course is recommended at the Professor, Chair, Dean, or the Grade Appeal Committee level, this outcome will be sent to the Provost for implementation.

Note: If retroactive withdrawal from a course is recommended at the Professor, Chair, Dean, or the Academic Grade Appeal Committee level, this outcome will be sent to the Provost for implementation.

Possible Outcomes

While various outcomes are possible in the grade review process, it should be noted that a change in the academic grade can only be made with the agreement of the professor of record.

Withdrawal from the University

Students who withdraw from the University must complete an official withdrawal form secured from the Office of the Provost and Vice President for Academic and Student Affairs. Withdrawal becomes official only when this form is completed, bears the required signatures and is processed for accuracy. A student withdrawing from the University without complying with this procedure may incur failing grades in all courses enrolled that semester.

A student who has withdrawn from the University for any reason, must apply for readmission at least 30 days prior to beginning the session the student intends to reenter.

Transcripts

Official transcripts may be obtained from the Registrar's Office upon written request. As a safeguard against improper disclosure of academic information, no transcript request will be accepted by telephone. One copy of a transcript is issued free of charge. A fee is charged for all subsequent copies. This fee will be waived for transcripts that are to be used in connection with induction, enlistment, or advancement in the armed forces.

Transcripts cannot be prepared during the last week of the semester or during the registration period. Persons planning to attend graduate school or transfer to another institution should file requests for transcripts with the Registrar at least a month before the end of the semester. Persons who have changed their names since leaving college should give their former names as well as their current names.

No student indebted to the University may receive semester grade reports or a transcript of his or her record.

Transfer Credits

Students who wish to receive credits from another institution must request an official transcript from that institution to be sent directly to the Office of Admissions. Cheyney University participates in the Passport Program of the State System of Higher Education regarding crediting transfer hours from participating institutions.

Restrictions

Students who fail to comply with designated University policies may have restriction(s) placed on their academic record and enrollment may be affected.

Bookstore

The bookstore is located in Duckrey Social Science Building – 1st floor. The hours of operation for the bookstore are:

Monday through Friday – 9:00 a.m.-4:00 p.m.
(Opened on Saturdays for special events)

BUS SERVICE

SEPTA (Southeastern Pennsylvania Transportation Authority) is one of the oldest public transportation systems in the country. It provides a variety of transportation throughout the eastern area of Pennsylvania.

The Routes 119 and 120 buses provide transportation for staff and students coming to campus at Cheyney University.

The 119 originates in Chester, Pennsylvania and makes stops at Crozer-Chester Medical Center, Granite Run Mall, Penn State University (Delaware County), and Cheyney University before continuing on to West Chester, Pennsylvania. This bus offers 13 trips per day, Monday through Friday. There is no weekend service to campus.

The 120 originates in Upper Darby, Pennsylvania (suburban Philadelphia) and takes riders along West Chester Pike and Pennsylvania Route 926 ending at Cheyney University. If necessary, riders may transfer to or from the Route 104 bus, which also runs on West Chester Pike, passing Route 926 and ending in West Chester, Pennsylvania. The 120 bus offers 9 trips per day Monday through Friday and two trips on Saturdays and Sunday.

SEPTA passes and tokens can be purchased at the 69th Street Terminal in Upper Darby, Pennsylvania. Bus schedules can be found on campus in the Offices of Public Safety and Student Activities and at the 69th Street Terminal. Contact SEPTA at (610) 734-1300 for more information on purchasing passes and tokens, for schedules call (215) 580-7777.

Connecting Transportation

The SEPTA routes mentioned above connect with the Amtrak train station, the Center City bus stations and the Philadelphia International Airport. Students traveling from out-of-state and other parts of Pennsylvania may get to Cheyney by catching the 120 or 119 after getting off the bus, train or airplane.

Change of Address

In order to maintain accurate student records, students should inform the Registrar's Office of any change in their address or name. A form is provided for this action.

Identification (ID) Cards

Each student who is officially registered will receive an ID card at no cost in the Office of Public Safety Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. I.D. card photographs are issued by Public Safety during the general registration process. This card must be carried at all times and presented when requested by any University official, to check out books from the library, receive Financial Aid checks and participate in some student activity programs. Refusal to show a student ID card upon request are grounds for discipline through the campus judicial system.

Lost cards should be reported to the Office of Public Safety located in the Humphreys Annex Building. A fee is charged for all lost or damaged ID cards. The replacement fee is payable at the University business office during normal business hours.

Posting Announcements

All posters and announcements should be approved through the Office of Student Activities before posting them on bulletin boards. Bulletin boards should be used for posting announcements instead of doors, windows and walls of University property.

Protocol for Community Announcements

All community announcements must go through the Director of Public Relations and Marketing. For more information, please contact Lisa James Goldsberry at x2121 or lgoldsberry@cheyney.edu.

- Announcements must be sent at least five working days in advance of the event to give members of the Cheyney University community ample opportunity to put the event/notice on their calendars and adjust their schedule if necessary.
- All announcements must be sent electronically.
- Information created in Microsoft Publisher **will not** be distributed.
- The Director reserves the right to make grammatical and/or punctuation changes as needed. If further change or information is needed, the announcement will be returned to the sender and will not be distributed until the corrections are made.
- Carefully proofread information before requesting campus-wide distribution. Any misspellings of names and proper nouns are not the responsibility of the Director. Also, remember that even when something is checked and re-checked, mistakes can still occur. Mistakes will be handled on a case by case basis.
- Any information for campus-wide distribution must receive prior approval from your respective supervisor, Dean or Vice President before being sent to Public Relations and the email request must reflect this. Example: "Please send the attached announcement on behalf of Professor John Doe. It has been approved by Dean Jane X." The supervisor, Dean or Vice President must also be copied on the message.

For Students:

Information must be approved by your faculty/staff advisor and should then go to the Director of Student Activities. Once approved, Student Activities will send the request for distribution to Public Relations.

- All announcements must be for programs/events at or sponsored by Cheyney University. Special circumstances which relate indirectly to the University will be considered based on the importance to the University and its mission. Please discuss any announcement that does not fit the criteria above with the Director prior to sending a request for distribution.
- Your information will be distributed as soon as possible when guidelines have been met.

Failure to follow these guidelines or attempts to circumvent them will be reported to the respective Dean or Vice President and may result in a loss of the privilege to submit items.

Public Safety

The major function of the Office of Public Safety at Cheyney University of Pennsylvania is the provision of an environment conducive to safety, security, and the well-being of all students, faculty, staff, and guests of the University. The enforcement of university rules and regulations and the laws of the Commonwealth are in the major responsibilities of the unit.

The Office of Public Safety is located on campus in the Humphrey Annex Building. Campus Police officers provide 24-hour services to the campus. Contracted security personnel are employed to provide coverage in each residence hall every night from 11:00 p.m. to 7:00 a.m. to supplement our full-time law enforcement staff during special events.

MOTOR VEHICLE REGULATIONS

All motor vehicle laws of the Commonwealth of Pennsylvania and campus regulations are strictly enforced. Citations for violations result in fines and may result in associated points on your license. All student vehicles must be registered with Public Safety and must display a valid decal. Vehicles on Cheyney property not having all required visible forms of identification or left without use for an unusual period of time will be considered abandoned and will be removed from Cheyney property at the owner's expense. Vehicles that have two or more unpaid parking violations may be booted or towed at owner's expense. All vehicles must be parked, in a space, in a parking lot. Vehicles parked in a fire lane, at curbside, or in any other illegal manner will be booted or towed at the owner's expense. Campus vehicle regulation information, including information on fines and service charges, may be obtained at the Department of Public Safety.

Towing and Booting

The University reserves the right to immobilize (boot) or to remove and impound abandoned vehicles or any vehicle found on campus:

- That have accrued 10 or more parking tickets (paid or unpaid) within an academic year;
- Without a current permit;
- With an unauthorized, altered or revoked permit;
- Without a license plate;
- With an expired license plate;
- Parked in driveways, fire lanes, reserved or service vehicle spaces, and reserved lots;
- In repeated violation of parking regulations;
- Blocking a loading dock or trash dumpster;
- Parked in an area designated as a construction zone or in an area which requires emergency repairs and the owner refuses to move the vehicle;
- Parked in such a way as to constitute a hazard to vehicular or pedestrian traffic or to the movement and operation of emergency equipment.
- That has five or more unpaid parking tickets

Display of Parking Permits (Hangtags)

Student Parking Permits – All regular student-parking permits must be displayed on the rearview mirror with the permit visible from the outside of the vehicle. If the operator decides to place the permit in any other manner, he/she is responsible for the issued ticket. The permit must be displayed at all times when the vehicle is parked on University property.

A student-parking permit is not considered valid unless it is displayed in accordance with these parking regulations and clearly visible to the officers from the outside of the vehicle. If a ticket is issued to a vehicle not displaying a current permit, the operator (failing to put the permit on the rearview mirror) will be required to pay a fine of \$10.

The full version of the Motor Vehicle Regulations is available in the Public Safety Department and via the Cheyney University website at www.cheyney.edu.

Refunds

Refunds for fees will be made only upon written application for withdrawal from school. Students who do not formally withdraw, who are suspended for disciplinary reasons or who

leave the University when disciplinary action is pending are not eligible for a refund of any portion of any fee. Student activity fees and late registration fees paid to the College are not refundable.

1. Students who formally withdraw from the University during the first half of any semester are refunded a percentage of tuition and mandatory fees paid. The late fee is non-refundable. It is the student's responsibility to complete the withdrawal process within the first half of the semester. The percentage of refund is based on the date the completed withdrawal form is received in the Business Office, Wade Wilson Administration Building, first floor.
2. Students who formally withdraw from the institution on or before the first day of class are entitled to a refund of 100% of the fees paid for that period of enrollment
3. Students who formally withdraw from the institution after the first day of class but before the end of the first 10% (in time) of the period of enrollment are entitled to a refund of 90% of the fees paid for that period of enrollment.
4. Students who formally withdraw from the institution after the first 10% (in time) of the period of enrollment but before the first 25% (in time) of period of enrollment are entitled to a refund of 50% of the fees paid for that period of enrollment.
5. Students who formally withdraw from the institution after the first 25% (in time) of the period of enrollment, but before 50% (in time) of the period of enrollment are entitled to a refund of 25% of the fees paid for that period of enrollment.
6. Students who withdraw from the institution after the first 50% (in time) of the period of enrollment are not entitled to a refund of any portion of tuition and fees.

Refund checks will be mailed approximately five (5) weeks after the beginning of the semester. Fees and charges are subject to change at the end of the semester.

Smoking

Cheyney University of Pennsylvania is a smoke-free environment campus. Students who must smoke must do so outside of all buildings. Smoking is not allowed in any building on campus.

Soliciting and Selling

All requests for soliciting and selling must be submitted to the Director of Student Activities and must be approved by that office.

Students who wish to conduct fund-raising activities that involve the solicitation of non-students must submit for approval a fund-raising plan through their faculty advisor to the Associate

Provost and Vice President for Student Affairs and the Vice President for Advancement for approval.

These special appeals cannot exceed \$5,000, for doing so may impact other fund-raising initiatives of the University.

Area Vice Presidents are to approve the allocation of University funds for approved community projects. When University funding is not awarded for an approved campus community project, the Vice President for Institutional Advancement is to approve the list of potential sponsors and the ask.

Tuition and Fees

The following fees are payable at the time of registration by certified check, money order, cash or credit card:

Matriculation Fee – Check current catalog and/or semester course schedule for fees.

Non-Resident Fee – Full time, non-residents of Pennsylvania must pay a per semester fee in addition to all regular fees. Please check current catalog and/or semester course schedule of fees.

Course Related Fees – An additional fee related to specific courses may be applied.

Student Activity Fee – This is a non-refundable fee for all students. It will be used to finance student activities and certain other student services. ID cards are included in this fee.

Vehicle Registration Fee – All students parking a vehicle on campus will be required to obtain a parking decal.

A student is not registered until all fees have been paid.

Late Registration Fee – for registration after the regular registration date, a non-refundable fee is charged.

Telecommunications

The Office of Telecommunications is responsible for overseeing the following operations at the Cheyney and Philadelphia campuses: telephone and voice mail; phone, data and cable-TV wiring installation and maintenance; audio/visual and multimedia special presentations; distance learning center and video conferencing; television studio and radio station operations; the Campus Community Bulletin board.

Alma Mater

**Cheyney, Cheyney, Alma Mater
Thou whose light can never fail.
With a deep and true devotion
We, thy sons and daughters, hail,
Hear the pledge thy children offer
Strong of hand and clear of brain,
When thou callest, Alma Mater,
Never shalt thou call in vain.**

**Thou has taught us not to falter,
To be loyal, brave and true,
Striving upward by thy spirit,
In whatever we may do;
And at last, when we have triumphed
Down the long life battle-line,
All the honor and the glory,
Alma Mater, shall be thine.**

**WORDS AND MUSIC: LESLIE PINCKNEY HILL
President of the College, 1913-1951**

**Cheyney University
of Pennsylvania**