



**PRE-COLLEGE SUMMER PROGRAM**

**2017 STUDENT HANDBOOK**

**SUMMER SCIENCE INSTITUTE**

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### **Billing**

Tuition is due, in full, at the time of enrollment. Payment deadlines are included in each student's welcome acceptance package. Students who do not pay tuition by the given deadline will not be enrolled in the program.

### **Refunds**

Students wishing to cancel their program enrollment should be advised of the refund schedule:

<b>Date</b>	<b>Amount Refunded</b>
Cancellation received through June 1	100% the cost of tuition
Cancellation received between June 2 and June 15	50% the cost of tuition
Cancellation received after June 15	No refund given

A program section may be cancelled by the Office of High School and Pre-College Programs due to low enrollment. In this case, a student enrolled in the cancelled section will be issued a 100% refund of tuition charges.

There is a strict no refund policy once the program begins.

### **Registration**

A student is registered for the Summer Science Institute at the time that the full tuition payment is received. Enrollment is conducted on a space-available basis. Failure to provide tuition payment in a timely manner may jeopardize a student's spot in the program if enrollment is at capacity at the time payment is received.

### **Adelphi Room Keys and Meal Cards**

During check-in, students who select the "residential program option" will be issued one room key/swipe card. Room keys must be presented upon entering the residence hall and/or when asked by an authorized University representative. Students must carry their room key at all times.

All students are issued one meal card. Lost meal cards may result in additional fees for the student.

All room keys and meal cards will be collected upon the student's final departure from the program. Failure to hand in both cards may result in additional fees for the student. All University cards are automatically deactivated at the end of the program.

### **Completion Certificates**

Students will receive a Certificate of Completion at the end of the program. Each student is issued only one Certificate, which cannot be re-issued at a later time. Students who miss any class will not be issued a Certificate of Completion.

### **Confidentiality and Parental/Guardian Notification**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law, which establishes standards concerning the privacy of student education records and the rights of students to inspect and review their education records. As enrolled students in a post-secondary institution, Adelphi University's Pre-College students are entitled to the protection afforded them under FERPA, and the right of access to education records belongs to the student no matter the legal age or status as a minor.

### **Course Workload**

Adelphi University's Pre-College Program gives students the opportunity to experience academic life at the collegiate level. Students will attend college-level courses and will be held to the expectations of a traditional college student. As such, it is the student's responsibility to manage his/her own time and set priorities for coursework and activities. Students are encouraged to ask questions of faculty when needed and to use academic support services as well as the resources available to them on campus should they need assistance with their studies or have difficulty managing stress or time.

### **Attendance**

Students must attend and report on time to all of their classes and site visits as stipulated by the course syllabus. Coverage of course material will be intense and even one absence may cause a student to fall behind. Students will also be expected to actively participate in class discussions and visit professors during office hours, when needed. Students who miss any class will not be issued a Certificate of Completion.

### **Academic Honesty**

Academic honesty is required of all students. Upon submitting academic work in writing, online, or in person, a student is declaring that work to be a product of his/her own thoughts and study, stated in his/her own words, and produced without assistance with the exception of proper citation of and reference to other sources. Engaging in academic misconduct may result in failing an assignment, failing a course, and/or possible dismissal from the program without refund.

The review of alleged academic violations and the imposition of any resulting disciplinary decisions are at the discretion and responsibility of the professor, academic department, and/or school in which the course resides; consultation about the misconduct may be required to take place with Adelphi's Pre-College and/or University staff.

### **Academic Community Support**

Students are expected to respect the work of their fellow students; to refrain from soliciting or using the work of others (see Academic Honesty); and to afford their peers the time, environment, and space needed to successfully study. Students should not disrupt or interfere with the work of another student nor behave in a way that may negatively affect another's ability to complete work. Taking study breaks and forming study groups are welcome; playing music loudly around someone trying to study or keeping a roommate or neighbors awake late at night when they have a paper due or a morning class, however, are examples of disrespectful academic behavior toward others.

Students and parents/guardians should discuss with each other the rules and policies set forth within this document. Please be advised that due to the particular nature of this program, certain student conduct policies are considered to be fundamental to the success of the program.

Failure to comply with the rules and policies of the University and/or of Adelphi University's Pre-College Program may lead to disciplinary action up to and including dismissal from Adelphi's Pre-College Program with no refund of tuition or fees.

### **University Policies**

As Adelphi students, Pre-College students are expected to follow the rules and policies set forth by the University. These policies may be viewed online at <http://operations.adelphi.edu/policies/>. A list of prohibited behavior is included in

Section 10 of the University's Code of Conduct, which can be viewed at <https://portal.adelphi.edu/documents/10932456/11476331/Code-of-Conduct-updated.pdf/91fd02fe-f299-49fb-8e4e-628f4a6a84cf>. Students also are expected to adhere to all of Adelphi's Pre-College and University rules and policies while on campus or participating in University-sponsored events held off-campus. Disruptive behavior occurring off-campus during the course of a program activity will also be addressed as a student conduct matter.

Adelphi's Pre-College staff reserves the right to address any act of misconduct and to determine the appropriate disciplinary actions/consequences.

**Substance Abuse** - The possession or use of cigarettes, e-cigarettes and/or other tobacco products by Adelphi Pre-College students is strictly prohibited, regardless of the age of the student.

Possession or use of alcohol by Adelphi Pre-College students is strictly prohibited, and may result in dismissal from the program. Any student found in the presence of alcohol, even if he/she is not consuming, may be dismissed from the program.

The possession or illegal use of a controlled substance or the possession of related paraphernalia by Adelphi Pre-College students is strictly prohibited.

Smoking, consuming alcohol, illegal drug use, and the use of other abusive substances (e.g. un-prescribed medications) are strictly prohibited at any time during Adelphi's Pre-College Program and at any location on or off campus.

Adelphi Pre-College students must also abide by the illicit drug and alcohol policies set forth by Adelphi University, which can be viewed at: <http://operations.adelphi.edu/policies/illicit-drugs-and-alcohol/>

**Discriminatory Harassment** - Adelphi University and Adelphi's Pre-College Program are committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment – an environment that supports, nurtures, and rewards educational advancement on the basis of ability and performance. Harassment based upon race, gender, gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, or any other legally protected basis is prohibited and undermines the character and purpose of Adelphi's Pre-College Program. Any form of such harassment will not be tolerated.

***Sexual Harassment*** - Adelphi University and Adelphi's Pre-College Program are committed to maintaining a safe learning environment that is free of acts of violence, harassment, and other forms of sexual misconduct that undermine the character and purpose of the University and to creating a campus and program climate that supports, nurtures, and rewards educational advancement on the basis of ability and performance. All students are subject to this policy and are strongly encouraged to report any incidents of sexual assault or harassment of which they are aware. Failure to do so would compromise the well-being of the individuals involved and the entire Pre-College community.

***General Ethics and Community Responsibility*** - Adelphi is committed to offering each student a meaningful experience. Adelphi's Pre-College Program expects all students to understand the difference between acceptable and unacceptable behavior and to be responsible for personal actions. Students may not engage in disrespectful, exclusionary, discriminatory, or abusive behavior that disrupts and/or compromises the learning experience of others. Prohibited behavior includes, but is not limited to:

- (a) community/social misconduct such as abusive use of social networking sites, verbal abuse, threats to injure or harm another or oneself, discrimination, or harassment;
- (b) academic misconduct such as lateness, disrupting another's work, cheating, or plagiarizing; and
- (c) program misconduct such as breaking curfew or any other rules or policies of Adelphi's Pre-College Program or the University.

### **Residential Hall Policies and Statement of Principles (for students residing on campus)**

Adelphi's Pre-College Program views the unique experience of living in a residence hall as contributing significantly to a student's personal and academic development. It is important to maintain an appropriate residence hall environment. To facilitate this process, every residential student is expected to uphold certain responsibilities. These responsibilities include:

- Recognizing that one's membership in a residential community affords the student not only certain rights, but also creates a related set of responsibilities
- Cooperation in maintaining the physical condition of the residential hall by not engaging in actions that vandalize, destruct, or deface the facility, or creating conditions that compromise the safety or well-being of other residents
- Informing Adelphi Pre-College and University staff about behavior that is disruptive or disrespectful to the community, as well as situations that infringe on the safety of the community

- Avoiding any behavior that indicates or could be perceived as retaliation for the reporting of potential violations

### **Residence Hall Violations (for residential students)**

The following behavior is prohibited in the residence hall:

- Throwing and/or causing objects or any substance to be directed from, into, or onto residence hall windows, doors, terraces, ledges, roofs or other areas. This is considered a serious offence and will likely result in dismissal from the program without refund
- Tampering with or vandalizing devices and furnishings, such as window screens, cranks, stops, locks, door closing devices or furnishings in a residence hall
- Installing an unauthorized lock on a bedroom, bathroom, closet, or suite door
- Inadequately securing one's room and/or failure to lock room doors
- Unauthorized access or use of restricted areas in or about a residence hall, including but not limited to roofs, ledges, terraces, basements, storage areas, mail rooms, or emergency exits
- Moving into another room or switching rooms with another student
- Keeping or caring for pets in the residence hall
- Conducting business for profit or soliciting or recruiting for memberships, subscriptions, polls, or use of commercial services
- Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags or banners, that are inscribed, painted or affixed to any part of the outside of a building or the inside of the building which may be viewed outside of one's room
- Attaching or hanging any projections (radio or television antennas, dishes, awnings, etc.) to the outside walls or windows of a residence hall
- Filming in or into any area of a residence hall without authorization

*Visit the Guide to Student Life for further information.*

### **General Program Policies**

Adelphi University assumes that all students are capable of accepting responsibility for their actions. Therefore, students will be held accountable for any violation of Adelphi's Pre-College and University rules and policies. It is important to note that students found present while a violation is occurring may be considered participants and may be subject to disciplinary action along with the principle violator(s). Adelphi's Pre-College Program conduct process is as follows:

***Curfew (for residential students)***

Students must be checked in at their residence hall by 10:00pm. Peer Assistants will monitor the residence hall at these times. No exceptions or requests to extend curfew will be accepted unless the student is on a university-sponsored event.

***Guests and Overnight Stays (for all students)***

Students are not allowed to have guests in the residence halls; this includes a commuting student entering a residential student's dorm. Visitors are not permitted beyond residence hall security and must meet residential students in the building lobby. No student is allowed to sleep over in another student's room.

***Leaving Campus (for all students)***

To ensure the safety of all participants, residential students must not leave campus unless it is to attend an excursion within the program. Residential students must remain on campus for the entire duration of the program.

Commuting students may not leave campus unless traveling to and from their homes.

***Sound Policy (for all students)***

Residential students are expected to be mindful of the noise they create in the residence hall and to comply with requests to reduce sound levels. The use of amplifiers or similar equipment is prohibited. Residential students should reduce their sound levels at 10 PM as other students will be trying to sleep.

***Fire Safety (for all students)***

Students will receive specific information about fire safety and evacuation procedures at the start of Adelphi's Pre-College Program. Students should familiarize themselves with all fire safety procedures. Students who fail to comply fully with fire safety procedures, such as those who fail to abide by building emergency evacuation procedures or who otherwise violate rules and regulations related to fire safety, will be subject to disciplinary action.

Students are also expected to maintain adequate standards of cleanliness to avoid fire hazards, and must not obstruct sidewalks, entrances, passages, air conditioning vents, fire escapes, elevators, lobbies, stairways, corridors or halls with personal property. The following items are prohibited in the residence halls and will be confiscated:

- Flammable decorations
- Natural or artificial evergreens

- Electric heaters, air conditioners, hot plate burners
- Halogen lighting equipment
- Candles, incense, outdoor grills, or any other type of open flame or open coil device
- Explosives, fireworks, firearms, or ammunition
- Using hoverboards, such as self-balancing scooters, battery-operated scooters, hands-free segways and electronic powered skateboards
- Any other object found to block easy egress from a resident's room as deemed by University and/or Adelphi's Pre-College staff

***Furniture Policy (for residential students)***

No outside furniture is allowed in the residence hall. All rooms are furnished appropriately for students with a desk, dresser, and bed. Students are not to move the original placement of any furniture in the room. If students do re-arrange furniture, they will be fined. Students are responsible for any damages found upon checkout.

***Evening Leave of Absence (for residential students)***

Residential students will not be allowed to be away from campus overnight.

***Prescribed Medications (for all students)***

Students currently taking prescribed medications (i.e. antibiotics, anti-depressants, asthma medication) should bring enough medication to last throughout Adelphi's Pre-College Program. Students are expected to be able to take medications on their own without the help of other students, Peer Assistants, or other Adelphi Pre-College or University staff.

***Report or Formal Complaint (for all students)***

Students and Adelphi's Pre-College Program or University staff document things that they observe, hear, smell, or are otherwise made aware of through an incident reporting process. Any person may file a report or discuss a complaint with staff.

***Investigation***

Adelphi's Pre-College Program and/or University staff will review all such reports and may interview students connected with the case. Students are expected to cooperate with the interview process. Based upon the information available to the staff, the staff may determine that no violation occurred and the case will be closed. In the event it is determined that a violation has occurred, the case will be referred to a senior Adelphi Pre-College Program and/or University administrator for final review and a determination as to disciplinary actions that are deemed to be necessary and appropriate.

### ***Final Review***

The student will receive official written notification of the final decision made by senior administrators. Serious violations will most likely lead to dismissal from Adelphi's Pre-College Program without refund. Disciplinary decisions are final and cannot be appealed.

### ***Zero Tolerance Policy (for all students)***

There is a zero tolerance policy with respect to the possession or use of cigarettes, e-cigarettes, alcohol, or illegal drugs and substances (including paraphernalia). Any student determined to have violated these policies will be immediately dismissed from Adelphi's Pre-College Program without refund. All other policy violations will be addressed in accordance with Adelphi's Pre-College Program adjudication processes, and may result in a variety of sanctions ranging from a warning to dismissal from Adelphi's Pre-College Program without refund depending upon the circumstances of the violation.

### **Dining Services**

Students will have a meal plan allotting them \$10 a day for each meal they have on campus; unless a catered event is planned in which case the monetary allowance will be reduced accordingly. Meal plans are specifically designed for dining in the Ruth S. Harley University Center's Cafeteria. Students are expected to coordinate course and activity schedules with dining hours in mind.

### **Health Services Center**

The Health Services Center is available to Adelphi's Pre-College students, but its services may not be covered by a student's private insurance policy. Students and families are encouraged to check with their own health insurance provider in advance of Adelphi's Pre-College Program to determine whether the Health Services Center is within their approved network.

The Health Services Center provides emergency response to any accidents and/or injuries involving any person on the campus.

During the summer session and over semester breaks, staff is available Monday through Friday, from 8:00am-4:00pm. A Registered Nurse will be on-call throughout the duration of the program. Pre-College staff will assess the situation and contact him/her

if needed. Also, in case of emergency when the Health Services Center is closed, students may call Public Safety by dialing 5 from any campus telephone, or by dialing 516.877.3511. In the event that a student needs emergency medical care he/she will be brought to Winthrop University Hospital or another local hospital. A Pre-College staff member will accompany the student and make sure the student's emergency contacts are notified.

**Student Access Office**

If you have a disability that may impact your ability to carry out assigned coursework, please contact the Student Access Office (SAO) at 516.8773806. The staff will review concerns and determine, with the student, appropriate and necessary accommodations. All information and documentation of disability are kept confidential.