



# **PRE-COLLEGE HANDBOOK**

Office of High School and Pre-College Programs

SUMMER 2019

## TABLE OF CONTENTS

<b>GENERAL PROGRAM INFORMATION</b> .....	<b>2</b>
BILLING AND REFUNDS .....	2
REGISTRATION.....	2
COURSE WORKLOAD.....	3
ATTENDANCE AND PARTICIPATION.....	3
ECAMPUS AND ADELPHI STUDENT EMAIL.....	3
SWIPE CARDS.....	3
PROGRAM POLICIES.....	4
CURFEW & IN-HALL HOURS.....	4
VISITORS AND OVERNIGHT GUESTS .....	4
LEAVING CAMPUS.....	4
QUIET AND COURTESY HOURS .....	4
FURNITURE POLICY.....	4
PRESCRIBED MEDICATIONS .....	5
INCIDENT REPORTS OR FORMAL COMPLAINTS.....	5
DRUGS AND ALCOHOL.....	5
<b>ACADEMIC POLICIES AND SUPPORT</b> .....	<b>5</b>
ACADEMIC HONESTY.....	5
TRANSCRIPTS (FOR CREDIT PROGRAMS).....	6
COMPLETION CERTIFICATES (NON-CREDIT PROGRAMS).....	6
CONFIDENTIALITY AND PARENTAL/GUARDIAN NOTIFICATION.....	6
ACADEMIC COMMUNITY SUPPORT.....	6
<b>UNIVERSITY POLICIES</b> .....	<b>7</b>
SUBSTANCE ABUSE.....	7
HARASSMENT.....	7
DISCRIMINATORY HARASSMENT.....	7
SEXUAL HARASSMENT.....	8
GENERAL ETHICS AND COMMUNITY RESPONSIBILITY.....	8
<b>RESIDENCE LIFE POLICIES AND STATEMENT OF PRINCIPLES</b> .....	<b>8</b>
POLICY VIOLATIONS .....	9
FIRE SAFETY.....	9
<b>ON-CAMPUS STUDENT SERVICES</b> .....	<b>10</b>
DINING SERVICES .....	10
HEALTH SERVICES CENTER.....	10
STUDENT ACCESS OFFICE .....	11
BRIDGES TO ADELPHI .....	11

## PRE-COLLEGE HANDBOOK, SUMMER 2018

### GENERAL PROGRAM INFORMATION

Before arriving for the Pre-College Program, students and their parents/guardians should discuss the rules and policies set forth in this document. Please be advised that due to the particular nature of this program, certain student conduct policies are considered fundamental to the success of the Program. ***Failure to comply with the rules of the policies of the University and/or the Pre-College Program may lead to disciplinary action up to and including dismissal from the Program with no refund of tuition or fees.***

### BILLING AND REFUNDS

Bills for tuition and program fees will be mailed to the student's home upon acceptance into the Program and are also accessible via eCampus, Adelphi's online student information hub ([ecampus.adelphi.edu](http://ecampus.adelphi.edu)). Payment deadlines are included on each bill. Students who do not pay tuition balances by the indicated deadline may be removed from the program. *Note: Enrollment in the program is done on a rolling basis in the order that deposits are received. It is strongly suggested that the deposit be submitted by Friday, May 31, 2019. This deposit is non-refundable.* If a student wishes to withdraw from the program, please be advised of the refund schedule indicated below:

DATE OF WITHDRAWAL	AMOUNT REFUNDED
Before June 18, 2019	100%
June 18 - July 8, 2019	50%
After July 8, 2019	No Refund

The Office of High School and Pre-College Programs reserves the right to cancel a course due to low enrollment. Should the course a student is enrolled in be cancelled, the student will receive a 100% refund, including deposit, no matter the date of cancellation.

### REGISTRATION

Students in the Pre-College Program apply for and are accepted into a specific course. As a student's acceptance into the Program is based upon the standards and requirements set forth by the course selected on the student's application, students cannot change their course enrollment after receiving an admission decision letter. Accepted students are enrolled in the Program and registered for their selected course once the deposit is received.

## PRE-COLLEGE HANDBOOK, SUMMER 2018

### COURSE WORKLOAD

Adelphi's Pre-College Program gives high school students the opportunity to experience academic life at the collegiate level. As such, students will attend college-level courses and will be held to the expectations of a traditional college student. Therefore, it is the responsibility of the student to manage time appropriately and set priorities for homework, studying, and co-curricular activities.

Students are encouraged to ask questions of their course instructors and Peer Adviser when needed and to use academic support services and other on-campus resources should they need assistance with their studies or are having difficulty managing their time or stress.

### ATTENDANCE AND PARTICIPATION

The two-week Pre-College Program courses are equivalent to a traditional, full semester college class at Adelphi. Students **MUST** attend and report on time to **ALL** of their classes as stipulated by the course syllabus. As coverage of the course material will be intense, even one absence may cause a student to fall behind. If a student misses one or more classes, the student may not receive a grade for the course or be eligible to receive three college credits.

Students are also expected to be active participants in class discussions and to visit course instructors during office hours when and if needed.

### ECAMPUS AND ADELPHI STUDENT EMAIL

Adelphi's eCampus is an online student information hub ([ecampus.adelphi.edu](http://ecampus.adelphi.edu)) where Program participants can access their student email and online course materials, as well as make payments and view course grades. Once enrolled in Adelphi's Pre-College Program, students will receive their eCampus account information and student email. Further information about Adelphi's eCampus can be found on the "Accepted Students" web page here: [precollege.adelphi.edu/accepted-students/ecampus/](http://precollege.adelphi.edu/accepted-students/ecampus/).

### SWIPE CARDS

At the time of check-in for the Program, students will be an official University card to access their residence hall and assigned room. On the Monday following check-in, students in select courses will be scheduled to visit the Department of Public Safety to have a University ID Card printed due the requirements of field trip locations. All students will also have a Pre-College Program badge and lanyard. This badge **MUST** be presented when asked by an authorized University representative and therefore, **MUST** be carried at all times. This badge will also allow students to purchase meals throughout the Program (up to \$30/day). **Note: The residence hall and room access card will be collected at the end of the Program when the student checks out.**

## PRE-COLLEGE HANDBOOK, SUMMER 2018

***Failure to hand in this card may delay the release of the student's official transcript from the University and could result in a fine.***

### PROGRAM POLICIES

The Office of High School and Pre-College Programs considers all students capable of accepting responsibility for their actions. Therefore, students will be held accountable for any violation of Adelphi's Pre-College Program rules and policies and the University Code of Conduct. ***Note: Students present during an alleged violation may be considered participants and may be subject to disciplinary action along with the principal violator(s).***

**CURFEW & IN-HALL HOURS** All students MUST be checked in at the residence hall by 9:00PM. Peer Adviser will monitor and complete rounds of the residence hall beginning at this time. All students MUST be in their own assigned rooms by 11:00PM. Any student found out of their room unaccompanied or in a room of another student(s) will be held to disciplinary action. No exceptions or requests to extend curfew will be accepted unless the student is at a University-sponsored event or excursion.

**VISITORS AND OVERNIGHT GUESTS** Students are NOT ALLOWED to have visitors or overnight guests in the residence hall. Visitors are not permitted beyond the residence hall lobby and must meet students there. No student is allowed to sleep over in another student's room, nor can students have overnight guests.

**LEAVING CAMPUS** To ensure the safety and security of all participants, students in the Pre-College Program MAY NOT leave the University campus unless it is to attend a scheduled Pre-College Program excursion. Students must remain on campus for the entire duration of the Program including evenings and weekends.

**QUIET AND COURTESY HOURS** Students are expected to be mindful of the noise they create in the residence hall and to comply with the requests of others to reduce sound levels. The use of amplifiers or similar equipment is strictly prohibited. Quiet hours begin at 10:00PM and end at 8AM the following morning, Sunday through Thursday, and are 11:00PM - 9:00AM Friday and Saturday.

**FURNITURE POLICY** No outside furniture is allowed in the residence hall as all rooms come completely furnished appropriately for students, including a desk, dresser, closet/wardrobe and bed per student assigned to the room. Students who bring outside furniture, including floor or table lamps, will be asked to return the item to their parent/guardian. Students are NOT to move any furniture in the room. If a student does rearrange furniture, the student in question **will be fined**. Any damages found upon checkout will be charged to the student.

## PRE-COLLEGE HANDBOOK, SUMMER 2018

**PRESCRIBED MEDICATIONS** Students who are taking prescribed medications (i.e. antibiotics, anti-depressants, asthma medication, etc.) during the Pre-College Program should bring enough medication to last the entire duration of the Program (two weeks). The student is expected to be able to take medications on their own without the help of other students, Peer Adviser, course instructors or other Adelphi Pre-College Program and University staff.

**INCIDENT REPORTS OR FORMAL COMPLAINTS** At the time of an alleged incident, Adelphi's Pre-College Program or University staff document things that they observe, hear, smell or otherwise made aware of through an incident documentation and reporting process. Any and all students may discuss a complaint with Adelphi's Pre-College Program or University staff, including Peer Adviser and Resident Adviser which may result in an incident report.

Adelphi's Pre-College Program and/or University staff will review all complaints and incident reports and may interview students involved or connected with the incident. In all cases, students are expected to cooperate with the interview process. Based on the information available to the staff, it may be determined that no violation occurred and the case will be closed. In the event that it is determined that a violation has occurred, the case will be referred to the Director of High School and Pre-College Programs and/or University administrator for final review and determination of disciplinary actions deemed to be necessary and appropriate.

Students involved in an incident will receive formal notification of the final case decision via their Adelphi student email. All disciplinary/conduct decisions are final and cannot be appealed; serious violations will most likely lead to dismissal from Adelphi's Pre-College Program without refund.

**DRUGS AND ALCOHOL** *There is a ZERO TOLERANCE POLICY with respect to the possession or use of cigarettes, e-cigarettes, alcohol or other illegal drugs and substances (including paraphernalia).* Any student that is found to have violated this policy through the adjudication process will be immediately dismissed from Adelphi's Pre-College Program without refund.

## ACADEMIC POLICIES AND SUPPORT

### ACADEMIC HONESTY

"The University is an academic community devoted to the pursuit of knowledge. Fundamental to this pursuit is academic integrity. In joining the Adelphi community I accept the University's Statement of Academic Integrity and pledge to uphold the principles of honesty and civility embodied in it. I will conduct myself in accordance with ideals of truth and honesty and I will forthrightly oppose actions which would violate these ideals."

Upon enrolling in Adelphi's Pre-College Program, students agree to abide by Adelphi's Code of Academic Honesty. If and when a student submits academic work

## PRE-COLLEGE HANDBOOK, SUMMER 2018

in writing, online or in person, a student is declaring that work to be a product of the student's own thoughts and study, stated in the student's own words and produced without assistance with the exception of proper citation of and reference to other sources. Should a student engage in academic misconduct, the student may fail the assignment, fail the course or be dismissed from the Program without refund.

The review of all alleged academic violations and imposition of any resulting disciplinary decisions are at the discretion and responsibility of the course instructor, 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 Program and/or University staff.

### TRANSCRIPTS (FOR CREDIT PROGRAMS)

A student's final course grade may be viewed through eCampus ([ecampus.adelphi.edu](http://ecampus.adelphi.edu)) approximately two to three weeks after the Program ends. Academic transcripts are NOT automatically sent to students once grades are recorded and posted. A student may request additional transcript copies online for an additional fee; instructions for ordering a transcript can be found at: [registrar.adelphi.edu/transcripts/](http://registrar.adelphi.edu/transcripts/).

### COMPLETION CERTIFICATES (NON-CREDIT PROGRAMS)

At the conclusion of the Program, students will receive a Certificate of Completion. Each student is issued only one (1) certificate. These certificates CANNOT be re-issued at a later time. Any student who misses one or more classes 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 that establishes standards concerning the privacy of student education records and the rights of students to inspect and review their records. As enrolled students in an institution of higher education, Adelphi Pre-College Program 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.

### ACADEMIC COMMUNITY SUPPORT

Throughout the duration of the Program students are expected to respect the work of their fellow students at all times. This includes refraining from soliciting or using the work of others and to afford their peers the time, environment and space needed to successfully study and complete homework. Students MAY 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.

## PRE-COLLEGE HANDBOOK, SUMMER 2018

Although taking study breaks and forming study groups are welcome, playing music loudly around another student trying to study or keeping a roommate/neighbors awake late at night when they have a paper due are just a few examples of disrespectful academic behavior that will not be tolerated.

### **UNIVERSITY POLICIES**

As Adelphi students, Pre-College Program participants are expected to follow the rules and policies set forth by the University. These policies may be viewed online at [operations.adelphi.edu/policies](http://operations.adelphi.edu/policies). A list of prohibited behavior is included in Section 10 of the University's Code of Conduct. The University's Code of Conduct can be viewed online at [operations.adelphi.edu/handbooks](http://operations.adelphi.edu/handbooks). Students also are expected to adhere to all of Adelphi's Pre-College Program and University rules and policies throughout the duration of the Program, on or off campus. ***Adelphi's Pre-College Program staff reserves the right to address any act of misconduct and to determine appropriate disciplinary actions/consequences.***

### **SUBSTANCE ABUSE**

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

For more information on Adelphi University's policies on illicit drugs and alcohol, please visit [operations.adelphi.edu/policies/illicit-drugs-and-alcohol/](http://operations.adelphi.edu/policies/illicit-drugs-and-alcohol/).

### **HARASSMENT**

**DISCRIMINATORY HARASSMENT** Adelphi University and its Pre-College Program are committed to maintaining an environment that is free of bias, prejudice and harassment, and that supports, nurtures, and rewards educational advancement on the basis of ability and performance. Any 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.



## PRE-COLLEGE HANDBOOK, SUMMER 2018

**SEXUAL HARASSMENT** Adelphi University and Adelphi's Pre-College Program are committed to maintaining a safe 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 Program community.

### GENERAL ETHICS AND COMMUNITY RESPONSIBILITY

The University and Pre-College Program staff and faculty are 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:

- Community/social misconduct such as abusive use of social networking sites, verbal abuse, threats to injure or harm another or oneself, discrimination or harassment,
- Academic misconduct such as lateness, disrupting another's work, cheating, or plagiarizing AND
- Program misconduct such as breaking curfew or any other rules or policies of Adelphi's Pre-College Program or the University.

Students found to be in violation of University and Pre-College Program rules or policies will be subject to disciplinary action up to and including dismissal from the Program without refund. ***Note: Students present during an alleged violation may be considered participants and may be subject to disciplinary action along with the principal violator(s).***

### RESIDENCE LIFE POLICIES AND STATEMENT OF PRINCIPLES

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. As such, 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, but are not limited to:

- 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 residence 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,

## PRE-COLLEGE HANDBOOK, SUMMER 2018

- Informing Adelphi Pre-College Program 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 AND
- Avoiding any behavior that indicates or could be perceived as retaliation for the reporting of potential violations.

### POLICY VIOLATIONS

Students found to be in violation of the Office of Residential Life and Housing rules or policies will be subject to disciplinary action up to and including dismissal from the Program without refund. **Note: Students present during an alleged violation may be considered participants and may be subject to disciplinary action along with the principal violator(s).** The following behaviors are 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,
- Tampering with or vandalizing devices and furnishings, such as window screens, cranks, stops, locks, door closing devices or room furnishings,
- Installing an unauthorized lock on a bedroom, bathroom, or closet door,
- Inadequately securing one's room and/or failure to lock room doors,
- Unauthorized access or use of restricted areas in or around a residence hall, including, but not limited to, roofs, ledges, terraces, basements, storage areas, mail rooms and 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,
- Attaching or hanging any projections (radio or television antennas, dishes, awnings, etc.) to the walls or windows of a residence hall AND
- Filming in or into any area of a residence hall without authorization.

For more information on Office of Residential Life and Housing policies, please review the Guide to Student Life at [operations.adelphi.edu/handbooks](http://operations.adelphi.edu/handbooks).

### FIRE SAFETY

Students will receive specific information about fire safety and evacuation procedures at the start of Adelphi's Pre-College Program. 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

## PRE-COLLEGE HANDBOOK, SUMMER 2018

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 and returned upon check out:

- Table, floor or hanging lights (including strong lights),
- Flammable decorations,
- Natural or artificial evergreens,
- Electric heaters, air conditioners and hot plate burners,
- Halogen lighting equipment,
- Candles, incense, outdoor grills or any type of open flame or open coil device,
- Explosives, fireworks, firearms or ammunition,
- Hoverboards, such as self-balancing scooters, battery-operated scooters, hands-free segways and electronic powered skateboards AND
- Any other object found to block easy egress from a resident's room as deemed by University and/or Pre-College Program staff.

If you have any questions about prohibited items or what you should and should not bring, please contact the Office of High School and Pre-College Programs at [precollege@adelphi.edu](mailto:precollege@adelphi.edu) or 516.877.3410.

## ON-CAMPUS STUDENT SERVICES

### DINING SERVICES

All Pre-College Program students will have a meal plan allotting them \$30/ day, unless a catered event or off-campus meal is planned in which case the monetary allowance will be reduced accordingly. Meal plans are specifically designed for on-campus dining facilities. Students are expected to remain aware of dining hours, as well as the time scheduled for meals by the Office of High School and Pre-College Programs.

### HEALTH SERVICES CENTER

The Health Services Center is open for and available to Adelphi's Pre-College Program students, but its services may not be covered by a student's private insurance policy; ***students and their parents/guardians should 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 and Department of Public Safety provides emergency response to any accidents and/or injuries involving any person on the campus, including Pre-College Program students. Throughout the duration of the Program, Health Services staff is available Monday through Friday, from 8:00AM - 4:00PM. A Registered Nurse or EMT will be on-call throughout the duration of the Program outside of Health Services Center hours. Pre-College Program staff will assess the situation and contact the on-call nurse or EMT if needed.

## **PRE-COLLEGE HANDBOOK, SUMMER 2018**

In the case of an emergency when the Health Services Center is closed, students may call the Department of 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, the student will be brought to NYU Winthrop Hospital or another local hospital. A Pre-College Program staff member will accompany the student to the hospital and make sure the student's emergency contacts are notified.

### **STUDENT ACCESS OFFICE**

The Student Access Office (formerly the Office of Disability Support Services) ensures equal access to all of Adelphi University's programs, services and facilities for students with documented needs. If a student has a disability that may impact their ability to carry out assigned coursework or needs specific housing accommodations, please contact the Student Access Office (SAO) at 516.877.3806. The SAO staff will review the student's concerns and determine, with the input of the student, appropriate and necessary accommodations. All information and documentation of disability are kept confidential.

### **BRIDGES TO ADELPHI**

The Bridges to Adelphi Program is designed to provide individualized comprehensive academic and social support for individuals with autism spectrum disorders, or other nonverbal learning disorders, who are enrolled in Adelphi's Pre-College Program.

Students who opt into the Bridges Program will meet with a support provider who will help them stay aware of and work on their assignments with them. Together, the student and support provider will collaboratively develop an individualized plan to address the challenges and obstacles the student may face during their time at Adelphi University. The goal of these meetings is to reduce procrastination, anxiety, and improve time management, organization, and problem-solving. The Bridges Program also offers social groups and social events that are designed to help students build and develop friendships, as well as strengthen social skills.

The additional cost to add the Bridges to Adelphi support services to a student's Pre-College Program experience is \$525/week.