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Welcome to the University of Valley Forge!

I want to personally welcome you to the 2016-2017 academic year and the special season that it represents. Transitions and change will be our experience together as we look forward to the moments of destiny that God has for you and the entire UVF community. We will live together in the promise of Jeremiah. “For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” (Jeremiah 29:11)

As the interim president I will join you in many first time experiences. That reality can be both a bit scary and exhilarating; but it will certainly include opportunities to see the hand of God in extraordinary ways. I am convinced that the details of our lives and the entire UVF community are clearly on the radar screen of our Lord. His greatest desire is for us to trust Him in those moments where our strength is obviously lacking, as well as those times where we think we are in charge!

There are friendships you will make this coming year, that will last a lifetime. There are people you will meet, who will shape the very fabric of your future. There are divine encounters that you will have with God that are meant to infuse you with the overwhelming sense that God is with you. I encourage you to respond to these moments of destiny with the humility of young Samuel when he heard a voice in the middle of the night and finally realized that he was actually being spoken to by God. Samuel simply said, “Speak Lord, for your servant is listening” (I Samuel 3:10)

So welcome (and welcome back) to UVF. I look forward to this great opportunity God has given us to trust Him and grow together as a learning community.

Byron D. Klaus
Interim President
UVF’S MISSION
TO PREPARE INDIVIDUALS FOR A LIFE OF SERVICE AND LEADERSHIP IN THE CHURCH AND IN THE WORLD
“...But with God all things are possible.”
(Matthew 19:26)

Imagine the possibilities! New year, new classes, new friends - what will God do in you and in our Valley Forge community in 2016 - 2017? We can’t wait to find out.

The Student Life team welcomes you to a year full of possibilities. As you step on this campus or login online, and as you walk through the days ahead, know that the Student Life team cares about you, is praying for you, and working very hard to help you realize all that God has for you.

We’re in this together. That’s the beauty of the University of Valley Forge community. We believe God has called us here, for this special season, to share life and thereby discover, together, what it means to follow Jesus Christ.

The Student Handbook is very important to us as a community. In it you will discover the wide range of services and opportunities available to you. You’ll also learn how we show respect to one another, encourage one another and keep our campus a safe place to learn and live.

Thank you for investing in our community by thoroughly reading this Handbook.

And thank you for following Christ with us at University of Valley Forge. What will God do in 2016-2017? The possibilities are endless!

With great anticipation,

Rev. Jennifer Gale
Vice President of Student Life
STUDENT LIFE OFFICE
MISSION STATEMENT

TO ADVANCE THE MISSION OF THE UNIVERSITY BY CREATING OPPORTUNITIES THAT CHALLENGE STUDENTS TO DEVELOP THEIR FULL POTENTIAL IN CHRIST OUTSIDE THE CLASSROOM.
## STUDENT LIFE OFFICE DIRECTORY

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Location</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Rev. Jennifer Gale</td>
<td>Student Life Bldg.</td>
<td>610.917.1488</td>
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<tr>
<td>Vice President of Student Life</td>
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<td></td>
</tr>
<tr>
<td>Wendy Sigourney</td>
<td>Student Life Bldg.</td>
<td>610.917.1468</td>
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<tr>
<td>Administrative Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wendy Beery</td>
<td>Student Life Bldg.</td>
<td>610.917.1429</td>
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<tr>
<td>Campus Director</td>
<td></td>
<td></td>
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<tr>
<td>Katy McLellan</td>
<td>Student Life Bldg.</td>
<td>610.917.1431</td>
</tr>
<tr>
<td>Residence Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yung Park</td>
<td>Student Life Bldg.</td>
<td>610.917.1457</td>
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<tr>
<td>Residence Director</td>
<td></td>
<td></td>
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<tr>
<td>Tim Pomerhn</td>
<td>Student Life Bldg.</td>
<td>610.917.1432</td>
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<tr>
<td>Auxiliary Services Director</td>
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<tr>
<td>Lauren Born</td>
<td>Student Life Bldg.</td>
<td>610.917.1465</td>
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<tr>
<td>Director of Health Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jon Mack</td>
<td>Gym</td>
<td>610.917.1467</td>
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<tr>
<td>Athletic Director</td>
<td></td>
<td></td>
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<tr>
<td>Gretchen LeVan</td>
<td>Gym</td>
<td>610.917.1478</td>
</tr>
<tr>
<td>Associate Athletic Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Laird</td>
<td>Gym</td>
<td>610.917.1479</td>
</tr>
<tr>
<td>Asst. Athletic Director of Compliance</td>
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</tbody>
</table>

For an update listing of all Athletic staff, administrative positions and contact information visit: uvfpatriots.com/staff.aspx
**Resident Assistants**

Melea Fowler  
Jonathan Canoy  
Jesus Cruz Pena  
Jordan Diaz  
Jordan Parker  
Brian Knorr  
Ashley Avery  
Melenis Velez  
Marissa Lund  
Alyssa Hetzer  
Matthew Rosen  
Alicia Rivera  
Mackenzie Thibodeau  
Logan Ritchey  
Jessiah Hulle  
Matthew Blankenship  
Timothy Spellman  
Sonya Carr  

**Building**

Beisel Annex  
Beisel Down  
Beisel Up  
Beuttler Annex  
Beuttler Down  
Beuttler Up  
Bongiorno Down East  
Bongiorno Up East  
Bongiorno Down West  
Bongiorno Up West  
Damiani  
DiTrolio Hall  
Shelton Down  
Shelton Up  
Wells Down  
Wells Up  
33 Down  
33 Up

**Important Student Contact Numbers**

Campus Security  484.614.2965  
Director on Call  484.919.8786  
Counseling Appointments  610.917.1457  
Chapel Attendance  610.917.3960  
Dining Commons  610.917.3918  
Gym  610.917.1479  
Health Center  610.917.1465  
Mailroom and Copy Center  610.917.1437  
SRC (Library)  484.917.2001  
University Vehicle Request  myValleyForge/Student Life  
Meeting Request Form  myValleyForge/Student Life
Vice President of Student Life
The Vice President of Student Life provides supervision to all areas of the Student Life Office: residence life, student leadership training, Student Government Association, student organizations, student activities, Athletics, Health Services and student discipline. She is concerned about the success and challenges of each student and is accountable to the President of the University.

Administrative Assistant
The Administrative Assistant is responsible for providing administrative support to the Vice President of Student Life and the Student Life Office. The Administrative Assistant performs a number of duties including START Teams, orientation, annual calendar, campus room usage, ID cards and much more. She is always eager to help students and will greet you with a warm and friendly smile.

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

Campus Directors
Campus Directors (CDs) work closely with the Vice President of Student Life to serve students, as well as commuter and family students. CDs coordinate housing for on campus students and serve as the liaisons for facility needs in our residence halls. CDs also provide coaching and mentoring for students working through issues that require greater support. You are invited to make appointments to get to know any of our Student Life staff.

Resident Assistants and Associate Resident Assistants
Resident Assistants (RAs) and Associate Resident Assistants (ARAs) are peer student leaders responsible for developing and fostering the spiritual and moral character of resident students. RAs and ARAs function as facilitators in communication and as catalysts of ideas and activities in their living environment. RAs communicate with CDs and with the Facilities Department about maintenance or building issues. Students are encouraged to participate in residence hall activities and to get to know their RA and ARA. The RAs and ARAs are accountable to the Residence Directors. Athletic Director
The Athletic Director (AD) is responsible for maintaining and developing an athletic program that is honoring to Christ and meets the health needs of all interested persons on campus. The AD provides oversight and vision for the three campus athletic programs that promote physical health and leadership development: intercollegiate athletics, intramurals and wellness activities. The AD is also responsible for the maintenance and use of the gymnasium and other athletic facilities on campus. The AD is assisted by the Athletic Department staff.

Director of Health Services
The Director of Health Services is responsible for providing high quality health care and education for the well-being of students, faculty, staff and visitors. Office hours are posted on the Health Center door and on myValleyForge. Students are encouraged to seek out the Director when they are sick, injured or just want to talk about a personal matter.

Director of Auxiliary Services
The Director of Auxiliary Services oversees the Mailroom, copy and print services, University vehicle maintenance and check-out and the UVF Kiosk where students and guests can buy UVF apparel and other logo items.

Director of Counseling Services
One of our Residence Directors oversees our Counseling Center. The Counseling Center Director ensures our Counseling Center is staffed with a professional counselor that specializes in issues that University students may face. Counseling appointments may be made through the Student Life Office. Some financial assistance may be available.
STUDENT LIFE
BIBLICAL PRINCIPLES FOR COMMUNITY LIFE

The Bible interpreted in context provides the foundation for the University of Valley Forge community. We believe that “all Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work” (2 Tim. 3:16-17). Based on careful interpretation of the Scriptures, we endeavor to allow the following biblical principles to serve as a guide for our life together.

Every Aspect of Life is Worship
Jesus confirmed this principle when asked about the “greatest commandment.” He quoted Deut. 6:5, “Love the Lord your God with all of your heart and with all of your soul and with all of your strength.” Thus, we seek to honor Jesus Christ with every thought (2 Cor. 10:5), word (Eph. 4:29) and deed (James 1:22).

Love for One Another
Jesus summarized the second greatest commandment by quoting Lev. 19:18, “Love your neighbor as yourself.” He also said, “By this all men will know that you are my disciples, if you love one another” (John 13:35).

Christ is the Head
We endeavor in all things to follow the leadership of Jesus Christ (Col. 2:9-10), acknowledging our complete dependence on Him. Apart from Him we can do nothing (John 15:5). For this reason, prayer and Christian community are essential parts of our life together.

Christ in the Midst
We take the words of Jesus literally, “Where two or three come together in my name, there I am with them” (Matt. 18:20). We seek to meet together often under Christ’s authority to encounter and respond to Christ in our midst.

Mutual Edification
We attempt to facilitate only activities and practices that build up other Christians for a life of service and leadership (Eph. 2:19-22).

Mutual Accountability
Experience has shown us that personal maturity and growth is encouraged most when the entire community shares in holding one another accountable. Matthew 18:12-17 outlines the principles of this approach. Using this Scriptural model, we expect all persons in the community to conduct themselves properly by implementing the highest form of discipline, that of self-discipline. Every person in the community should assume the responsibility to confront anyone falling short of community expectations. Responsible confrontation is done in love and humility, with kindness and respect (Gal. 6:1-10).

Empowerment of the Holy Spirit
In order to fulfill the great commission, we need to be empowered by the Holy Spirit (Acts 1:8). We attempt to provide many opportunities for members of our community to receive from God all He has for their lives.

Unity and Diversity
The Scripture teaches that every individual is created in the image of God and for His glory (Ps. 139). Convinced that God has called people from every nation to be part of his body (Rev. 7:9), and that Jesus came to establish a ministry of reconciliation and forgiveness (2 Cor. 5:18), we commit ourselves to reach out to share Christ with all types of people and to allow God to heal hurts through us, particularly in the area of cultural diversity. We believe this will enrich our campus community, and help us serve all our constituencies. University of Valley Forge subscribes to and encourages the equal right of all to pursue excellence in their lives without racial and ethnic inhibitions and adheres conscientiously to nondiscriminatory practices in hiring and promotions.

Equipping for Service
We endeavor to help each student discover his or her calling and gifts so they can fulfill all that God has for them.
Statement on Racial Diversity
As a Christ-centered, Spirit-empowered academic community we value each individual and the resulting cultural diversity of our community. The Bible states clearly that each person is created in the image and likeness of God (Genesis 1:26). God is equally concerned about people of all racial and ethnic backgrounds. Christ, in His saving work, has destroyed the wall that separated us as people, bringing reconciliation through the cross (Ephesians 2:14-18). The work of the Holy Spirit on the Day of Pentecost created a diverse community, centered on Christ, driven by an eternal mission, and knit together by the Holy Spirit (Acts 2). At the end of days people from every tribe and tongue will be seen worshipping around the throne of Christ (Revelation 7:9).

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

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

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

• Viewpoints about race should be expressed within a respectful setting with the goal of learning of experiences other than one’s own. Respectful conversations about race meant to produce growth in understanding are welcomed and encouraged; however, it is imperative that mutual respect remain at the core of these conversations. Members of the UVF community come from a variety of backgrounds and experiences and may hold varying viewpoints on any topic, including race. All members of the UVF community are encouraged to show empathy and support of one another when the topic of race arises.

• Through education efforts, we seek to create and implement strategies to increase racial and ethnic competency among campus members and to develop a healthy racially diverse campus culture.

• UVF will respond promptly and firmly to all acts with racist intent. Students are encouraged to report incidents of racism to the Student Life Office immediately. Residence Life Directors will gather information from all parties involved. The Vice President of Student Life will take action to resolve the issue in a fair and just manner. Language or acts of racist intent will be considered Level 2 infractions; serious or repeated language or acts of racist intent will be considered Level 3 infractions according to the University’s Disciplinary Process.

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

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

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

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

Our commitment is to live in ways that guide us towards holiness, whether we are unmarried or married. Our sexuality, expressed through sexual abstinence for single persons and sexual faithfulness in marriage, allows us to bring honor and glory to God. We do not support behavior whereby personal desire, satisfaction, and/or dominance (such as pornography, lust, exhibitionism, sexting, sex trafficking, etc.) supersedes care for others and service to God.

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

**CHARACTER DEVELOPMENT**

The University seeks to create an institutional culture that calls each member to a high standard of excellence in both personal and community matters. As representatives of the University and the Lord, excellence in all areas should be a distinctive mark of students and employees. Excellence is usually achieved through disciplined, sustained effort. Such excellence often results in external success (acknowledgement, good grades) as well as internal rewards (the moral strength that comes from being well prepared, accomplishing important goals, serving Christ to our full capacity). Setting appropriate expectations for behavior is one way that the University helps students cultivate discipline and achieve success.

In order to achieve the very real and enduring benefits of participation in a Christian academic community, individuals are required to set aside some personal freedoms. Students are invited to embrace this perspective so that the University is not required to unnecessarily emphasize community expectations.

While the Bible does not provide specific teaching about all social practices, it does provide principles for establishing essential guidelines for life. The University understands that its behavioral standards may seem lenient for some and strict for others, but it is nonetheless our intention to uphold biblical principles of conduct. Where the Bible is not explicit about a specific social practice we have established standards that are appropriate for the University community. We endeavor to promote personal lifestyle choices that deepen our love for God, build up the body of Christ, and advance the mission of University of Valley Forge.
Behavioral Standards
As a Christian academic community, we hold that certain behaviors are counterproductive to University life, to the maturing believer and to the development of Christian leaders. Behavioral standards apply both on and off campus and are to be followed the entire time an individual is enrolled or living at UVF, including weekends, breaks and summer.

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

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

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

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

Hazing and Pranks
Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization, is strictly prohibited. Disciplinary action will be pursued if students are involved in hazing.

Similarly, pranks that cause harm to persons or property are also illegal and strictly prohibited. Because the appropriateness of a particular act may be difficult to gauge, students are discouraged from participating in pranks. Should a prank be considered, students should discuss the activity with their Residence Director who will determine the appropriateness of the intended action. Students who participate in a prank or in a hazing activity will be held responsible for their behavior, regardless of motive or intent. Consequences may include a verbal or written warning, $25 fine or other disciplinary sanction as appropriate.
Alcohol and Tobacco
The purchase, possession, transportation, consumption, or distribution of intoxicating beverages, tobacco or paraphernalia (pipes, hookahs, electronic cigarettes or recreational vaporizers) in any form is prohibited. For those under 21 years of age, consumption of alcohol is also a crime according to the laws of the State of Pennsylvania. In light of the University’s concern regarding alcohol consumption, students are not permitted to be employed as bartenders. This standard applies both on and off campus and is to be followed the entire time an individual is enrolled or living at UVF, including weekends, breaks and summer. Students who have been convicted under State or Federal law involving the possession or sale of a controlled substance, are ineligible for federal student aid for specific periods ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender.

Substance Abuse
UVF complies with the Drug Free Schools and Communities Act. The abuse or unauthorized use of prescription, non-prescription drugs or controlled substances is prohibited. Students may not possess, distribute, purchase, illegally manufacture, or use any controlled substance or drug paraphernalia. The normal minimum sanction for a first offense violation of this policy is dismissal from the University. The University will cooperate with law enforcement agencies in responding to illegal drug possession.

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

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

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

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

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

Unwelcome Sexual Advances, Sexual Harassment, and Sexual Assault
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are considered sexual harassment and are illegal when; 1) submission to such conduct is made either explicitly or implicitly a term or condition of the student’s status in a program, course, or activity; 2) submission to or rejection of such conduct is used as a criterion for evaluation or as a basis for academic or other decisions concerning that student; 3) such conduct has the purpose or effect of unreasonably
interfering with a student’s work or academic performance or creating an intimidating, hostile, or offensive work or academic environment. Any member of the University community may bring forward complaints of personal or sexual harassment, sexual assault, or violence. Sexual harassment and sexual assault are unacceptable behaviors for any member of the University community including faculty, staff and students.

**Harassment and Stalking**

Pennsylvania State law states that harassment and stalking are crimes and are unacceptable behaviors. Harassment is defined as actions that intend to harass, annoy, or alarm another person. Striking, shoving, kicking, or otherwise subjecting a person to unwanted physical contact, or attempts or threats to do the same are forms of harassment. Other forms of harassment include: following a person, engaging in a course of conduct that alarms or seriously annoys another person and that serve no legitimate purpose, destroying public or private property, physical or verbal attacks upon or interference that prevents another person from conducting customary affairs, puts them in fear for their safety, or causes physical injury, and conduct less than a physical attack which does the same. Stalking is conduct in which a person repeatedly acts toward another person with intent to place the person in reasonable fear of bodily injury or to cause substantial emotional distress. Any practice that limits or prohibits persons from fulfilling God's call on their lives is strongly discouraged.

Students who believe they have been the subject of sexual harassment, sexual assault, or stalking are strongly encouraged to report the alleged occurrence(s) as soon as possible to the Campus Security Office or Director On-call. The longer the delay in reporting the behavior, the more difficult it becomes to effectively resolve the issue. Retaliation against someone who reports an incident or concern, or provides assistance to University staff in gathering information about an incident or concern, is strictly prohibited by University policy and law; therefore, the complainant will have the opportunity to pursue allegations without fear of retribution. Counseling services are available as needed.

**Domestic or Dating Violence**

Domestic or dating violence, in any form (verbal or physical), will not be tolerated. Fits of rage, loud arguments, breaking, throwing, or damaging public or private property are prohibited. Local law enforcement authorities will be notified immediately if such violence occurs. If you become a victim of domestic or dating violence, please contact your Residence Director or call the Hotline for Domestic Violence at 888.711.6270.

**Criminal Activity**

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

**Knowing Presence**

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

**Emotional Health**

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

On rare occasions, a student may be required to leave UVF for a period of time in order to receive appropriate medical care. Students are subject to involuntary withdrawal from the University if it is determined that they are suffering from severe emotional distress, and as a result of that distress, engage in or threaten to engage in behavior that may cause harm to themselves or to others, or that proves disruptive to the University community. Any attempt, verbal or physical, toward ending one’s own life will result in notification of local law enforcement authorities and/or mental health authorities. Residence Life personnel will also intervene by providing support, and when appropriate, will require students to sign a contract against harm. The student who has withdrawn will be permitted to return to the University only after the issue that led to the withdrawal has been successfully dealt with and a support plan has been developed by the student’s counselor and agreed to by the Vice President of Student Life.

**General Expectations**

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

**Lying**
- Withholding information or giving false information.

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

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

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

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

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

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

**Breaching Security Systems**
- Jeopardizing or interfering with the safety and security systems established within the University community, including the propping of locked doors, altering locking devices, tampering with cameras, permitting unauthorized access to another, etc.

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

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

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

Movies:
- Students are permitted to view movies with the rating up to “PG13” and “TV14”. Students are not permitted to keep or view movies that are rated “R”, “TVMA” or higher.
- Non-rated movies that have an “R” rating or “TVMA” (or higher) counterpart are also not permitted.

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

Gaming:
- Games with an “Adult Only” rating are not permissible. All games, should be played at low volumes and should not be heard outside of a student’s residence hall room. All forms of gambling are prohibited.

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

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

Appearance Standards

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

Because people have different perspectives regarding the concepts of modesty and appropriateness, the University has established appearance guidelines for all community members, including resident spouses and children. Students are encouraged to strive for excellence and to exceed minimum expectations in all areas, including dress. Because these are community standards, members of the faculty, staff, administration and even other students will confront students if their appearance is in violation of the appearance standards.
Students are typically provided a warning (first offense) or a fine (second offense = $10; third offense = $25) if they are found to be out of appearance standards in public. A $75 fine will be assessed on a first offense for violation of the body piercing standard. Students are encouraged to carefully evaluate their appearance prior to entering a public place.

**Appearance Standards are as follows: (These apply at all times when in public.)**
- Attire must be neat, clean and modest.
- Footwear is required.
- Hair must be kept neat, clean and well groomed.
- Shirts are required at all times.
- Tops must have a minimum of a 1-1/2 inch strap or sleeve.
- Dresses, skirts, and shorts must be modest in cut and length.
- Leggings must have a top or skirt covering finger-tip in length covering the front and back equally.
- Head coverings (hats, sweatbands, etc.) may not be worn in class or Chapel.
- Inappropriate attire includes: clothing that is torn, grubby, too-tight, provocative, exposes torsos, midriffs or back, undergarments, advertises/displays items contrary to University policies or Christian beliefs; pajama pants or sweat pants with writing on the back.
- Students are not permitted to obtain any brandings.
- Ear, nose or other piercings, and ear gauges should be modest.
- If participating in an organized sporting event (“shirts and skins”), men may not be required to wear a shirt.
- The Student Life Office reserves the right to determine what is modest.

**Banquet and Formal Event Attire**
The following attire is appropriate and expected for chapel platform participants and those attending the Spring Banquet.

**Men**
Men should wear dress shirts, neckties, dress slacks, dress socks and dress shoes. Hair is required to remain above the shirt collar and a sport jacket is encouraged.

**Women**
Dresses, skirt and top outfits or slacks with the appropriate hosiery and dress shoes. Dresses must have a modest hem (no higher than two inches from the top of the knee), and modest neck and back lines. Low cut dresses are not permitted. A minimum strap width for dresses of 1-1/2 inches is required.

Modest strapless dresses are acceptable for Spring Banquet. Men and women should follow all other guidelines listed in the Attire for Chapel Platform above.

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

**Chapel Platform Attire**
Chapel platform attire should be professional, neat, clean modest, and ironed. Jeans, t-shirts, sneakers or flip flops are not to be worn by chapel platform participants.
SAVE ACT - Reporting Incidents or Concerns

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

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

The University will follow the disciplinary process described below when addressing a particular incident. Additional policies and processes will guide the University's response to alleged reports of sexual misconduct and violence. The University's full Sexual Misconduct and Violence Policy may be viewed on the Student Consumer Information page of the University's website at http://www.valleyforge.edu/about/student-consumer-information.

Confidentiality and Respect

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

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

“Walk-In” vs. “Call-In” Sessions

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

A “call-in” session is one in which a member of the Student Life staff believes that a student may have violated a behavioral standard and seeks an appointment or “calls-in” the student. Students will receive notification via a voice mail message, email, or a personal invitation. The purpose of a “call-in” session is to discuss the alleged violation and provide clarity regarding the situation. Appropriate disciplinary action will be pursued if it is determined that a violation has occurred.
Sanctions
One should expect the University to confront, with firmness and with love, any circumstance or behavior that might hinder personal growth or disrupt community life. The University believes that when a student chooses to disregard community expectations it has the obligation to suspend his or her community privileges for a time, which may include housing, class participation, and co-curricular activities. Intermediate consequences are employed wherever possible to avoid expulsion from school or eviction from the residence halls. Each incident is reviewed on a case by case basis, with consideration to; (1) the severity of the violation, (2) the context of the incident, (3) the responsiveness of the accused to confrontation, (4) confession, (5) the degree to which the individual displays genuine repentance, and (6) prior disciplinary offenses.

When it employs sanctions, the University intends to:
- Be fair and consistent.
- Promote change in the individual.
- Provide restitution (in case of theft and loss).
- Restore the individual to the community.

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

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

Loss of Privileges
Denial of specified privileges for a designated period of time.

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

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

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

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

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

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

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

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

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

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

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

Dismissal
The student is separated from the University. No refunds are made, all financial aid may be cancelled, and the student will suffer academic consequences of his/her actions. Dismissed students are required to leave campus immediately, will receive failing grades in all their classes and will not receive a refund.

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

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

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

Level 1
A Level 1 infraction is a first offense, incidental or minor infraction of University policy: accidents, dress code violation, entertainment violation (walk-in), quiet hour violation, failed room inspection, parking violation, exceeding allowable chapel absences, burning candles, etc.
Disciplinary sanctions in this category include but are not limited to a warning, fine, community service, reduction in community privileges (quiet hours, visitation), restitution, etc.

**Level 2**

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

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

**Level 3**

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

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

**Sexual Misconduct and Violence**

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

**Appeal Process**

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

Moderate and repeated disciplinary infractions will involve the direct intervention of the Campus Director. Severe or repeated moderate disciplinary infractions will involve the Campus Director and the Vice President of Student Life. The Vice President of Student Life generally becomes involved in disciplinary situations involving commuter or online students but may choose to assign the matter to a member of the Residence Life staff.

Students may appeal a disciplinary decision on grounds that:

- Due diligence was not provided to the student, (i.e., there is information that some aspect of the hearing was prejudicial, arbitrary, or capricious).
- New and significant information, not reasonably available at the time of the initial hearing, has become available.
- The sanction or remedy imposed is not in due proportion to the nature and
Students who wish to appeal a disciplinary decision of a Residence Director or Campus Director should submit a letter of appeal to the Vice President of Student Life within three working days of the communication of the decision by the Residence Director or Campus Director. The letter of appeal should outline the facts in the matter, the disciplinary decision of the Residence Director or Campus Director, the rationale for why the decision is being appealed, and a list of persons the student wishes to participate in the appeal (if applicable). The Vice President of Student Life generally requests a meeting with the student and the Residence Director to discuss the appeal and may invite other persons to participate in the appeal. Students may request that other persons be permitted to participate in the appeal; however, the Vice President of Student Life may deny the request for a variety of reasons, including a determination that such persons will not provide information relevant to consideration of the appeal.

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

**Federal Campus Sexual Assault Victims’ Bill of Rights**

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

This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. It also requires the school to notify victims of their option to report their assault to the proper law enforcement authorities. Schools found to have violated this law can be fined up to $27,500 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made with the U.S. Department of Education.

The “Campus Sexual Assault Victims’ Bill of Rights” exists as a part of the campus security reporting requirements, commonly know as the Jeanne Clery Act.

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

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

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

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

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

Security and Equipment
Because security is important on our campus, tampering with security equipment (such as cameras) or bypassing security equipment (such as propping open residence hall doors) is a serious offense that will result in disciplinary action.

Fire Regulations and Procedures
It is essential for the safety of all members of the University community to be particularly careful about fire hazards. The burning of candles, incense, or oil lamps (any open flames) is prohibited in every University building except at special events with permission of University personnel. The fine for an open flame violation is $100.

Fire Alarms and Fire Extinguishers
When a fire alarm sounds, it is imperative that all students evacuate immediately and stand clear of the building and in their designated evacuation location until signaled by officials to reenter the building. Setting off a fire alarm without any sign of imminent danger is extremely irresponsible and a Federal crime. Fire extinguishers are for emergency situations only. Students who tamper with or discharge extinguishers for any reason other than emergency situations will be fined $150 plus the cost of recharging or replacing the extinguisher.

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

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

Setting off smoke or heat detectors due to negligence, as determined by the fire department will result in a fine of $50 and may result in additional fines that can range from $500 to $1000 or more charged by the fire department. In that instance, the University will assess the fine to the person(s) responsible for the false alarm. Other consequences may include fire safety education, removal of the student from the room or apartment, or removal of the equipment (for example, an apartment stove) that was used in setting off the false alarm.
Fire Drills
Fire regulations require that fire drills be held periodically. There is a fine of $25 for students who fail to immediately evacuate during a fire drill.

Evacuation Locations

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>DiTrolio Hall</td>
<td>Yard between Beuttler Hall and Student Life Office</td>
</tr>
<tr>
<td>Beuttler Hall</td>
<td>Large Parking lot across the street</td>
</tr>
<tr>
<td>Shelton Hall</td>
<td>Green Lane Commons</td>
</tr>
<tr>
<td>Wells Hall</td>
<td>Green Lane Commons</td>
</tr>
<tr>
<td>Damiani Hall</td>
<td>Green Lane Commons</td>
</tr>
<tr>
<td>Beisel Annex</td>
<td>Green Lane Commons</td>
</tr>
<tr>
<td>Beisel Hall</td>
<td>Green Lane Commons</td>
</tr>
<tr>
<td>Bongiorno Hall</td>
<td>Parking lot behind Dining Commons</td>
</tr>
<tr>
<td>Berkey Hall</td>
<td>Field next to Bongiorno Hall</td>
</tr>
<tr>
<td>Paproski Hall</td>
<td>Field next to Bongiorno Hall</td>
</tr>
<tr>
<td>Building 32</td>
<td>Parking lot next to Solomon’s Porch</td>
</tr>
<tr>
<td>Building 33</td>
<td>Parking lot next to Solomon’s Porch</td>
</tr>
</tbody>
</table>

Fireworks, Firearms and Weapons
All fireworks, firearms and weapons are prohibited from being carried or stored on campus. Open flames, fireworks or explosives of any kind are prohibited on campus. Firearms are defined as any device designed to launch or fire a projectile, including paint ball and air guns. Weapons are defined as any object that is used or designed to inflict pain or death on a person or animal, including all knives other than utility or kitchen use (any pocket knife must have a blade length of 3 inches or less and must fold in typical fashion not having a pressure release.) Students in violation of this policy will likely be subject to criminal proceedings by local authorities and/or severe disciplinary action, up to and including dismissal from the University. The University’s internet monitoring software, prohibits access to non academic websites concerning weapons.

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

Medical Emergencies
In the event of serious injury or illness, students should dial 9-911 from on campus office phones and 911 from cell phones immediately. As soon as possible, students should also contact the following persons to report the emergency: Resident Assistant, Residence Director, Campus Director, Campus Security (484.614.2965), and the Campus Nurse (extension 1465). Do not leave the sick or injured party unattended but remain with them until help arrives. University personnel may decide to call for medical transportation. Expenses incurred for ambulance services are the responsibility of the sick or injured party. Please refer to sections on page 71 for local hospital and doctor information.
Emergency Plan, Organization, Duties and Phone Numbers

Reporting Emergencies
1. In an emergency call: 9-911 (campus office phones)
2. When calling, stay calm and carefully explain the problem and location to the dispatcher.
3. DO NOT HANG UP UNTIL TOLD TO DO SO.
4. When possible contact Campus Security: 484.614.2965

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

- Local law enforcement agencies: 9-911 (campus office phones)
- Local fire department and ambulance: 9-911 (campus office phones)
- Paramedic Units: 9-911 (campus office phones)
- Phoenixville Hospital: 610.983.1000
- Emergency Room: 610.983.1222
- Poison Control: 215.590.1000
- Toll Free: 1.800.222.1222
- Kimberton Fire Company: 610.935.1388
- Valley Forge Volunteer Fire Company: 610.933.9930
- Schuylkill Township Police Department: 610.933.5820
- Pennsylvania State Police: 484.340.3241

Emergency Situations

1. All Campus Evacuation Plan
   If an evacuation occurs during the workday:
   - An all-campus voicemail, email or cell phone text message will be made to address the situation.
   - All persons (students and staff) are to immediately vacate the site in question and to relocate to another part of the campus as directed and await further instructions.

Students in Class
   Upon notification, Instructors will:
   - Take roll immediately
   - Inform students of the evacuation
   - Evacuate

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

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

Off Campus Students
   Off campus students shall be notified via email and by the Emergency Notification System (ENS).
2. Building Evacuation Plan

- All building evacuations will occur when an alarm sounds and/or upon notification by Campus Security or other University officials.

- When the building evacuation alarm is activated during an emergency, immediately leave by the nearest marked exit and alert others to do the same.

- Do not panic.

- Assist the physically challenged in exiting the building! Remember that elevators are reserved for physically challenged persons. DO NOT USE ELEVATORS IN CASES OF FIRE OR EARTHQUAKE.

- Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly point.

- DO NOT return to an evacuated building unless told to do so by a University official.

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

3. Bomb Threat

All bomb threats are to be considered real!

- If you observe a suspicious object or potential bomb, DO NOT HANDLE THE OBJECT! Clear the area and immediately call Campus Security.

- If you receive a phone call that there is a bomb in the building, obtain as much information as possible. Ask the caller:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?

- Keep talking to the caller as long as possible and record the following:
  - Time of call
  - Age and sex of caller
  - Speech pattern, accent, possible nationality, etc.
  - Emotional state of caller
  - Background noise

- IMMEDIATELY call Campus Security

- Evacuate:
  - Physically and verbally evacuate the building and any adjacent buildings that are within 500 feet of the affected building.
  - Be sure all individuals are evacuated beyond 500 feet of the building.
  - During the evacuation procedure, pay attention to any type of unusual objects or anything that looks out of the ordinary.
  - If there is a search team in the building and you have a detonation time, be clear of the building one half hour before that time and do not reenter the building until authorized to do so.
  - Campus Security Officers and local law enforcement personnel will conduct a detailed bomb search of the affected building and/or site. Do not open drawers, cabinets or turn lights on or off.
4. Earthquakes

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

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

5. Fire

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

Note: If you become trapped in a building during a fire and a window is available, place an article of clothing/or sheet outside the window as a marker for rescue crews. If there isn’t a window, stay near the floor where the air will be less toxic. Place towels (wet if possible) under the door. Shout at regular intervals to alert emergency crews of your location (shout a room number if available: “HELP! I’m in Room 10.”) DO NOT PANIC!
**IMPORTANT:** After an evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. A University official will take attendance and assist in the accounting of all building occupants.

### 6. Medical Emergency
- If serious injury or illness occurs on campus, immediately notify Campus Security at 484.614.2965. Give YOUR name, describe the nature and severity of the medical problem and the campus location of the victim.
- In cases of minor injury or illness, provide first aid care if certified to do so. Use only sterile first aid materials.
- During normal business hours if possible and without causing further complications, you may first contact the Health Center and then transport to that facility if recommended.
- In case of serious injury or illness, certified trained personnel should quickly perform the following steps (Only certified trained personnel should provide first aid treatment). Note: Be sure “help” has been notified and is responding.
- Look for emergency medical ID, question the victim (history of problem), question witness(es) and give all information to responding emergency personnel.
- Keep the victim still and comfortable. Do not move the victim.
  - Ask the victim, “Are you OK?” and “What is wrong?”
  - Check for breathing and give artificial respiration if necessary and you are trained to do so.
  - Control serious bleeding by direct pressure on the wound.
  - Continue to assist the victim until help arrives.
- First aid locations are located at:
  - Flower Chapel lobby
  - Harrup Building lobby
  - Storms Research Center
  - Tucker Hall (kitchen)
  - Gymnasium
  - Health Center
  - Campus Security vehicle
  - Each residence hall

### 7. Psychological Crisis
A psychological crisis exists when an individual is threatening harm to himself/herself or to others or is out of touch with reality due to severe drug reactions or a psychotic episode. Hallucinations or uncontrollable behavior may manifest a psychotic episode. If a psychological crisis occurs:
- Never try to handle a situation you feel is dangerous on your own.
- Notify the Director On-call 484.919.8786 of the situation. Clearly state that you need assistance; give your name, your location and the area involved.
- In the case of extreme emergencies, where there is a threat to another person’s safety, call 911. Evacuate the building if necessary.

### 8. Severe/Extreme Weather Conditions
Severe hazardous weather conditions are defined as any weather condition that endangers students, faculty members, or employees in route to the classroom or workplace. A delay or closing of the University includes both classes and offices. As a convenience to those with long commutes, the decision about whether to close the University will be made as early as possible, as conditions dictate.
Following a decision to delay or close the University, an emergency status will be immediately implemented. University delays, closings, and cancellations will be announced on local radio and television (channel 3 CBS, Channel 10 NBC), radio (KYW 1060 AM using its Chester County code, 1018 and 5 KYW1060.com) via the Emergency Notification System, on the Internet and on the University switchboard.

In very rare instances, for example extreme weather conditions, students may be asked to remain in their residence halls due to safety concerns. Should travel to and from the Dining Commons become dangerous, the University will deliver a meal/meals for each student. All resident students (except family students) will be provided a meal, and all residents students’ meal plans will be charged accordingly.

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

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

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

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

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

- Lock down procedures:
  - The implementation of campus lock down status will be communicated by the Emergency Notification System. Cell phone text messages and emails will be sent to all who have registered for emergency messages.
  - Exterior entrances of buildings will be locked by Security, Facilities personnel, staff or faculty who have access to building keys.
  - Exit from the buildings will still be possible.
° Students in residence halls must remain in their room with the door locked.
° Faculty will move students to any lockable room in the building or remain in the classroom with the door barricaded if possible.
° All students, faculty and staff must remain in their buildings until the lock-down status is removed. Notification of an “All Clear” will be transmitted through the previous available communication methods.
Automobile Regulations
Students must register motorized vehicles and pay a parking registration fee to obtain a parking permit. Any change of vehicle must be reported immediately to obtain another parking permit. The fee is $50 per semester. Permits are to be placed on the front windshield, passenger side at the bottom. Vehicles not displaying a current UVF parking permit are subject to fines and may be towed at the owner’s expense. Students must register their off campus guest with their RA in order to obtain a temporary guest parking permit. Student employees are not permitted to obtain an employee parking permit, nor are they permitted to utilize employee parking spaces. Students are only permitted to have one car on campus unless a family student.

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

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

Parking and Escorts
Parking in a restricted area is a violation subject to a fine as specified in the campus parking regulations. Overflow parking lots are available behind Solomon's Porch and the parking area next to Charlestown Park. Campus Security escorts can be requested anytime from dusk until dawn. They may be contacted at extension 484.614.2965.

Vehicle Problems
Students who are locked out of their car or who need to jump start a vehicle are encouraged to call a professional or to ask a knowledgeable friend for help.

Right to Tow
UVF reserves the right to tow cars, at the owner’s expense, for parking violations. Cars may also be relocated on campus to facilitate University activities. Advance notice is given to students to relocate their vehicles except in emergency situations.

Speed Limit
The speed limit on campus is 15 mph unless otherwise posted.

Motorcycles
Motorcycles are subject to the same regulations as automobiles. Motorcycles are not to be operated on lawns or sidewalks.

Locking Vehicles
Vehicle operators are encouraged to keep their vehicles locked and emptied of all valuable items that are not built into the vehicle (i.e., audio equipment, CDs or other media).

Vehicle Maintenance
Vehicle maintenance is prohibited on campus. This includes but is not limited to any washing of vehicles with a hose on campus, all mechanical work, and oil or fluid changes of any type. Excessively dirty vehicles (such as vehicles that are covered with mud) must be cleaned prior to parking on campus to avoid a parking citation.

Disabled Vehicles
The Campus Security Office must be informed when a vehicle becomes disabled. Disabled vehicles must be repaired or removed within 30 days of the disablement. Failure to remove a disabled vehicle will grant implied consent for UVF to remove or dispose of the vehicle at the owners expense.
Abandoned Vehicles
All vehicles are required to maintain a valid registration, license plate and certificate of inspection. Any vehicle not in compliance and left unattended without the consent of Campus Security will be considered abandoned and will be towed.

Parking Citations
Citations are issued for drivers whose vehicles are not in compliance with campus parking and traffic guidelines. Payment of a citation must be made to the Cashier within 15 days of the date of the ticket or a $5 fee will be added. To appeal a citation, a student must make an appointment to meet with Campus Security within 3 business days of the date of the citation or forego the opportunity to appeal. Appeals of a Campus Security review will be heard by the Vice President of Student Life.

Use of University-Owned Vehicles
University-owned vehicles may be used for University sponsored or approved ministry or events, subject to availability. Final approval rests with the Student Life Office and/or Business Office. Drivers must have a valid license, no traffic violations in the past 3 years, be at least 21 years of age and must be sponsored by a University department and approved by the Student Life Office. Drivers are responsible for all traffic violations, damage to the vehicle, cleanliness of the vehicle, return of the vehicle on time, and proper conduct as a driver. Vehicles will be inspected by the Auxiliary Services staff during working hours or Campus Security after hours upon return to campus. For more information, please contact the Auxiliary Services Office.

Bicycles and Wheeled Transportation
Bicycles must be stored in outside racks only. Bikes found unattended in any areas other than racks and other specified bicycle storage areas may be confiscated. The University does not assume responsibility for the security of bicycles. Each summer break, all unclaimed bicycles will be removed from campus and owner’s will not receive any compensation.

No wheeled form of transportation may be used indoors unless it is medically necessary. Hoverboards are not permitted on campus.
MISSING STUDENT NOTIFICATION POLICY

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

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

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

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

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

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

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

This statement of policy will also be found in the Annual Security Report, which is made public on October 1 of each year.
SPIRITUAL LIFE
Living in a Christ-centered academic community carries with it many responsibilities. Students are assumed to have a genuine love of God and a desire to please Him, which will be reflected in their attitudes, relationships and conduct. We fully embrace the work of the Holy Spirit in student’s lives and realize that sanctification is a process that occurs throughout a believer’s walk with the Lord. However, basic Christian morality, ethics and lifestyle standards reflected in the Bible are expected. Furthermore, because we are a University committed to Pentecostal theology, we encourage students to seek the Baptism of the Holy Spirit and to use the spiritual gifts that the Lord provides through grace. Finally, it is expected that every person in the UVF community will commit themselves to seek after a relationship with the Lord through daily prayer, devotions, chapel attendance and regular involvement in a local church.

Chapel

UVF regards the chapel experience as an essential foundation for producing Christian leaders to serve in the church and in the world. Chapel services offer a unique opportunity for the entire main campus University community to join together in praise and worship, teaching and information, and to allow the gifts of the Spirit to operate corporately. Chapel services have a broad variety of themes that are reflective of the overarching goals of the University. From weekly missions emphasis chapels, to concerts, to our Fall and Spring Elective Chapel Series, chapel services are the center of daily life at UVF.

The University understands that circumstances occasionally arise that conflict with chapel time. Students are permitted to miss a certain number of chapels without penalty as described in the following section; however, absences should not be viewed as “free days.” Rather, students are encouraged to arrange their schedules so that they are able to attend chapel each day. Students should monitor and track their chapel attendance regularly on myValleyForge. It is wise to retain some chapel absences for the duration of the semester so that unexpected situations can be accommodated.

Chapel Attendance Policy

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

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

The maximum number of allowable absences from chapel is fifteen (15) per semester. The allowable number of absences are to be used for circumstances including an illness of one to two days, one time doctor appointments, dentist appointments, personal emergencies of all kinds, court appearances, car breakdowns, hospital visits, late arrivals from weekends at home, helping out at youth retreats, ministry involvement, or serving at district councils, athletic involvement, missions trips, etc. Beyond the absences provided for use at the student’s discretion, there are no excused absences except through an approved Single Day and Semester Chapel Exemption request.
**Chapel Exemptions (Single Day and Semester)**

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

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

**Chapel Absence Sanctions**

The University believes that chapel is central to the UVF educational experience. Therefore, students who exceed their allowable number of chapel absences are not receiving the total UVF experience and are not fulfilling their commitment to meet all University expectations that they made when they enrolled. For these reasons, disciplinary action will be taken when a student exceeds his/her allowable number of absences as outlined in the following chart:

<table>
<thead>
<tr>
<th>Days Exempt</th>
<th>Letter of Notification</th>
<th>Maximum Cuts</th>
<th>Fines Begin</th>
<th>Chapel Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 days exempt</td>
<td>13</td>
<td>15</td>
<td>16</td>
<td>21</td>
</tr>
<tr>
<td>1 days exempt</td>
<td>9</td>
<td>11</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>2 days exempt</td>
<td>6</td>
<td>8</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>3 days exempt</td>
<td>2</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

Students should understand that Chapel sanctions are intended to remind students of their commitment and to encourage their full participation in the UVF experience. Therefore, the following sanctions may be applied:

**Chapel Fine**

There is a $20 charge for each chapel overcut. Students may appeal chapel fines to the Student Life Office within ten business days (two weeks) from the date of the fine. Further appeals may be made to the Vice President of Student Life in writing. Appeals will be evaluated on a case-by-case basis at the discretion of the Student Life Office.

**Chapel Alert and Probation**

If a student exceeds the number of cuts allowed they will be placed on Chapel Alert. If a student significantly exceeds the number of cuts allowed, according to the chart above, they will be placed on Chapel Probation for the remainder of that semester and the following semester. A meeting with the Vice President of Student Life is required. Being placed on Chapel Probation is a serious offense that results in ineligibility to participate in chapel platform ministry, intercollegiate athletics, student leadership position and ministry participation as a representative of the University. Students on Chapel Probation may forfeit institutional scholarship or grant awards.

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

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

**Chapel Announcements**

Chapel announcements are displayed on screen at the beginning of each chapel service. To have a chapel slide created, approved organizations, events and student ministries should fill out and submit the Marketing Request Form located on the UVF website (www.valleyforge.edu) at least two weeks in advance of the date(s) desired. The form must be signed by a faculty or staff advisor.

Verbal chapel announcements are generally reserved for those events that impact the entire student body or campus community. Missions or Student Led Ministry announcements should seek permission and scheduling from the Chair of the Intercultural Studies Department. All other event or organizational announcements should seek permission and scheduling from the Vice President of Student Life.

**Chapel Conduct**

Chapel services are considered sacred times where the UVF community comes together to worship the Lord. As is customary in such settings, a high standard of conduct and proper etiquette is expected of all participants because it demonstrates respect for the Lord and for other members of the community. Hats are to be removed when entering a chapel service. Arriving late, leaving early, loud talking, horseplay, sleeping, studying, playing hand-held computer games, talking or text-messaging on a cellphone, and conduct that is disruptive to others will not be tolerated. In addition, students will not receive attendance credit for that day and may receive additional disciplinary action. Such actions undermine the very purpose of chapel attendance—a student’s spiritual growth. Chapel Ushers and University employees will confront students who are not complying with these expectations. No food is permitted in the chapel.

**Children in Chapel Services**

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

**Church Attendance**

Weekly church attendance is fundamentally related to preparing to minister to people of all ages, seeing the local church in action, providing community outlets for ministry and accountability, and being integrally involved with a local body of believers. Class and chapel services are not a substitute for weekly church attendance in the local community. Consequently, all students are required to faithfully attend regular Sunday services at a church within a reasonable driving distance of UVF. A record of the student’s church attendance is recorded at the end of each semester by the student on a form that is recorded by the Student Life Office.
The Great Commission (Outreach)
Basic to the Christian life is the call of all believers to share the good news of Jesus Christ with the world. By lending a helping hand, reaching out in a service project, or traveling to participate in a focused evangelism outreach, we are loving others as Christ has called us to do.

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

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

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

Beyond the academic requirements, UVF strongly recommends broad ministry involvement so that every student may be acquainted with many aspects of ministry. Ministry involvement includes service in area churches, children's ministries, Chi Alpha college and university ministry, ministry to the homeless, senior citizens, Teen Challenge, prison ministry, personal evangelism, church planting, urban mission teams, summer camps, foreign missions experiences, etc. Information regarding all current outreaches is available through the Intercultural Studies Department.

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

Student Learning Outcomes

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

Institutional Student Learning Outcomes for UVF:

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

**Information Literacy/Critical Thinking**
Students will develop the knowledge and skills needed to locate and evaluate diverse forms of information and use the information to solve problems and answer questions.

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

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

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

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

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

Academic Support

Academic support is provided through an individual Mentored Academic Success course which assists students in their pursuit of academic excellence. The faculty and peer mentors teach strategies for college success, assess students' progress in their courses and sharpen study skills.

Mentored Academic Success was designed to provide academic support and develop the competencies necessary to thrive in a University setting. All current students are evaluated at the end of each semester and students with a cumulative GPA below 2.0 as well as students on financial aid warning, are placed in Mentored Academic Success.

There is a $150 fee charged for the semester a student is enrolled in Mentored Academic Success. The credit load may not exceed 13 credits for these students. No course credit is given for the class, and students participate for only one semester. Commuters and online students are not enrolled.

The Write Solution

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

The Write Solution tutoring center is located in Tucker Hall, room 118. Students may sign up ahead of time on the bulletin board outside the Write Solution for half hour meetings or they may drop in during tutoring hours. Hours are Monday through Thursday 2 - 7 pm and Friday 2 - 5 pm. Tutoring services are free.
Course Load
The normal full-time course load is 15-17 credit hours each semester. A 15-17 credit hour course load will enable a student to complete a degree program in the suggested four year time frame. A course overload is defined as 18-20 credits. Students may not enroll in 21 or more credits unless approval is obtained from the Vice President of Academic Affairs, who will determine the student’s eligibility based on their GPA and workload. Students must be enrolled in a minimum of 12 credit hours to be considered full-time. A student who drops below 12 credits should consult the Director of Financial Aid to determine the effect on receiving Federal or State financial aid.

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

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

Off Schedule Exams
Faculty may allow students to make up exams or quizzes by coordinating with the Academic Department’s Administrative Assistant. The student must receive permission from the professor to make up a missed exam. There is a $10 fee to take an exam off-schedule, payable to the Cashier’s Office in the Harrup Administration Building. The fee will only be waived in the case of emergency, death in the family or verifiable illness (a doctor’s note can be requested). The professor must provide the Administrative Assistant with the exam, have the student’s name on it and specify whether or not the fee is waived. They must present the receipt to the Administrative Assistant prior to taking the exam. GIS students and students taking quizzes do not need an appointment, but due to the limited seating space in the testing area the student might have to wait until a seat is available.

Off Schedule Final Exams
Only the Vice President of Academic Affairs may waive the $10 final exam fee. A Final Exam Form must be completed and signed by the Professor and Vice President of Academic Affairs, before the student may take the exam. It is the student’s responsibility to have both parties sign the form.

Class Attendance Policy
The standard attendance policy requires students to attend each period of class in which they are enrolled. (Faculty members publish specific penalties for excessive absences in the course syllabus.) Penalties are applied when absences exceed twice the number of times per week a class meets. (Example: a student would be permitted four absences without penalty for a class that is scheduled to meet two times per week.)

Academic Warning
When a student’s cumulative GPA falls below the level of “good standing” the student will be placed on academic warning for the following semester. The maximum academic load for students on academic warning is 13 credits. Students on academic warning may participate in one extra-curricular activity only if approved by the Vice President of Academic Affairs

Continuation of Academic Probation
Students who do not attain a satisfactory cumulative GPA by the end of the semester of academic warning will be placed on probation for the next semester of enrollment only if they successfully complete the appeal process. The maximum academic load for students on probation is 13 credits and they are ineligible to participate in extra-curricular activities.
Removal from Academic Probation
Students will be removed from academic probation at the end of a semester when the cumulative GPA meets the requirements for “good standing.”

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

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

Withdrawal from College
A student who wishes to withdraw from UVF must complete a Withdrawal Form from the Student Success and Career Services Center and participate in an exit interview with the Director to officially withdraw. Students may come to the Center personally to schedule an exit interview, call 610.917.1531, or fill out a ‘Withdraw Request’ by logging into myValleyForge, click on ‘Student Success’ and the Director will contact the student within 24 hours to schedule an exit interview. Not attending classes does not constitute an official withdrawal and could result in a grade of ‘F’ for each course. Calculation of tuition reimbursement is based on the date of the official withdrawal. Students are responsible for payment of any unpaid balance accrued during their attendance at UVF. Laptops must also be returned unless the student has made arrangements with the IT Department to purchase the laptop.

Non-Return to College
If a student does not intend to return to UVF in a subsequent semester they must complete a Non-Return to College Form from the Student Success and Career Services Center and participate in a non-return interview prior to the conclusion of the current semester. Students may come to the Student Success Center personally to schedule their non-return interview, call 610.917.1531, or fill out a ‘Non-Return Request’ by logging into myValleyForge, click on ‘Student Success’ and the Director will contact the student within 24 hours to schedule their non-return interview. Failure to complete the Non-Return to College Form will prohibit the release of your transcripts. Laptops must also be returned unless the student has made arrangements with the IT Department to purchase the laptop.

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

Grade Change Policy
Grade changes will be accepted by the Registrar’s Office only in cases of documented clerical error, miscalculation, or by appeal as a result of extenuating circumstances. A faculty member cannot reassess material and submit a new grade. Reevaluation of a student’s performance is not to be considered a legitimate reason for a change of grade. A student may appeal a grade with the faculty member involved through the end of the semester immediately following the one in question (i.e. a professor may only make a change for the preceding semester). Faculty requesting a grade change must submit the change request to gradechange@valleyforge.edu. The request must contain the reason for change. In extreme cases of extenuating circumstances or when information surfaces after the grade has been submitted, a written appeal must be submitted to the appropriate Department Chairperson for review by the Academic Affairs Committee.
Additional information regarding the Grade Change Policy is available in the University Catalog.

**Academic Grievance Procedure**
The faculty member is the primary person regarding course policies, expectations, or grading. Students who feel they are treated unfairly in their academic experience should make every effort to resolve the issue with the faculty member. If students wish to appeal a faculty member’s decision, they should contact the Vice President of Academic Affairs. The Vice President of Academic Affairs will provide students with information to resolve an academic grievance.

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

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

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

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

1. **SUBMITTING** any part of the same work in two(2) or more assignments, even in different or repeated courses, without the expressed consent of the professor(s).
2. **FALSIFYING** (faking) information, class attendance (including signing in for another student, using another student’s user name and password to submit work on his/her behalf), etc.
3. **PLAGIARIZING** or using another’s ideas (Student internet, book, etc.) without giving the source (citation) or using another’s unique words or phrases without quotation marks as a citation.
4. **CHEATING** on an exam, assignment, etc. including group work not expressly approved by the professor.
5. **HELPING** another student in any way with an act of academic dishonesty.
6. **DISSEMBLING** or not being fully honest in any investigation of academic dishonesty.

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

1. Students suspected of academic dishonesty will receive an email from the instructor asking the student to meet with the instructor and the Department Chair (or another designated faculty member if the Department Chair is the instructor) to disclose any academic dishonesty.
2. After meeting with the student, the instructor will email the Academic Dishonesty Incident Report to the offices of Academic Affairs and Student Life.
3. The instructor will email the student with one of these conclusions:
   - **No Academic Dishonesty:**
     - There is not a consequence.
   - **Unintentional Academic Dishonesty:**
     - At his/her discretion, the instructor will give a consequence ranging from a
verbal warning, to redoing the assignment with or without a grade reduction, to receiving a 0 or an “F” on the assignment.

Intentional Academic Dishonesty:
   The student will face the consequences listed below; the severity will depend upon the student’s openness of disclosure and willingness to cooperate.

Consequences for Intentional Academic Dishonesty

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

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

1. A Restorative Contract from the Student Life Office. Based on the details of the student’s particular incident, this contract may include mentoring accountability, personal counseling, academic honesty counseling and removal from UVF ministry, leadership, intercollegiate athletics, or other campus-related activities for a specified period.

2. A Restorative Academic Consequence from the Office of Academic Affairs. Based on the student interview, the academic consequence at each incident level may include at least one of the following measures:
   • 1st Incident of Intentional Academic Dishonesty:
     Receive a “0” for the assignment.
   • 2nd Incident of Intentional Academic Dishonesty:
     Fail the course.
   • 3rd Incident of Intentional Academic Dishonesty:
     Be dismissed from the University for the semester with F’s in all courses and loss of all current UVF scholarships.

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

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

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

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

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

Emergency School Closing
Occasionally, if weather conditions are severe enough the Vice President of Finance may declare an “Inclement Weather Day” by 5:30 am. This declaration will be posted in the following ways:

1. On the outgoing voicemail message on the main University number 610. 935.0450.
2. Via email and text messages sent to all students and faculty.
Equal Employment Policy
The University hereby affirms its commitment to equal employment opportunity for all qualified persons without regard to race, color, national origin, gender, physical handicap, age or status as a disabled veteran, or veteran of the Vietnam era. The University is firmly committed to this policy and expects all employees to demonstrate sensitivity to and respect for all persons.

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

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

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.
   • Students should submit to the Registrar, chair of the academic department, Vice President, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.
   • Students who wish to ask the University to amend a record should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed.
   • If the University decides not to amend the record as requested, the University will notify the student, in writing, of the decision and student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   • The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to University officials with legitimate educational interests. A University official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including Campus Security personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using university employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
   • A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
   • Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
Other exceptions that permit disclosure without consent are:

- To authorized representatives of the Comptroller General of the United States; the Attorney General of the United States (for law enforcement purposes); the Secretary of the Department of Education of the United States; the Bureau of Citizenship and Immigration Services; and state and local educational authorities.
- To parents of dependent students, as defined in section 152 of the Internal Revenue Code of 1986.
- To a parent or a legal guardian in connection with a health or safety emergency.
- To a parent or a legal guardian of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or Policy of the institution, governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to that use or possession.
- If a parent or eligible student initiates legal action against the University, the University may disclose to the court, without a Court order or subpoena, the student’s education records that are necessary for the University to defend itself.
- The disclosure is in connection with a disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of a crime of violence.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UVF to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office, U.S. Department of Education,
   400 Maryland Avenue, S.W., Washington, DC 20202-5901

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

**Learning Disabilities**

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

**Internships**

Internships are also a part of the students’ preparation for a life of service and leadership in the church and in the world. Internship Seminar, a one credit course usually taken during the Junior year, is a prerequisite for most internships. The actual internship is a 75-300 hour (depending on the major), one to four credit commitment with the student directly mentored by someone in his or her field of interest. Most internships require the appropriate clearances. Early Childhood, Music Education and Secondary Education - English students will take part in a semester of student teaching in place of an internship. Theological Studies majors will prepare an extensive Senior Project. Faculty Administrative Assistants have Internships opportunities available for the students to review.
RESIDENCE LIFE
GENERAL HOUSING GUIDELINES

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

- Unmarried students under 24 years of age are required to live in the residence halls unless they reside with their parents or guardian or are enrolled as an online student.
- Residents must carry a minimum credit load of 12 credits per semester in order to receive priority consideration for campus housing. Students who do not meet the minimum 12 credits per semester must notify their Campus Director to determine what, if any, housing adjustments are needed.
- The Vice President of Student Life reserves the right to interview students who are over the age of 24 in order to determine the most appropriate residence situation.
- Students who are not actively participating in class and chapel, who engage in inappropriate behavior, or who are not in good financial standing may forfeit the privilege of housing.
- Housing is only available to currently enrolled undergraduate students, therefore it is expected that students will vacate the residence halls upon graduation.
- All residents are required to read and sign a Room Condition Form & Residence Agreement when they check in and check out of their room.

Off Campus Housing
Single students must meet each of the following criteria to be eligible to live off campus unless they reside with their parent or guardian, or are enrolled as an online student.

- 24 years of age
- Financially self-supporting
- In good standing with the University

Married students are eligible to live off campus.

Applications to live off campus must be submitted at least one month before the beginning of the semester. Off campus housing must be re-approved each fall semester. Students who are permitted to live off campus are required to attend chapel and adhere to campus lifestyle policies as if they were living on campus. Off campus applications are available on myValleyForge.

Room Assignments For Single Students
In order to be eligible for a housing assignment, a student must fulfill the following requirements:

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

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

- Housing Lottery number

Online Students Living on Campus
Online students may apply to live on campus by fulfilling the above requirements for
room assignments for single students and by agreeing to uphold the UVF Community Covenant. Approvals may be made on a case-by-case basis depending on housing availability, class standing, former residential status, etc. Online students should contact a Campus Director for more information.

**Housing and Meal Plan Accommodations**
Students with documented disabilities are encouraged to contact UVF personnel for information on housing and meal plan accommodations. Students should be aware that the accommodation review process may take up to four weeks. Approval for accommodations will be applied to the semester following the approval.

- Housing accommodations - contact a Campus Director
- Meal Plan accommodations - contact the Director of the Health Center

**Room Changes**
A Campus Director must approve all room changes in advance. Students are not eligible for a room change until after the second week of the semester. Changing rooms may affect the charges to a student’s student account. If a student desires to change rooms for the spring semester, the transfer must be completed before leaving for Christmas vacation and only with the approval of a Campus Director.

**Check In Policy**
When checking in, students must:

- Obtain their room key from the Student Life Office
- Check in with their Resident Assistant
- Review and sign their Room Condition Form and Resident Contract Form

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

Residents are not permitted to bring any personal belongings into a residence hall room earlier than the first day of New or Returning Student Check-in, even if a roommate has already moved in due to Student Leadership training or athletics. If any belongings are found in a residence hall room without the approval of a Campus Director, the student will be charged the current summer housing rate for each night that the items were in the residence hall room, along with a $50 fine for failure to gain permission from a Campus Director for storing items early.

**Check Out Policy**
Students are expected to vacate the residence hall on or before 10 pm the day of graduation. (Graduates may apply to check out by 10 am the day following graduation.) The Student Life Office will communicate the move out date to residents. Improper check out fees will apply.

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

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

Any property left in a residence after the appointed date of vacating automatically becomes property of UVF and will be disposed of as the University deems appropriate.

**Keys and Locks**
Room keys are issued when students check in to their residence hall. The key must be returned when the student changes or vacates the room, usually at the end of the University year. Should a resident lose a key or fail to return a key when checking out he/she will be subject to a replacement charge of $30-$70, depending on the residence hall, (to cover costs of a new lock and keys). Lost keys should be reported to the Resident Assistant immediately and to the Student Life Office during the next business day. Students are not permitted to duplicate their room keys. Because campus residences
are already equipped with a lock, other locking devices are not permitted. Unauthorized locks will be removed at the student’s expense.

**Furniture Guidelines**

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

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

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

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

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

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

Violation of the furniture guidelines may result in charges of a minimum of $25 and the removal of all prohibited items.

**Storage**

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

**Room Cleanliness**

Students are responsible for the cleanliness of their bedroom, bathroom and kitchen areas. Students must furnish their own toiletries and cleaning supplies, including mops, toilet brushes, small handheld vacuums, etc.

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

**Hallways, Stairwells and Exits**

Hallways must be kept clear of any obstruction including personal items, furniture, trash, etc. A $25 fine is assessed the first time a person leaves an item of any kind in the hallway. Second and third offense will result in disciplinary action. University officials may discard unclaimed items. If the problem persists, the student will be subject to further disciplinary action. Exterior doors must remain closed and completely clear. Entry ways or stairwell landing areas may not be used for storage or as a temporary place to house any items due to fire and safety regulations.
Room Inspections
Room inspections are conducted by the Resident Assistant on a regular basis in all residence halls except family apartments to encourage sanitary conditions, promote community relationships, and help reduce wear and tear on the residence halls. The Resident Assistant will communicate the day of the room inspection.

- The first room inspection failure will result in a $25 fine, requiring the student to sign up for a re-inspection that must take place within 48 hours. If re-inspection also results in failure, or the resident does not sign up for a re-inspection, they will receive a second-level fine of $50. If re-inspection results in a passing score, a re-inspection fine will not be administered.
- If, in the same month, a student fails room inspection a second time, a $50 fine will be implemented for the second violation.
- Failure to meet room inspection standards three times in a row will result in a $50 fine and a meeting with the Residence Director, which will result in disciplinary action. Students who consistently fail room inspections may, ultimately, become ineligible to remain in the residence hall.
- Several times during the semester, usually just before a major University calendar event (Breakaway, University breaks, etc.), residents will be subject to a thorough room inspection. Every part of a standard room inspection must be approved in order to successfully pass a thorough inspection.

Trash
All garbage must be wrapped or bagged and placed in the dumpsters located nearest the residence facility. If these dumpsters are full, residents may use dumpsters in other locations on campus. Trash must not be left in building entry ways, hallways or next to the dumpster. Personal trash should not be placed in hall trash cans. A fine of $25 will be issued for improper disposal of trash for the first occurrence. The second occurrence warrants a $50 fine.

Do not place metal, wood or furniture of any kind in the dumpsters. All metal, wood or furniture may be disposed of in the dumpsters located by the Dining Commons. (Refrigerators and air conditioners may not be disposed of in dumpsters.) Improper disposal of these items also warrants a fine of $25 for the first occurrence and $50 for the second occurrence.

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

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

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

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

Floor Meetings
Floor meetings occur on a regular basis in the residence halls and are designed to disseminate important information, as well as provide opportunity for building community among residents of individual floors. The Resident Assistant generally
leads the floor meetings. Because of the important role that these meetings have in the life of the floor, residents are required to attend. Dates are published well in advance so students can arrange their schedules. Employment is not an excused absence. If a student has extenuating circumstances that prohibit them from attending the floor meeting they must have prior approval from their Residence Director at least 24 hours in advance. Failure to do so will result in a $25 fine. Second offense is $50.

Quiet Hours
The designated quiet hours are 11 pm to 7 am in and outside of single student residence areas and 9 pm to 7 am in the family residence areas. During this time all conversations, music and televisions are to be held at a level that cannot be heard outside the door of the room. Students with roommates may not host guests in the room during quiet hours unless all persons in the room give consent. Students are encouraged to respectfully confront other students who are violating quiet hours. Students who repeatedly show disregard for quiet hours may be subject to disciplinary consequences. Music bands that practice on campus must end their rehearsal at or before 11 pm in order to conform to quiet hours unless they have received permission from a University official.

Residence Hall Security
Safety and the well-being of our students is a main priority of the University. For this reason, students are encouraged to return to their residence halls by 1 am. Most residence hall exterior doors are locked at all times for safety and security reasons, and any entry door that is unlocked will be locked at 1 am. Students may not enter residence halls of the opposite gender except at the invitation of a resident of that residence hall during regularly scheduled visitation hours. Proxy cards will only allow access to the students assigned residence hall. Students must be invited and admitted by a resident in a different hall in order to gain access to the building and are not to jeopardize or interfere with the safety and security systems. This includes the propping of locked doors or windows, altering locking devices and permitting access to unauthorized or unknown persons; to do so will be considered a security and safety violation and will result in disciplinary action.

Overnight and Weekend Check-Out
If a student is planning to be away from their designated residence hall room for the night, they must complete an Overnight Check-Out Card from their Resident Assistant before leaving campus. The purpose of this check-out procedure is to locate a student in case of an emergency, however the University does not assume responsibility for locating students or for their safety when they are off campus on personal trips. The Student Life Office must be notified when a student will be off campus for an extended period of time. Students must have permission from their Residence Director to sign out to any place other than a residence. Students who forget to sign an overnight card will be subject to discipline. On campus students are encouraged to stay in their designated room and must follow the guest on campus policy when hosting another student (of the same gender) in their room overnight. Any unmarried student should not spend the night in the same room with another person of the opposite gender, except for family. Such action will be viewed as a violation of University policy.

Co-ed Visitation
Co-ed visitation is permitted in single student residence halls on Wednesdays from 6:30 pm - 10:30 pm, alternating Fridays from 6:30 pm - 10:30 pm, and Sundays (open lounge only) from 1:00 pm - 5:00 pm. Building 33 houses both family students and residents 24 and older. Single resident students in Building 33 are permitted co-ed visitation from 11:00 am to 11:00 pm daily, in accordance with family student housing visitation hours. Co-ed visitation is not permitted during University breaks.

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

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

The only off campus visitors of the opposite sex allowed in single student residence halls on occasion other than open dorm are family members of a student (i.e., a father of a female student is permissible). However, the student must request permission from their Resident Assistant for a family member of the opposite sex to enter the residence hall. Male visitors must announce “Man on floor” in a female residence hall and a female visitor must announce “Woman on floor” in a male residence hall. In the apartments the same procedure must be followed with the modification that the Resident Assistant and all residents of that apartment must first consent that it is okay for a family member of the opposite sex to enter their apartment.

Co-ed Lounges
The first floor, center, co-ed lounges in Beisel, Beuttler, Bongiorno, Damiani, DiTrolio, Paproski, Shelton and Wells halls are open from 8:00 am until midnight. Stairwells are not to be used as lounges. Students are responsible for following co-ed visitation hours. Co-ed visitation of any kind is not permitted during University breaks.

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

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

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

Window Coverings
Because single residence hall rooms are equipped with window blinds, curtains and other window coverings are not necessary. Window coverings with a white or neutral backing, or decorative coverings not seen from the outside, are permitted. Other window coverings must be approved by the Campus Director.

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

Christmas Decorations
Christmas decorations can be displayed in November and December and must be removed before Christmas checkout. Stic tac, magnets and a limited number of thumbtacks can be used on flat surfaces to hang lights and decorations. The following guidelines must be strictly adhered to for safety:

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

The following items are not permitted:
• Cut live Christmas trees, boughs, and/or wreaths made of cut greens.
• Spray snow.
• Exterior lights and exterior decorations.
• Paper or foil lining the hallway.
• Open flames of any kind.
• Dangling items from light fixtures.
• Lights on the floor or crossing the threshold of a door.
• Glitter or graffiti on the floor.

Any decorations deemed unsafe or potentially hazardous by University personnel will be removed. Students who violate these guidelines will lose Christmas decoration privileges and may be subject to disciplinary action. Students will be held liable for any damage that results from their failure to adhere to these guidelines.

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

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

Laundry
Coin-operated laundry facilities are located in each residence hall. The University assumes no responsibility for damage to clothing while washing or drying. Students should report mechanical difficulties with laundry machines by calling the service number on the machine. For refunds, contact the Student Life Office. A change machine is available in The Anvil.

Inappropriate Floor Activities
Because of potential harm to students and damage to residence halls, sporting activity is prohibited in the residence halls. This includes wrestling, any form of wheeled transportation unless medically necessary, or water fights of any fashion. Climbing through or throwing things out of or into windows is also prohibited and is subject to a $100 fine. Students who damage the residence hall through horseplay in any way, even accidental, will be expected to pay the cost to repair the damage and may be subject to an additional $25 fine. A second offense will result in a $50 fine plus the cost of damages. A third offense will result in a three-day suspension from the University. Students are expected to be modest at all times and public nudity is prohibited.

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

Musical Instruments
Students who play musical instruments or use electronic instruments are expected to keep the music to a respectable level so that it cannot be heard outside the room. Headphones are recommended for those who enjoy loud music. Drums, guitar amplifiers and other loud instruments should be avoided in the residence halls and not left in any facility on campus. Violation of this policy may result in fines and/or confiscation of the instrument(s).
Electrical Appliances
The use of electrical appliances in residence halls is limited for safety reasons. Irons, hot pots, coffee makers, and refrigerators smaller than 4.9 cubic feet are permitted. Items that are prohibited include halogen lamps, hot plates, toaster ovens, microwaves, ovens, kerosene heaters, and indoor grills or skillets (George Foreman, rice cookers, crock pots).

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

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

Animals and Pets
Because of health and sanitation, pets may not be kept in residence halls or Family Student housing with the exception of fish held in standard size (no larger than 20 gal.) aquariums. Students will be held responsible for damages that result from an approved aquarium and will be asked to remove aquariums that are not properly maintained. (Aquariums may not be used for spiders, snakes, rodents, amphibious creatures, lizards, frogs, etc.) Stray animals should not be housed or fed as they frequently carry fleas and diseases that can cause harm or discomfort to humans. A $10 per day fine will be assessed for keeping a pet in a campus residence.

Insect and Pests
The University has an insect eradication program that involves the regular assessment and spraying (as needed) of residence areas to minimize insect problems. Please notify your Resident Assistant if you experience an insect problem. It is a violation of Pennsylvania State law to have pesticides in a residence hall room, so residents should not bring household pesticides to the campus.

Guests on Campus
Guests may stay in the residence halls for limited periods under the following guidelines:

- Overnight guests, maximum of two, may stay up to three consecutive nights in a host student's room free of charge, including during University breaks.
- Guests must be the same gender as the host student.
- No guest may stay on campus more than six nights per semester, regardless of who is hosting them.
- Guests who are not staying overnight on campus must vacate a residence hall by 10 pm.
- Host students must inform and register their guest with their Resident Assistant.
- Host students should obtain a guest parking tag (if applicable) in the Campus Security Office. A $50 fee will be assessed to the student's account for each unregistered guest.
- Host students are responsible for their guest observing all University policies. Guests who violate University policies are subject to immediate removal from the campus. Host students will be personally liable for any damages caused by their guest.
- A Residence Director must approve overnight stays that exceed three days.
- Guests who are permitted to stay more than three nights will be required to pay $23 per night. Payment must be made in advance to the Student Life Office when the guests are registered or the charge will be added to the host student's account.
- Guests should be at least 16 years of age and must not be less than 10 years of age. Guest(s) between the ages of 10 - 16 must be related to the host student brother, sister, cousin, etc.) or be accompanied by their parent.
- Students may not host a guest in the residence hall during finals/graduation week unless the guest is approved by a Residence Director. Failure to have a guest approved will result in a $50 per day charge.
- See exceptions for Breakaway
Breakaway
Breakaway is a regular event that invites prospective high school students to visit the campus for a two-day, one-night event. The goals of Breakaway are ministry, recruitment, and promotion. Prospective students become acquainted with the many facets of University life at UVF: the classroom, chapel, athletics, and residence life. Because prospective students are housed in the residence halls, current students have a wonderful opportunity to minister. All resident students should expect to host a Breakaway guest. Students, faculty and staff are invited to reach out, encourage, love and minister to Breakaway guests.

Breakaway Guests and Hospitality
Due to limited space during Breakaways, all guests must be registered through the Admissions Office at least one week in advance. They must be in high school and, if less than 18 years of age, accompanied by a chaperone 21 or older. UVF students may only serve as a chaperone for their siblings.

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

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

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

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

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

Christmas Housing
It is generally expected that most single students will exit their housing assignment and return home for the Christmas holiday within 24 hours of completing their fall final exams; however, some students choose to remain on campus for some or all of the break. For this reason, the University provides a limited amount of rooms during Christmas Break. Students may be required to relocate to another room or apartment. A room fee is charged and the total amount must be paid prior to the beginning of the break. The Dining Commons is closed. Rooms must be kept clean and orderly during breaks and students are subject to all University guidelines. Visitation in opposite sex residences is not permitted. Students who return to campus early without permission from a Residence Director will be charged a fee of $23 per night plus a Residence Life fine.

Summer Housing
Applications and information for summer housing are available on my.ValleyForge.edu and are due in April. Priority for summer housing placement is given to students who plan to stay on campus for the longest period of time and who have the highest class standing. Preference for a specific campus apartment is given to students who either
currently reside in the desired apartment or are scheduled to live in this apartment for the upcoming fall semester. Students desiring to stay on campus for the summer must be in good behavioral and financial standing with the University. Applications received after the deadline will be prioritized on a first-come, first-serve basis. A final Student Accounts clearance must be obtained before housing is assigned. Students residing in summer housing must comply with all UVF standards.

A student with belongings in a room or apartment for any portion of a week during the summer will be charged that week's rent. Rent for the months of May through August is due on the first calendar day of the month and should be paid to the Cashier. A five-day grace period is granted. If payment is not received by the 5th day of the month a late fee will be assessed for each week payment is late. Rent must be paid by the 15th of the month or the student will be asked to vacate the premises immediately.

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

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

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

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

**Marriage**
Students are encouraged to seek ministerial counseling prior to engagement and marriage, preferably from their home pastor. University personnel are sometimes available to give counsel. Scheduling wedding ceremonies to take place during a semester is discouraged in light of the considerable changes and stresses that many people experience in the weeks before and after the ceremony.

**Liability Statement**
UVF is not liable for the loss of money or personal belongings by any person or for damages done to property belonging to any individual, except that which may be done accidentally by regular employees of the University. For the students’ protection, it is recommended that residence hall rooms be locked at all times. Students’ private property damages done to property belonging to any individual, except that which may be done accidentally by regular employees of the University. For the students’ protection, it is recommended that residence hall rooms be locked at all times. Students’ private property should be insured by renter’s insurance. If one’s room cannot be locked because of living in an apartment situation, then obtaining a trunk that can be locked is recommended. The University is not liable for any injury that occurs during unsupervised activities.
Family Housing Assignment Process

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

- Acceptance as a UVF student
- Submission of the $100 enrollment deposit
- Submission of the $200 security deposit
- Submission of housing application to the Student Life Office
- Interview with the Campus Director in charge of Family Housing

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

Current residents who wish to move to another apartment must contact the Campus Director to be placed on the waiting list.

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

"Tenancy at Will" Provision

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

Course Load

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

Security Deposit

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

The security deposit will be returned within 30 days of the date the apartment inspection was completed provided all other account balances have been paid and no damage charges are assessed.

Rent Payment

Housing charges incurred during the months of September through December are included in the student’s fall semester bill and are due at registration. Housing charges incurred during the months of January through April are included in the student’s spring
semester bill and are due at registration. Rent will be charged as long as personal items are in an apartment. The months of May through August are paid on a monthly basis.

**Intention to Vacate an Apartment**
Residents who intend to vacate an apartment before finals week for reasons other than graduation must submit written notification to the Campus Director. Notification must be given 60 days in advance or the security deposit will not be returned and any remaining rent will not be prorated. Residents who are vacating their apartment are asked to commit to a specific move out date. The agreed upon date will be used to determine the appropriate rent charges for the final month of occupancy. The resident must schedule a check out appointment with the Campus Director on the date they are scheduled to move out of their apartment. Family students graduating in May must vacate their apartment on or before May 31 and December graduates must vacate their apartment on or before December 24. Extensions may be granted to students with extenuating circumstances (i.e., children in school until June, etc.). Extension requests must be submitted in writing to the Campus Director at least 30 days before the end of the semester.

**Air Conditioning**
Either central air or window units have been installed in every residence hall room and apartment on campus including Family Housing (Building 32). Facilities personnel will install window units in Spring and then remove them in Fall.

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

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

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

- Visits are permitted between 11:00 am and 11:00 pm
- Visit takes place in non-sleeping areas of the apartment
- The entrance of the door must be completely open
- Quiet hours are maintained

**Decorations**
Residents are asked to maintain apartments in a clean, orderly and healthy manner at all times. Residents experiencing problems with excessive odors, cleanliness or clutter will be asked to remedy the problem immediately. Residents with a repeated unresolved problem in the area of cleanliness will be issued a $25 fine, and may lose their housing privilege. Other important information for apartment residents includes:

- Picture Hangers: Picture hangers may be used with care. Please do not anchor items that will cause permanent damage to the wall itself.
- Borders: Stenciling, wallpaper and borders are not permitted in campus apartments. Removable borders with adhesive backing that can be peeled off easily are acceptable; however, residents must remove them prior to vacating the apartment.
- Paint: Apartments may not be painted by residents without prior approval from a Campus Director.
• Modifications: Any modifications made to the apartment must first be approved by the Campus Directors and Facilities Department. Any plans to remove or add loft space, counter tops, cabinetry, carpet, etc., must be discussed with Facilities prior to doing any work. All modifications become the property of the University.

• Closet Doors: The Facilities Department will not repair or install closet doors. Please do not attempt to install doors unless first getting modification approval from Facilities. Spring rods or curtain rods may be used to hang curtains instead.

• Apartment Doors: A tasteful item of welcome (wreath, name sign, etc.) may be placed on the apartment door.

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

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

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

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

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

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

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

Student organizations provide students with practical opportunities for service and leadership development. Students on academic probation may participate in no more than one extra-curricular activity.

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

Student Government Association
The Student Government Association (SGA) is the organizational representative of the student body. The main purpose of SGA is to forward the mission of the University by engaging students to become active participants in the University experience and to represent the student body to groups both inside and outside the University. SGA is composed of the Executive Committee, Class Councils and additional representatives.

Executive SGA Officers are elected each spring to oversee the activities of SGA and to serve on the Executive Committee. The Executive Officers are scholarship positions and are available to any student who is eligible (eligibility standards are available in the Student Life Office). These students serve as an advocate for student concerns, promote University traditions and events, and serve as a liaison between the Student Body and the Administration. In addition to the Executive Officers, each class elects a President, Vice President, Secretary/Treasurer, and Student Activities Coordinator.

The SGA Office is located near The Anvil, student center. Announcements regarding upcoming events are posted on the bulletin board outside the main entrance to the Dining Commons and in The Anvil.

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

Missions Committee
The Missions Committee exists to inspire UVF students to participate in global evangelism. The committee seeks to expose students to a variety of mission fields and to provide opportunities for students to pray for, give to and be involved in home and foreign missions.

Student-led Ministries
Student-led Ministries (SLMs) engage students in the mission of the University by providing opportunities for students to be involved in efforts to minister. Student-led Ministries may include Homeless Ministry, Audience of One drama ministry, The Art Of worship and praise ministry, children’s ministry, dance and many others. SLMs receive approval through and report to the Missions Committee which is the primary students ministry arm of the Intercultural Studies Department.

Mentoring
Students are encouraged to enhance their own growth by entering into mentoring relationships with faculty members, staff members and mature students for the purpose of discipleship and personal growth.
Academic Organizations and Clubs
UVF’s various academic departments also host clubs and organizations. Some are professional organizations, such as the American Association of Christian Counselors chapter, while others center around vocational interest, such as the Social Work Club. Curtain Call, the drama club, produces two theatrical events on campus each year. Academic clubs receive approval through and report to their respective academic departments

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

• Clubs - contact the Executive Vice President of Student Government Association.
• Student Led Ministries - contact the Chair of the Intercultural Studies department or the Chair’s Administrative Assistant
• Academic clubs or organizations - contact the Chair of the respective academic department.

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

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

Intercollegiate Athletics
UVF Athletics seeks to provide the highest level of athletic competition possible, in an environment consistent with the mission of UVF. The Athletic Department offers a unique and valuable experience that endeavors to develop Christ-like character in athletes through learning the value of physical activity, hard work, sportsmanship, skills and rules of the game, discipline, as well as, the principles of servant-hood gained through teamwork and interaction with others.

UVF is a provisional member of the National Collegiate Athletic Association (NCAA), Division III and a member of the National Christian College Athletic Association (NCCAA) Division II, Mideast Region. The NCCAA is a national affiliation of Christian colleges and Universities throughout the United States and Southern Canada.

Varsity sports at UVF include: women’s volleyball, women’s cross country, women’s softball, men’s baseball, men’s cross country, men’s golf, men’s & women’s soccer and men’s & women’s basketball. All current students are eligible to compete for a spot on a varsity team during one of the “open-try-out” dates. Check with the Athletic Department for appropriate dates. The Athletic Department Office is located in the gymnasium.

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

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

Athletic Information
The Athletic Department provides a number of ways to access up-to-date information on athletic competitions, rosters, scores and much more. The Athletic webpage includes news and events, team rosters, intramural information, coach & staff information, etc. To access the Athletic Department’s webpage, go to the UVF homepage and select “Athletics.” or go to uvfpatriots.com.

Wellness Activities & Weight Room
The Athletic Department and Health Center provide various activities and clinics to promote personal health and physical fitness including a “Wellness Fair,” weight training, running, aerobics, walking, and physical fitness clubs. Use of the gymnasium weight room and exercise equipment is open to all current UVF students.

UVF Fit
UVF Fit is a campus-wide program designed to help students and staff meet their fitness goals. Participants have access to the expertise of a dietician, Health Center staff, and Athletic staff in creating their goals and charting their progress. UVF Fit also provides an inspirational; spiritual growth component. Visit the Health Center to get started.
CAMPUS OFFICES

UVF has an open door policy. Students are encouraged to meet personally with the President, Executive Vice President and Vice President of Marketing, Vice President of Academic Affairs, Vice President of Finance and the Vice President of Student Life whenever they have a question, concern or matter that is appropriate to address with these University officers.

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

Harrup Administration Building

Administrative Offices
Academic Affairs, Admissions, Business Office, Financial Aid, Student Accounts, Cashier, Information Technologies, Institutional Effectiveness, Human Resources, Development Office, the Comptroller, Director of Accounting, and the Office of the President are all located in the Harrup Administration building.

Financial Aid Office
The Financial Aid Office is located on the first floor. All financial aid is processed through this office. All forms and applications required are available through this office or online at MyValleyForge.edu/financial-aid and the staff is eager to assist students in any way possible to acquire the financial aid and scholarships for which they are eligible.

Student Accounts
The Student Accounts Office is located on the first floor and staff are available to answer any questions related to a student’s account. The student account statement which details the activity on an account, is available online through myValleyForge. The balance on a student account is due in full at the beginning of each semester. Payments can be made by cash, check, credit card, confirmed financial aid or through a payment plan with a UVF approved payment plan service.

Students who are unable to pay their balance in full will be allowed to begin the semester but must make arrangements to pay all charges in full as follows: students with unpaid balances must have a financial plan in place, approved by the Business Office, by September 13, 2016 for the fall semester, or January 24, 2017 for the spring semester, or they will not be allowed to participate in ANY extra-curricular activities until the balance is paid or an approved financial plan is in place.

In addition, if the balance has not been paid in full or an approved financial plan in place by September 16, 2016 for the fall semester, or January 27, 2017 for the spring semester, the student will be required to leave campus on that day and must go through the “official withdrawal” process with the Student Success Office. The applicable date for the semester will be considered his/her last day of attendance and he/she will be considered officially withdrawn from the University. He/She will be responsible for all charges and fees accrued to date and must remove his/her personal belongings from his/her residence hall room by the end of the day on September 16, 2016 for the fall semester, or January 27, 2017 for the spring semester.

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

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

Cashier’s Office
Payment on student accounts and summer rent can be made online at myValleyForge or in the Cashier’s Office, located on the first floor.

Payments may be made in person to the Cashier, Monday – Friday, 8:00 am - 10:00 am and 11:00 am - 3:30 pm, or during non-service hours through the use of the locked drop-
box located outside the Cashier’s Office. Drop-box payments can be in the form of a check, credit card or exact change. Attach the completed payment form to payment and place in the dropbox.

**Student Service Fee**
The Student Services fee supplements the cost of a variety of student services including but not limited to Library Resources, IT Services, Student Government Association, varsity athletics, intramural sports, fine arts events, special activities, initial issuance of student ID cards, mail services, library usage, technology, and the Health Center.

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

**Registrar’s Office**
The Registrar’s Office maintains student academic records such as transcripts, course schedules, etc. Students may access many of these items through myValleyForge. To order an official transcript, students must access the University’s website [www.valleyforge.edu](http://www.valleyforge.edu) and complete the Transcript Ordering process through a link to the National Student Clearinghouse®. Students who desire to change their major or add/drop a minor should complete the required forms found on myValleyForge and return those forms to the Registrar's Office. A Withdrawal From Course form must be completed and returned to the Registrar’s Office. There is a fee for most of these changes (check the Financial Information section of the University Catalog for specific fees.) Academic Advisors inform the Registrar’s Office of potential graduates. All potential graduates must inform their advisor by the add/drop deadline of their final semester about their graduation plans. Potential graduates must register for graduation by completing the form that is on myValleyForge. Registration for graduation is important because proper attire and diplomas must be ordered by the Registrar’s Office.

**Student Life Building**

**Student Life Office**
The Vice President of Student Life, Residence Life Department, Health Center, Counseling Center, Campus Security, Auxiliary Services and Mailroom/Copy Center are located in this building.

**Health Center**
A part-time advanced practicing nurse is available for students, faculty and staff. (Family members should consult their own physician.) No appointments are necessary. Health Center hours are posted outside the office door. Call 610.917.1465 with any health related questions. Services provided by the Wellness Center include:

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

- Care of emotional needs, coordinated with outside counseling services.

UVF is not responsible for costs associated with utilizing health care providers off campus. Bills for services should be submitted to a health insurance provider.

**Counseling on Campus**
The Student Life Office provides professional, confidential, discounted counseling services for main campus students through a contracted counselor or through supervised staff. Counseling hours vary. Contact the Student Life Office or myValleyForge for more information or to set up an intake appointment.

**Local Hospital Listing**

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phoenixville Hospital</td>
<td>144 Nutt Road, Phoenixville, PA 19460</td>
<td>610.983.1000</td>
<td>phoenixvillehospital.com</td>
</tr>
<tr>
<td>Paoli Memorial Hospital</td>
<td>255 W. Lancaster Avenue, Paoli, PA 19301</td>
<td>610.648.1000</td>
<td>Jeffersonhealth.org</td>
</tr>
<tr>
<td>Pottstown Memorial Medical Center</td>
<td>High Street &amp; Firestone Road, Pottstown, PA 19464</td>
<td>610.327.7000</td>
<td></td>
</tr>
<tr>
<td>Brandywine Hospital</td>
<td>201 Reeceville Road, Coatesville, PA 19320</td>
<td>610.383.8000</td>
<td></td>
</tr>
<tr>
<td>Phoenixville Family &amp; Sports Medicine</td>
<td>300 Schuylkill Road, Phoenixville, PA 19460</td>
<td>610.935.3929</td>
<td></td>
</tr>
<tr>
<td>The Clinic</td>
<td>143 Church Street, Phoenixville, PA 19460</td>
<td>610.935.1143</td>
<td></td>
</tr>
</tbody>
</table>

Poison Control Center 800.722.7112

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

**Auxiliary Services (Mailroom and Copy Center)**
The Auxiliary Services Coordinator oversees the Mailroom, Copy Center and the UVF merchandise Kiosk. The office is located in the Student Life Building and is open during normal weekday business hours. Students are assigned mailboxes and mailbox keys in the Mailroom. There is a $25.00 charge for replacing a lost mailbox key. Your mailing address on campus is:

Student Name
1401 Charlestown Road
Phoenixville, PA 19460
Tucker Hall

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

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

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

Career Services staff provides services with the ultimate goal of assisting the student to find a job in the career of their choice. A counselor will help the student figure out what career is right for them by using self-assessment tools to examine their values, personality, interests and abilities. They will assist the student with career exploration, resume writing/cover letter writing, job interview preparation, job placement, credential management and graduate school advisement.

Career Services bridges the gap between UVF students and potential employers. The Career Services staff strive to maintain working relationships, while also building new relationships, with employers in the Greater Philadelphia area. This provides opportunities for hosting organizations on campus to recruit, meet, and interview with students before they graduate. Outside organizations always have the opportunity to advertise their positions directly to students looking for part-time, full-time, seasonal, and internship opportunities through word-of-mouth, Career Services social media, and myValleyForge.

CO-OP (Comprehensive On-Campus Occupational Program)
The Comprehensive On-Campus Occupational Program (CO-OP) provides more than 150 on-campus jobs to help students pay for college. These jobs fall into the following three categories:

Non-Restricted (Open) On-Campus Jobs
These jobs are available to any students whose financial aid file is complete or who have filed a Free Application for Federal Student Aid (FAFSA) Waiver stating that they are not filing a FAFSA. Typically, these are jobs that require a specific skill or need to be filled at the beginning of the semester.

Restricted On-Campus Jobs
These jobs are reserved for students who, after submitting the FAFSA and utilizing all the financial aid that is available to them, still owe money on their student account and do not have a car to be able to work off campus. After meeting with the Student Accounts Office, eligible students will be issued a CO-OP “Restricted” work authorization card.

In order to qualify for any job on campus, students will be required to complete their financial aid paperwork to the point of receiving an Award Letter. Students who have not completed this step will not be eligible for employment on campus. Students with
questions regarding eligibility should contact the Student Accounts Office. Student employees with outstanding balances will need to sign a withholding form when they are hired for their on campus job. This will allow their paychecks to be automatically applied to their student account and/or payment plan. They will be eligible to receive $20 of their pay every pay period. These funds are available every two weeks at the front desk in Harrup Administration building.

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

**Service Learning/Student Ministry**
Questions about church involvement and community outreaches as well as various ministry opportunities should be directed to the Intercultural Studies Department. See the department Administrative Assistant to discuss your interests and needs. Internships and all information regarding internships, are handled through the individual department Administrative Assistant.

**Other Offices and Buildings**

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

**The Anvil Student Center**
The Anvil is designed for student social and academic interaction. Jazzman’s Cafe is where you can find a hot cup of coffee, drinks and “Grab and Go” food items.

**Facilities**
The Facilities Department makes all residence hall repairs. All maintenance requests should be coordinated through your Resident Assistant. If a repair is not completed within 5 days, another request should be made and the Resident Assistant should notify their Residence Director of the problem.
Bulletin Boards and Announcements
Bulletin boards are located throughout the campus. Students should check these daily for new announcements. Announcements must be approved and stamped by the Student Life Office before being posted. If a poster does not have a Student Life stamp on it, the poster is not approved and will be removed. Posters may not be posted on walls, doors or glass.

Campus Directory
The University produces an online Campus Directory, https://directory.valleyforge.edu. Campus Directory information includes student’s name, telephone number, email address, class status, campus address, major field of study, and home city. No other information will be released in this directory without the written consent of the student, except as provided in the Family Educational Rights to Privacy Act (FERPA).

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

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

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

Copy Machines
Copies may be made in the Mailroom or the Storms Research Center at a charge of $.05 a copy and $.30 for color copies. Faxes may be sent and received in the Mailroom for a nominal fee.

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

University Calendar and Room Reservations
Current students may reserve University facilities for an approved personal use when the event includes other students. If the event involves guests who are not current students or the event is held when classes are not in session, the event will be scheduled through Conference Services and a fee will be charged.

The Student Life Office maintains an annual calendar for the reservation of campus rooms and facilities. Individuals or organizations that desire to sponsor an event or activity must complete a Room Reservation Form on myValleyForge. The Student Life Office will reserve the room and send an email confirmation to the requestor. The event must be approved before promotion of the event.

Bus/Van Reservations
Vehicles requested to be used for official University business will provide priority to the athletic teams and Music Department ministry teams followed by events for the promotion of the University. All other requests are filled on a first-come, first-served basis.
If a student organization or group would like to request a vehicle (vans only) they may do so only if they have a driver that has been approved through the University. Once that is determined they may complete the Vehicle Request Form on myValleyForge. The request will be approved or denied and you will notified by email. The keys are to be picked up in the Auxiliary Services Office during working hours.

Eligible drivers must be over 21 and be free of any vehicle violations for three years. The forms to get approval can be found on myValleyForge. Bus/Van reservations for all events other than athletics, ministry teams or University promotion are subject to change with little notice.

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

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

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

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

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

Databases
The SRC subscribes to a variety of databases for use by current faculty, staff and students of UVF only. A list of current database subscriptions in provided in the library section of the UVF website. Access to electronic resources is available through the SRC Resources tab in myValleyForge. Off campus access to resources is available via EZProxy. In addition to these resources, the SRC provides access to LibGuides. LibGuides provide a starting point for research in a variety of subjects. Contact an SRC staff member for additional information.

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

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

Magazines
The SRC subscribes to various magazines in print format. Magazines are located on the second floor and are arranged alphabetically by title, then chronologically within each title. In addition to the magazines in our collection, the SRC provides online access to over 50,000 scholarly full-text journal titles through our electronic resources. Check each database for a list of their full-text journals.

Newspapers
The SRC subscribes to the following titles in paper copy:

- The Daily Local (Daily)
- The New York Times (Daily)
- The Philadelphia Inquirer (Daily)
- Phoenix (Weekly)
- USA Today (Daily)
• Wall Street Journal

Back issues of newspapers are retained for 1 month. Current issues of newspapers are located on the first floor. Additional full-text newspapers are available through the LexisNexis Academic and Newspaper (Ebscohost) databases.

**Pennsylvania Public Library Card**

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

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

**Research Assistance**

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

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

The following services are also available:

• Email Reference: Patron may send messages to http://research@valleyforge.edu. Questions are usually answered within 24 hours Monday through Friday
• Telephone Reference: Patrons may call any of the professional librarians between 7:30 am - 4:00 pm Monday - Friday for reference assistance

**Reserves**

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

**Room Reservations in the SRC**

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

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>121 (RCR)</td>
<td>12</td>
</tr>
<tr>
<td>122</td>
<td>6</td>
</tr>
<tr>
<td>123</td>
<td>6</td>
</tr>
<tr>
<td>124</td>
<td>6</td>
</tr>
<tr>
<td>125 (Gable)</td>
<td>18</td>
</tr>
</tbody>
</table>
INFORMATION TECHNOLOGY

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

• All use of University computing facilities and data/phone networks must be in keeping with the mission of the University.

• Use of University computing facilities and data/phone networks is limited to authorized users.

• University computing facilities and data/phone networks may not be used for any illegal purpose.

• Users are responsible for all actions performed from their network, Internet, and email accounts, as well as from personally owned computers connected to University data/phone networks.

• The privacy and rights of others must be respected.

• The ability of legitimate users to utilize the computing facilities and data/phone networks of the University in an efficient and secure manner must be respected.

• Intellectual property rights must be respected. Users must abide by patent and/or copyright restrictions that relate to the use of computer facilities, products, files, programs, or documentation. Users may not copy or modify licensed software, files, and/or accompanying materials without the expressed consent of the licensee. Users may not use any University computing resources for the purpose of violating any software license agreement or any applicable local, state or federal laws.

• The use of the University's computing facilities and data/phone networks is a privilege that may be revoked at any time. Disciplinary action in accordance with the Student Handbook and/or legal action will be taken when warranted.

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

• Utilizing another user's account and password.

• Create, access, or transmit material considered sexually-explicit or pornographic.

• Intentionally infecting the network servers or other computers with a virus.

• Connecting networking equipment including but not limited to servers, routers, hubs, switches and wireless access points to the campus network.

• The use of inappropriate, offensive, harassing or abusive language to other users in or outside the University community.

• Tampering with or modifying accessed equipment made available for use.

• Obtaining additional resources not authorized to the individual user or unauthorized access to systems.

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

• The University specifically reserves the right to immediately disconnect any computer disrupting the University's data/phone network, or is being used for any activity in violation of this policy.

• The University has the right to monitor and log network traffic and email
communications, and take appropriate action based on information obtained in this manner.

- The University has the right to examine any files stored on or transmitted using University-owned machines.
- The University has the right to remove any file stored on University-owned machines.
- The University has the right to limit bandwidth for non-University-related activities.
- The University disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the security and privacy of the University’s computing and data/phone network facilities.

Password Policy
UVF security standards require students to change their password every 120 days. The password must be at least eight characters in length including 1 - uppercase, 1 - number, 1 - special character. Students are not to share their password with anyone or allow others to use their user account at the risk of having their accounts disabled for an indefinite amount of time.

Internet and Network Access
All residence halls are provided with Internet connectivity through a 300 Mbps connection. Students are provided with a LAN connection of 1 Gbps in addition to wireless access (A, B, G & N) for accessing the Internet and local network resources.

Non-UVF networking equipment is forbidden to be used on campus (i.e. wireless access points, switches, routers, hubs, etc). Such devices will be confiscated and the student will subject to disciplinary action.

Connect2 Technology Program
All qualified incoming students will receive a laptop computer package containing all the software needed for students to succeed. Students should review the Connect2 Technology guidelines for information regarding program requirements. The Connect2 Technology Program is supported by the Technical Support Center located in the Storms Research Center.

Students are encouraged to protect their computer from theft and damage by being responsible and careful at all times.

Campus Services
- myValleyForge (https://my.valleyforge.edu) – A one stop portal for students to register for and add/drop courses, view course schedules, view housing assignments, view student account statements, make payments online, and access research databases. UVF’s Learning Management System (LMS), elearning is also integrated with and accessed through myValleyForge. The LMS provides access to student courses, including course work, grades, quizzes and tests and provides interaction between faculty and students outside of the classroom.

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

Students are forbidden from sending emails to the entire student body. If a student believes that an email applies to a large group of students or to the entire student body they should consult the appropriate department director. If the director determines that the information is appropriate they will distribute the email. Objectionable email communication is forbidden including but not limited to the sending of pornographic images, threats of any kind, or sexual harassment. Email may not be used for personal advertising purposes. Students violating the email policy are subject to having their email account disabled for an indefinite period of time and disciplinary action as determined by the Student Life Office.
Peer-To-Peer (P2P) File Sharing

Students are prohibited from engaging in peer-to-peer (P2P) file sharing. P2P file sharing is a networking technology that normally uses a decentralized communication model (although sometimes with centralized directories or pointers). Typically, there is no central server and all computers in the network act as both server and client. An example of a pure decentralized P2P network is the BitTorrent protocol where files are shared between all peers independent of any central server. Other examples include but are not limited to:

- uTorrent
- Vuse
- Deluge
- BitTorrent
- BitComent
- Transmission
- BitTornado
- BitLet

Students are reminded that all Connect2 laptops belong to the University until a student graduates. Due to many legal and security issues related to the presence of P2P files, if a Connect2 laptop is found to have P2P software installed, it will be re-imaged. Re-imaging means a complete deletion of all files on the hard drive and reinstallation of the operating system and university-provided software. Students will be notified that the laptop contains P2P software prior to re-imaging. Students will NOT be allowed to retrieve any files from the laptop prior to re-imaging. Technical support will not be provided to students with non-Connect2 computers if P2P software is installed.

Copyright Law

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

- The US Copyright Office: [http://www.copyright.gov](http://www.copyright.gov)

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

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

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

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

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

Penalties for copyright infringement include Civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.
Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

**Legal Sources for Music and Video**

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

- EDUCAUSE, an association of colleges and universities, maintains a list of legal media sources: http://www.educause.edu/legalcontent
- The RIAA provides a list of legal music sources: http://www.whymusicmatters.com
- The MPAA provides a similar list of video sources: http://www.mpaa.org/contentprotection/get-movies-tv-shows

**Student Social Media**

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

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

The guidelines in this policy that follow are designed to help students steer clear from common pitfalls of participating in social media networks and electronic communications such as Facebook, Twitter, Google+, Foursquare, Tumblr, Posterous, YouTube, Vimeo, LinkedIn, Instagram, Pinterest, SnapChat, Ning, Wikipedia, Dailymotion, Blogger, Wordpress, text messaging (SMS & iMessage), Skype, Flickr, cell phone/mobile apps and MySpace and anonymous websites or applications such as YikYak, Streetchat, Whisper, Rrumr, Confide, Secret, Sneeky Bachchat and Truth (although this list is by no means exhaustive.) It also governs social bookmarking and document/photo sharing tools as well as email, cell phones, smart phones, computers and other electronic communications. With that in mind, these guidelines are provided in an effort to determine what conduct is appropriate for student.

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

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

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

**Balancing the Personal and the Institutional**

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

Students must recognize that even seemingly benign actions can be misinterpreted. Everything you say, write and do, can (and will) be viewed in light of your connection and role as a UVF student.
Anything posted by students on personal, public and UVF official social media sites should be crafted with concern for how they reflect on the Student, their reputation, and the reputation and credibility of the University.

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

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

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

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

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

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

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

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

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

Deleting a post does not ensure its removal from the Internet. Assume that anything posted will be available in perpetuity.
Social media tools have blurred the line between private and public activity. Content intended for personal and private use with friends or family can easily be circulated beyond the intended audience.

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

**Online Friends**

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

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

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

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

**Interaction**

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

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

**Grammar and Punctuation**

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

**Responding to Negative Comments and Criticism**

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

**Social Media Passwords and Access**

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

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

**Representations**

Students should refrain from tagging or linking the University to inappropriate content. Impersonating other people or disguising one’s identity in order to post in social media platforms anonymously with the intent to mitigate negativity, being disrespectful, cruel, offensive, distribute antagonistic parody and demeaning satire, mocking sarcasm, scoff, ridicule, dark humor and scornful teasing will not be tolerated. Creating a false persona or using pseudonyms and using such accounts for deception, misleading, fraudulent misrepresentation, harassment or to cause substantial emotional distress will also not be
Students are strongly cautioned not to post personal identifiable information about themselves (such as addresses, phone numbers and confidential information) in their profiles. Although social media usage and postings has the ability to keep content private, information found on them is admissible in student disciplinary proceedings.

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

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

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

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

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

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

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

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

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

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

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

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

**Computer Labs**

Four distinct computer lab environments are available on campus for students. In the SRC Computer Mall, there are 16 computer stations. The Music Lab includes iMacs with instrumentation inputs. The Production Lab has iMacs for Media Production. The Video Instruction Lab includes hardware upgraded 27” iMacs designed to run the latest in video editing software. All labs run Microsoft Office and other necessary software to enhance the educational experience at UVF.

**Storms Research Center Print Solution**

The Print Solution, located in the SRC, streamlines the printing process by allowing jobs to be printed in the order they are released and by allowing users to delete jobs they do not want. Students are allocated a specified amount of free printing at the start of each semester. Students who desire to print in excess of these free funds will be required to purchase additional pages ($.05 per page per black and white page and $.25 per color page.) To access the print kiosk students are required to login with their username and password. Students are given $20 per semester as part of their tuition. This works out to 400 black and white prints per semester. Additional printing funds can be purchased by contacting Library staff between 7:30 am and 4:30 pm, Monday through Friday.

**Student Technical Support**

Technical support for students is centrally located in the Storms Research Center. Students in need of technical support can enter a service request (support.valleyforge.edu) which tracks progress on requests, documents time taken to address issue and provides detailed reports for requestors to track the progress on the request. Additionally students may call extension 2000 or 610.917.2000 or email support@valleyforge.edu.

The Help Desk staff members are trained to support the following issues:

• Wired and wireless network setup
• Anti-virus setup
• OS updates and patches
• Virus removal
• Phone port diagnostics
• Advanced computer troubleshooting
• Microsoft Office and campus software support
• Basic network jack and wiring troubleshooting
• Printer issues
• Computer Lab maintenance
• User Account Management (non-myValleyForge)
• Connect2 Technology Program Laptop Basic and Intermediate Troubleshooting
The areas of support that are not provided by UVF are as follows:

- Hardware installations
- Personal software
- Data Backup/Recovery

**Telephone Service**
UVF provides telephone service in each residence hall room as part of the student service fee. Telephone service is provided as follows:

- Each living space is equipped with a phone jack that is activated upon request, to allow on campus, emergency, local and toll free calling. Contact the Help Desk at support@valleyforge.edu, to activate.

- Long distance phone calls can be made by using a pre-paid calling card with a toll free number. Toll free numbers with the prefixes: 800, 866, 877, 888 may be used.

- Phone numbers are assigned by room. When students change rooms, they will use the phone number assigned to the new room. Phone number assignments for each room are provided at room check-in.

- In rooms with more than one person, phone jacks are shared by all students in that room.

- Voicemail is not available.

- Students must supply their own phone and/or answering machine.
FINANCIAL SERVICES

Withdrawal Refunds
Refunds for withdrawals will be given on complete withdrawal from the University, not for withdrawal from individual courses. The University Catalog contains the refund policy.

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

Check Cashing Service
Students can cash personal checks and checks issued by UVF (as cash is available) up to $50.00 at the Cashier’s Office during the posted working hours. Checks that do not meet the criteria must be cashed at a local bank or check cashing facility.

 Returned Checks
There is a $30.00 fee charged for a check that is returned by the bank for any reason. If a student’s or parent’s check is returned from the bank for insufficient funds, his/her check will not be accepted at any University department for the remainder of the semester. The University may require payments for the rest of the semester by either certified check, cash, or money order.

Postdated Checks
The University does not accept postdated checks.

Credit Balances on a Student’s Account
At times during the semester a student may have a credit balance on their account.

- If the credit balance is based on anticipated financial aid (these are funds not received but are credited to the student’s account), refunds will not be processed. Most federal and state financial aid does not arrive until mid-semester.
- If the credit balance is based on received financial aid, refunds will be processed within 14 days of receipt of funds unless a student has instructed the University to hold their credit balance, including excess Federal Title IV funds, on their student account. Students may authorize the University to hold funds so by completing a Student Account Balance Form. Students who authorize the University to hold any credit balance on the account may request refunds in either a check or cash by completing a Refund Request Form in the Cashier’s Office. Up to $100.00 may be requested in cash per week. Refund requests must be made to the Cashier’s Office by Tuesday in order to receive money on Friday when refunds are processed.
- Due to adjustments in student schedules and other charges made during the first two weeks of the semester, refunds will not be issued until Friday of the third full week of classes.
- The University does not pay interest on credit balances on student accounts.

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

University Trips
Any student wishing to participate in a University sponsored trip must have all past and current student account charges paid in full before they are eligible to begin the process necessary for the trip. A final Student Accounts clearance must be obtained before leaving for the trip.

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

Solicitations and Campus Businesses
The University generally does not permit any type of business solicitation on University owned or operated property. Prohibited solicitation includes the posting of advertisements on University property. The University does recognize the need of some students to support themselves and their families by supplementing their income through cottage type industries (housekeeping, typing papers, etc.) operated out of their living quarters.
Students interested in running a business on campus must adhere to the following:

- Complete and sign a “Business Operation Request and Registration Form” in the Student Life Office to register the business. Businesses must be registered and approved annually at the beginning of the fall semester.

- Businesses operating solely for the purpose of fundraising for a ministry or missions trip must demonstrate an appropriate relationship with a legitimate organization.

- Personal services and some cottage type industries may not need to provide further information. Student Life reserves the right to determine acceptable personal services or cottage industry businesses.

- If the business exists for the purpose of making a profit or is a combination of fund raising plus profit, the student must present a Federal Tax ID number and a doing Business As (DBA) document from the appropriate county (Chester County, PA or the student’s home county) to the Student Life Office.

A meeting with the Vice President of Student Life, the Business Office or member of the faculty may request a meeting with the student business owner as part of the approval process. All approved businesses must adhere to these guidelines:

- The name or logo of the University may not be used on any advertisement or publication.

- The University email, phone directory and other listings of staff and students is the sole property of the University and may not be used for solicitation purposes.

- An off campus post office box must be obtained for business correspondence by mail and a personal email for electronic correspondence.

- The sale of an item or service must not interfere with the normal sales and functioning of the University.

- The student cannot utilize UVF single resident dorm rooms or apartments (i.e.; product storage), room phones, classrooms, computers, wireless connections or other property or equipment in pursuit of their business. The only exceptions to this policy will be for faculty or University approved projects. This approval must be documented for each project.

- Violation of these guidelines will result in revocation of permissions. Further violation will result in student discipline.

Opportunity for student owned businesses to promote themselves may be given through approved times and means by the University. The operation of approved businesses On campus does not indicate support or recommendation of the goods or services by the University.

**Logo/Seal/Name**

Student initiated advertising or promotional materials of any kind may not use the name of the University, the University logo, the University seal or any icon associated with University of Valley Forge. Any usage must be approved by the Office of Marketing prior to publication.
DINING SERVICES
Dining Services at University of Valley Forge are proudly offered by Sodexo Campus Services. The Vice President of Finance serves as the liaison to Sodexo Campus Services.

Campus Dining Meal Plans
All single resident hall students must participate in one of the University’s meal plans. In order to meet your campus dining needs, we have designed the following meal plans for the 2016 - 2017 academic year. Meal plans are selected prior to each semester by completing a Housing Form. In order to make a change to the plan you have already selected, simply contact your Campus Director. Meal plan changes must be made on or before drop/add of each semester. A fee of $25 will be charged for any plans changed after August 1 for the fall semester and after December 18 for the spring.

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>How they Work</th>
<th>Patriot Dollars</th>
<th>VFC Dollars</th>
<th>Cost per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Meals Per Week</td>
<td>Meals expire at the end of the week. One meal can be used in a meal period up to three a day. Available to all students.</td>
<td>$30</td>
<td>$20</td>
<td>$2135</td>
</tr>
<tr>
<td>190 Meal Block</td>
<td>Two meals can be used in a meal period up to six a day. Meals expire at the end of the semester.</td>
<td>$50</td>
<td>$20</td>
<td>$2005</td>
</tr>
<tr>
<td>140 Meal Block</td>
<td>Two meals can be used in a meal period up to six a day. Meals expire at the end of the semester.</td>
<td>$70</td>
<td>$30</td>
<td>$1875</td>
</tr>
<tr>
<td>Flexible Spending (Apartments Only)</td>
<td>Known as the Patriot Only Plan. Eligibility for this plan is limited to students living in apartments. See below for plan eligibility and use.</td>
<td>$900</td>
<td>$50</td>
<td>$950</td>
</tr>
</tbody>
</table>

Flex Dollars
At the beginning of each semester, students with a resident meal plan will receive “Flex” dollars. There are two categories of Flex dollars; Patriot Dollars and Valley Forge Community (VFC) Dollars both of which are accessed by the students’ ID card and are used as a declining balance account. Flex Dollars do not affect the meal plan but are additional funds that can be used at any of the campus dining locations. The Flex Dollars attached to the meal plan must be used during the semester in which they are given. They will not carry over to the following semester. Meals are provided at a per semester rate.

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

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

Valley Forge Community Dollars (VFC)
We are happy to announce that your UVF Dining experience is being enhanced by the introduction of an off campus program called VFC Dollars. The VFC Dollars is a cooperative program which permits students with meal plans to use a designated portion of their meal plan funds to purchase meals or other items at participating local merchants. The University has increased the total flexible spending dollars in each meal plan and has designated a specific amount to be VFC Dollars. VFC Dollars may be used both on campus at Jazzman’s or the Dining Commons and off campus at participating merchants. Potential merchants are being identified now and will be evaluated and
selected based on several campus and community factors. More information is available on the Dining Services website.

**Additional Valley Forge Community Dollars**

Additional Valley Forge Community Dollars can be added at any time of the year by sending or bringing a check or cash to the Dining Office. Please make the check payable to Sodexo Campus Services. Include the student’s name and ID number on the check. The amount of Flex Dollars varies based on the meal plan selected (see above).

**Commuter Meals**

Commuters may purchase Flex Dollars at the Dining commons or Jazzman’s Café. See Additional Patriot Dollars for cost.

**Flex Only Plan - $950 Flex Dollars**

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

**Special Diets**

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

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

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

**The Dining Commons**

We are proud to offer a dining program complete with signature brands and menu selections that include just about every item you can imagine.

**Policies and Procedures**

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

- Please present ID cards to the cashier as you enter the Dining Commons.
- Please bring your dishes to the dish return when finished dining.
- Please refrain from taking food, (unless it’s in the green “Choose to Reuse” container) dishes or utensils from the dining area.
- Remember that Meal Cards are non-transferable. Meal cards cannot be used by anyone but the purchaser.
To Go
In a hurry? Stop by the Dining Commons and take your meal to go by simply swiping your ID card. We give you a container to fill as your meal. One FREE container and mug are given out to each student at the start of the fall semester. Additional containers or mugs can be purchased in the Dining Commons for $5.

The containers must be returned to the Dining Commons free of debris and rinsed. When you return the container you can exchange it for a new one. We also have a drop-off area in Jazzman’s Café for your convenience. This is great for students with busy schedules. If you need a meal replacement due to conflict, please contact the Dining Services General Manager at 610.917.3918.

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

Bag Lunches
Packed meals are available for students who must be absent from campus at meal time due to student ministry opportunities, athletic involvement, student teaching or work obligations. The student, coach or group advisor must submit a Bag Meal Request on line at http://www.uvfdining.com/people/request.html at least 48 hours before the meal is needed.

Take out Due to Illness
A student who is unable to come to the Dining Commons due to illness may have their Resident Assistant obtain a “Choose to Reuse” container. The RA must present the student’s ID card in order to obtain a meal and must also complete the appropriate form, which can be picked up in the Student Life Office.

Jazzman’s Café
Jazzman’s Café invites patrons to wake up and smell the fresh brewed selection of coffees or kick back and relax to the soothing Jazz sounds as you enjoy a fresh gourmet salad or hearty sandwich. Find out more about Jazzman’s Café at jazzmanscafe.com or check us out on Facebook at Jazzman’s Café & Bakery. Meal credits of $5 may be used in Jazzman’s café during the following times:

- 1:30 pm to 5 pm
- 6:30 pm to 8 pm
## OFFICE SCHEDULES

### Administrative Offices
Monday-Friday  8 am – 4:30 pm

### Campus Security
24 hours a day  484.614.2965

### Cashier’s Office
Monday-Friday  8 am - 10 am and 11 am - 3:30 pm

### Dining Commons
Monday-Friday:
- Breakfast  7:30 am - 9:30 am
- Lunch  11:00 am - 1:30 pm
- Dinner  5 pm - 6:30 pm

Saturday, Sunday and Holidays:
- Lunch  12 pm - 2 pm
- Dinner  5 pm - 6 pm

The hours of operation are subject to change due to holidays and major university events.

### Jazzman’s Café
Monday - Thursday*  9 am - 9 pm
Friday*  9 am - 7 pm
Saturday  Closed
Sunday**  5 pm - 9 pm
Closes Daily  9:45 am to 11 am for Chapel Services.

*Meal credit:  1:30 - 5 pm/6:30-8 pm
**Meal credit:  6:30 pm - 8 pm

### Storms Research Center (SRC)
The SRC is open the following hours when classes are in session:
- Monday-Thursday  7:30 am - 11 pm (closed during Chapel)
- Friday  7:30 am - 5 pm (closed during Chapel)
- Saturday  1 pm - 5 pm
- Sunday  6 pm - 11 pm

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

### Gymnasium
Monday-Thursday  8 am - 11 pm
Friday  8 am - 10 pm
Saturday  2 pm - 10 pm

### Student Government Association (SGA)
SGA members hold regular office hours. Watch for updated hours posted each semester.

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

### Final Exam Schedule
The fall and spring schedules will be posted on Visix, myValleyForge announcements and included in individual course syllabi and emailed to students.
Academic Halls
Administrative Buildings
Residence Halls
Other
Parking
North Campus
South Campus
N/S Campus Divider

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11 Jack A. Mason Chapel
20 Krempels Theater
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