



WCU SUMMER BRIDGE PROGRAM

2018 Summer Session Student Handbook

The WCU Summer Bridge Program is pleased to provide this handbook containing important documents as well as answers to Frequently Asked Questions. You should familiarize yourself with the complete handbook before arriving at the summer session. If you have any questions, please don't hesitate to contact our office or ask anyone involved with the Bridge Program once you arrive. It is your responsibility to read and understand the information provided.

Important: Please be sure to bring this Handbook with you to the summer session. You will want it as a handy reference, and various Program staff will often refer to it.

We hope you will have a valuable and satisfying summer semester.

WCU SUMMER BRIDGE PROGRAM
Summer, 2018

Attendance Policy

In order to foster good attendance for all courses and required activities and in an effort to promote good academic performance for all students, the following attendance policy will be in force for the summer session:

1. As indicated in the Program Agreement Form, unexcused absences from classes, tutoring, or required activities are not permitted.
2. Circumstances for an excused absence include:
 - a. Verification from the Student Health Center that the student was ill enough to be sent home or to the hospital
 - OR
 - b. Advance notice in writing from the student's parents or guardian verifying the reasons why a student must miss class, tutoring, or any required activities. The reason must be approved by the Director to be acceptable as an excused absence.
3. Headaches, upset stomach, sleeping in late, etc., are not valid reasons for an absence. In the case of an illness, students are expected to attend class or the required activity, and visit the Health Center, located on the ground floor of Commonwealth Hall, before or after those activities, to seek remedies. Of course, a professor or the person in charge of the required activity has the prerogative to excuse a student for any of the above problems. In the latter case, the student should first go to the class or activity in order to be excused.
4. Attendance in classes, required laboratories, supplemental instruction sessions, etc. will be monitored by faculty and staff and will be counted toward your class performance grades. Unexcused absence may affect final grades, as outlined on your class syllabi.

Attending class and required activities is the easiest part of college life and it is crucial for good academic performance and personal development. The purpose of this policy is to help students to succeed academically with good habits that hopefully will be continued throughout their college careers.



STATEMENT ON COMMUNITY

Summer, 2018

Dear Students:

West Chester University places a strong emphasis on *community*. Faculty, staff, and students join to create an environment where individuals can flourish. All of us work together to establish and to maintain a dynamic, creative, and safe *community*. Throughout your stay at West Chester University, you will be one citizen in the large learning community, the university. To ensure the vitality of that community and to help you prepare to meet the demands of a new and diverse setting here at West Chester University, we ask you to consider and accept the following:

1. The university community offers an opportunity for learning that is unlike any other opportunity.
2. The university draws together students, faculty, and staff from a wide range of backgrounds. Much can be gained from association with individuals who are not "just like me."
3. In this community all human beings are valued and deserve equal respect, regardless of their philosophies, sexual orientation, race, ethnicity, or religious background. Hence, discriminatory statements or acts have no place in this community.
4. The university culture values freedom of inquiry and respects differences of opinion.
5. There is no place for ridicule in this community.
6. Expertise results from practice. Beginners are not expected to be experts but to work toward developing their potential.
7. Residents, on a variety of schedules, use their rooms to read, think, and produce work as well as to sleep and socialize. Noise (whether music, voices, or some other sound) that can be heard outside of your room is too loud. In the spirit of this learning community, you can expect courteous and prompt compliance when you respectfully ask someone to "please keep the noise level down."
8. Safety is a basic necessity. We believe that good citizenship and concern for others is the responsibility of each of us in this community. A violation of any University rules or regulations, or any federal, state, or local laws, may result in University judicial action which may jeopardize your successful completion of the summer session and continuation at the university.
9. The way to settle disputes and problems is by discussion and consultation. Staff is available to help with this sometimes difficult task.

WCU Summer Bridge Program & Academic Development Program Administrators



West Chester University Student Code of Conduct

West Chester University is committed to providing a sound educational environment for intellectual pursuits. In addition, the University is concerned with developing socially responsible citizens, ensuring the welfare and freedom of all members of the University community, and protecting individual rights. The University is thus concerned with the quality of student conduct and has adopted rules and behavioral standards for its students.

Disciplinary action may be imposed when a student engages in behavior **on University property or off University property** that is not consistent with University community standards as defined by the West Chester University Student Code of Conduct. Students at West Chester University are expected to abide by the rules and regulations of the University. The Student Code of Conduct translates those acts, which constitute unacceptable behavior for students and student organizations of the University.

The Student Code of Conduct reflects the University community's concern that students and student organizations maintain high standards. It guarantees due process and protects the individual freedom of the student as well as requiring his or her responsibility for conduct violations. This document shall be applicable to all students and student organizations at West Chester University.

University judicial action may be taken in addition to actions taken by civil or criminal courts. Students may be subject to University judicial action in conjunction with citations or other charges of which the University becomes aware.

Students are expected to read and abide by the University's Student Code of Conduct. For more information, visit the Ram's Eye View Student Code of Conduct Website:

https://www.wcupa.edu/_services/STU/ramsEyeView/codeOfConduct.aspx



STUDENT CODE OF CONDUCT AGREEMENT

I hereby accept admission into the 2018 WCU Summer Bridge Program. I understand that this program is designed to provide an early entrance into the university community and an opportunity to participate in a variety of academic and co-curricular activities through the summer session.

I understand that by accepting admission into this program, I am agreeing to participate in all of the programs and activities recommended for my academic and personal development.

I understand that the Program will provide tutoring, academic advising, academic counseling, and mentoring to help develop my academic proficiency, emotional maturity, and personal responsibility.

I accept that the Program will monitor my academic progress so as to determine the need for possible appropriate intervention, which may include contacting my instructors, counselors, coaches, the Office for Judicial Affairs, or parents/guardians. I give permission for that contact and for the judicious release of information to the Program by my instructors, counselors, coaches, the Office for Judicial Affairs, or parents/guardians.

I agree to attend and be on time to all scheduled classes and cooperate with professors in the timely completion of assignments and examinations. I also agree to attend scheduled/assigned laboratory, tutoring, academic counseling, and advising sessions.

I have read and I agree to abide by the University's Student Code of Conduct. I understand that if I violate any University rules or regulations, or any federal, state, or local laws, University judicial action may be taken which may jeopardize my successful completion of the summer session and my continued enrollment at West Chester University.

I understand that the following behaviors will NOT be tolerated: inappropriate language, excessive tardiness, unexcused absences for classes and scheduled activities, illegal substances (including alcohol), fighting and/or disrupting group cohesiveness.

I understand that, in the event of damage or destruction of the property of West Chester University or University Student Housing, Inc., whether intentional or unintentional, by me, and not due to ordinary wear and tear, I will be responsible for the cost or replacing the property destroyed or, at the option of West Chester University of University Housing, Inc., for the cost of restoring the property to its original condition.

I agree to discuss with the Program staff any problems that might make it difficult to comply with the terms of this Agreement.

My signature acknowledges that I have read and understood the above provisions and am fully aware of my responsibility to abide by them.

Signature _____ **Date** _____

Name (please print) _____ WCU ID Number _____

PLEASE KEEP THIS COPY FOR YOUR RECORDS

WCU Summer Bridge Program
Summer, 2018

Your Residence Hall Staff

Your Resident Directors and Peer Assistants are available to answer your questions and help you have both an enjoyable and meaningful experience in the residence hall this summer. Become acquainted with them and please do not hesitate to ask for their assistance.

Your Peer Assistant (PA) lives on your floor with you and is in close proximity to you to provide the assistance you will need in order to successfully transition to the college experience. PAs are graduate students who know what it takes to make the most of living on campus while creating a community wherein all members feel welcome and comfortable.

What can you expect from your PA?

- To answer your questions while acting as a referral person
- To hold group meetings with your peer group
- To hold individual “one-on-one” meetings with the members of your group
- To advise you on University policy and State regulations
- To ask your help in making life in the residence hall enjoyable and productive
- To be available to you on a personal basis for “just talking”
- To address your varying needs via programs and events
- To maintain confidentiality with you, when applicable
- To conduct periodic tours of rooms and common areas to check for damages, maintenance concerns, or safety concerns
- To be responsible for posting pertinent information for building residents
- To be available for general counseling, mediation, and emergency situations

Your Resident Directors (RDs) share the responsibility of managing your hall for the summer. They are responsible for the daily operation of the building. Your Resident Directors are available to you for consultation in a number of areas. Among these are personal relationships, academic and vocational concerns, or for general information about the University. You can meet with your Resident Directors during their posted office hours or by appointment. You may also leave messages at the front desk for them. In case of an emergency, your Peer Assistant will be able to contact your Resident Director or the RD on call to assist you. Your Resident Directors has a passion for serving students and are looking forward to your successful completion of the WCU Summer Bridge Program!

You and Your Roommate: Welcome to Your Room!

Learning how to communicate, compromise, share, and build interdependence will enhance your roommate relationship. We strongly encourage you and your roommate to discuss your expectations for living with each other by completing the Roommate Agreement which will be provided by your Peer Assistant at the beginning of the program. This tool helps reduce issues as the program progresses and is a great resource for you when problems do occur. However, before that conversation occurs, it must be understood that **all students must sleep in their assigned room for the duration of the summer session.**

WCU Summer Bridge Program
Summer, 2018

Residence Hall Regulations

Considering the demands of the summer session, in combination with the Program's commitment to help each individual student, past experience indicates that certain regulations are necessary. All students are expected to abide by the following regulations:

- (1) All students are required to live in the residence hall during the entire time that classes are in session. As residents, you are expected to respect the rights of roommates and other students and staff living in the residence hall.
- (2) Recognizing the importance of civil behavior in a University setting and also in the preparation of students for life beyond the educational experience as positive and functioning members of society, West Chester University's Civility Statement has the following expectation of ALL members of its campus community:

"We, the members of the West Chester University campus...

...treasure what we believe to be the highest principles of American society: the worth and uniqueness of each individual, the belief that success is to be earned by individual effort put forth in an environment founded on equality of opportunity, and the appreciation of the ideal of an inclusive society;

...believe that it is incumbent upon all members of our community – staff, students, faculty, and administrators – to conduct themselves with civility toward one another at all times;

...value the special talents and contributions of each member of our community;

...further affirm the worth and dignity of each member and the shared responsibility of all to treat each other as individuals, with RESPECT and COURTESY."

Violations of the Civility Statement include, but are not limited to, actions which result in the personal indignity of any individual based on gender, race, color, religion, national origin, or sexual orientation. Verbal, physical, written, or electronic acts of intimidation, harassment, disrespect, and/or uncivil behavior toward ANY person or group will not be tolerated. Examples of such behavior that will not be tolerated include assaults, fights, profanity and other nasty remarks directed toward a person (in written form, spoken word, or graffiti), as well as disrespectful behavior, and derogatory comments posted on social networks or other forms of electronic communication.

- (3) Quiet hours are in effect 24 hours a day – EVERY day (which includes weekends). The following is a valuable description of the reasons for and interpretation of 24 hours of quiet hours, as well as the consequences for violation of the 24-Hour "Quiet Hours" policy:

Living in close quarters with other people requires extra sensitivity to how one's own behavior affects others. Every resident has the right to a living environment that allows him/her to sleep and study in his/her room. With this right, a resident acquires responsibility

for monitoring his/her behavior so it does not violate the rights of others. During 24 hours of quiet hours, noise from stereos, televisions, voices, video games and other electronic equipment, etc. must not reach levels that can be heard outside of the student's room at any point of the day or night. This policy is most effective if students remember to be considerate of others and confront those who are disturbing them directly. University officials i.e. Peer Assistants, Resident Directors, Public Safety Officers, Academic Development Program Administrators and/or Faculty, etc. are expected to confront residents who are violating the 24-Hour "Quiet Hours" policy.

- (4) It is expected that students will be in the residence hall by 11:00 p.m. on evenings preceding class days. Any student who returns to the residence hall after 11:00 p.m. on an evening preceding class days must sign-in at the Security Desk. Any pattern of lateness will jeopardize the student's continued participation in the program.
- (5) Due to maintenance, sanitation problems, and allergies, no pets are permitted in the residence hall.
- (6) All students **MUST** sleep in their assigned room during the five-week duration of this educational experience.
- (7) To facilitate a positive and productive living experience, each student will receive a Roommate Agreement the first day of the WCU Summer Bridge Program. This agreement is a tool to be taken seriously and should be used as a means of fostering a conversation between roommates regarding their expectations of one another to have a successful roommate relationship. This instrument must be completed. One copy of the Roommate Agreement will remain on file with the Conference Directors and the other will remain in the student's room. More information will be provided to students on check-in day.
- (8) For the sake of security in the residence hall, the only visitors permitted are parents and/or guardians, who must produce photo identification. **Aside from parents and/or guardians, students are not permitted to have guests in the residence hall for the duration of this program.**
- (9) Possession of weapons, including but not limited to firearms, paintball guns, bullets, explosives, knives, etc. in the residence hall is prohibited. In addition, drugs and alcoholic beverages are not permitted by anyone in the residence hall.
- (10) Students are required to read and abide by the University's Student Code of Conduct. If a student violates any University rules or regulations, or any federal, state, or local laws, University judicial action may be taken which may jeopardize the successful completion of the summer session and continuing enrollment at the university.



STUDENT CODE OF CONDUCT AGREEMENT

I hereby accept admission into the 2018 WCU Summer Bridge Program. I understand that this program is designed to provide an early entrance into the university community and an opportunity to participate in a variety of academic and co-curricular activities through the summer session.

I understand that by accepting admission into this program, I am agreeing to participate in all of the programs and activities recommended for my academic and personal development.

I understand that the Program will provide tutoring, academic advising, academic counseling, and mentoring to help develop my academic proficiency, emotional maturity, and personal responsibility.

I accept that the Program will monitor my academic progress so as to determine the need for possible appropriate intervention, which may include contacting my instructors, counselors, coaches, the Office for Judicial Affairs, or parents/guardians. I give permission for that contact and for the judicious release of information to the Program by my instructors, counselors, coaches, the Office for Judicial Affairs, or parents/guardians.

I agree to attend and be on time to all scheduled classes and cooperate with professors in the timely completion of assignments and examinations. I also agree to attend scheduled/assigned laboratory, tutoring, academic counseling, and advising sessions.

I have read and I agree to abide by the University's Student Code of Conduct. I understand that if I violate any University rules or regulations, or any federal, state, or local laws, University judicial action may be taken which may jeopardize my successful completion of the summer session and my continued enrollment at West Chester University.

I understand that the following behaviors will NOT be tolerated: inappropriate language, excessive tardiness, unexcused absences for classes and scheduled activities, illegal substances (including alcohol), fighting and/or disrupting group cohesiveness.

I understand that, in the event of damage or destruction of the property of West Chester University or University Student Housing, Inc., whether intentional or unintentional, by me, and not due to ordinary wear and tear, I will be responsible for the cost or replacing the property destroyed or, at the option of West Chester University of University Housing, Inc., for the cost of restoring the property to its original condition.

I agree to discuss with the Program staff any problems that might make it difficult to comply with the terms of this Agreement.

My signature acknowledges that I have read and understood the above provisions and am fully aware of my responsibility to abide by them.

Signature _____ Date _____

Name (please print) _____ WCU ID Number _____

**PLEASE SIGN AND SUBMIT THIS COPY TO PROGRAM STAFF UPON YOUR
ARRIVAL ON CAMPUS**