

# Valley Forge Military College

## The Military College of Pennsylvania™



# Student Handbook

## 2019-2020

*The information in this book was the best available at press time. Policies and procedures are subject to change.*

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Tutoring Services  
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**History of VFMC**

In 1935 the Valley Forge Military Academy Foundation expanded its vision to include a two year Junior College, which in 1992 was renamed Valley Forge Military College to more accurately reflect the full collegiate experience that was offered to its students.. In August 2006, VFMC began admitting women, making VFMC a co-educational institution. This year, VFMC has expanded its programming to include an alternative to the Corps of Cadets, the Pathways Program. Throughout the years, the breadth of the College's academic programs have evolved since those early days, providing enrolled students more programs and academic opportunities to choose from. VFMC continues to pursue its ultimate goal: the creation of educated, responsible, and self-disciplined students who will become leaders in today's society.

## **Mission of Valley Forge Military College**

The mission of Valley Forge Military College is to educate students within an academic and military environment to transfer to academically competitive four-year colleges, universities, or service academies. The College builds leaders of character – for the future, for the community, for the country, for the world.

## **Five Cornerstones**

**Academic Excellence:** The primary goal of the College is to provide a quality education that will allow each of its graduates to transfer successfully as rising juniors to competitive colleges and universities. VFMC faculty are dedicated to teaching students within small class settings, and the academic programs are augmented by mandatory study hours, readily available instructors, as well as peer and professional tutors. For all students, the lessons of self-discipline, responsibility, and service to others, forged in the crucible of their years at VFMC, will stay with them forever.

**Character Development:** A major goal of VFMC is individual character development. Valley Forge emphasizes character development through adherence to traditional values and moral principles, promoted by the Honor Council and Honor System. All students are governed by the Honor Code: "A student will not lie, cheat or steal, nor tolerate those who do." This simple code demands that students aspire to a standard of behavior seldom experienced elsewhere.

**Personal Motivation:** At VFMC, faculty and staff provide an individual learning environment in which students are rewarded and recognized for personal academic achievement. VFMC faculty and staff ensure that individualized academic accountability is maintained and help students design a personalized plan to foster academic improvement in keeping with individual goals.

**Physical Development:** VFMC faculty and staff support a physical environment in which the importance of maintaining physical fitness is tied to successful classroom alertness. Students are encouraged to participate in athletic competition through both intramural and organized sports teams, embracing a healthy lifestyle, and physical self-confidence.

**Leadership:** The faculty and staff at VFMC provide a leadership environment linked to academic

learning. Through required courses of instruction, through precept and example, and through numerous opportunities both formal and informal, students have the ability to mold their leadership skills. Opportunities to learn and practice leadership are provided by staff appointments in the Cadet Chain of Command. The Corps of Cadets is fundamentally a cadet-led system patterned on the military structure. Cadets are responsible for the administration of the Corps and the implementation of the rules and regulations that govern the cadets' daily lives. In these appointments, the cadets gain confidence and are given an increasing amount of responsibility, fostering poise and confidence as leaders

## **Honor Code**

It is the responsibility of all students to promote, abide by, and enforce the Honor Code:

**“A student will not lie, cheat, or steal, nor tolerate those who do.”**

## Where to Go – Whom to See

### Academic Information

Academic Advising	See your Academic Advisor
Adding/Dropping a Course	Registrar, Sorley House 610-989-1450
Class Absences	See your Instructor(s) and/or Coordinator of Student Services, Sorley House, 610-989-1257

### Graduation Information

To Apply	Registrar, Sorley House 610-989-1450
Caps & Gowns	Registrar, Sorley House 610-989-1450
Honor Stoles	See your individual chapter advisors
Invitations & Announcements	Registrar, Sorley House 610-989-1450
Auditing a Class	Registrar, Sorley House 610-989-1450
Change Program of Study	See your Academic Advisor
International Student Services	Primary DSO 610-989-1450
Library	May H. Baker Memorial Library 610-989-1364
Music Program	Shannon Hall 610-989-1252
Study Abroad	Associate Dean of Academics rsmith@vfmac.edu

Testing Center Learning Assessment and Support Center  
May H. Baker Memorial Library 610-989-1211

Transcripts [www.getmytranscript.com](http://www.getmytranscript.com)

Transfer Credits Registrar, Sorley House  
610-989-1450

Withdrawal Registrar, Sorley House  
610-989-1450

## **Academic Assistance**

Academic Skills Learning Assessment and Support Center  
May H. Baker Memorial Library  
610-989-1211

Disability Services Learning Assessment and Support Center  
May H. Baker Memorial Library  
610-989-1211

IT Help Desk 2<sup>nd</sup> Floor, Mellon Hall  
610-989-1348

Tutoring Learning Assessment and Support Center  
May H. Baker Memorial Library 610-989-1211

Honor Societies Dean of Academic Services, Sorley House  
610-989-1456

## **Admissions/Financial Aid**

Admissions/Re-Admissions Medenbach Hall  
610-989-1300

Financial Aid Medenbach Hall  
(and Veterans Educational  
Benefits) 610-989-1306

## **ROTC/Reserves**

Military Science Department  
(ROTC)

Lhotak Hall  
610-989-1443

PA Army National Guard

Lhotak Hall  
610-989-1443

## **Student Affairs**

Pathways Program

Associate Dean of Students  
Faculty Hosue  
[jphillips@vfmac.edu](mailto:jphillips@vfmac.edu)

Corps of Cadets

Commandant of Cadets, Lee Hall  
610-989-1276

Counseling Center

May H. Baker Memorial Library  
610-989-1225

Commuter Concerns

Associate Dean of Students, Faculty House  
610-989-1257

Equestrian Center and  
Horsemanship Department

Stables  
610-989-1502

Health Concerns

Health Center, Rose Hall  
610-989-1517

## **Housing Information**

Corps of Cadets

Lee Hall 610-989-1276

Pathway Student Housing

Resident Life Coordinator  
LaFayette Hall/Apartments  
610-989-1257

Off-Campus Housing

Associate Dean of Students, Faculty House  
610-989-1257



Intramural Sports	Student Activities Office, Bower Hall 610-989-1355
Lost and Found	Campus Security Office, Lee Hall 610-989-1258
Laundry	Dyroff Hall 610-989-1435
Press/Tailor Shop	Dyroff Hall 610-989-1436
Rental of Facilities Office	Sodexo 610-989-1509
Student Activities Office	Bower Hall 610-989-1355
<b><u>Student Conduct</u></b>	
Corps of Cadets	Commandant of Cadets, Lee Hall 610-989-1276
Commuter Students	Associate Dean of Students, Faculty House 610-989-1257
Pathway Students	Associate Dean of Students, Faculty House 610-989-1257
Student Government Association	Associate Dean of Students, Faculty House 610-989-1257
Community Service	Coordinator of Student Services, Sorley House 610-989-1257
<b>Student Resources</b>	
Athletics	Athletic Field House 610-989-1491
Books and Supplies	Cadet Store (Sodexo), Bower Hall 610-989-1540

Business Office  
(all fee payments)

Mellon Hall  
610-989-1230

Campus Security

Campus Security Office, Lee Hall  
610-989-1258

Chaplain

Chapel  
610-989-1506

**Parking Permits/Vehicle Registration**

Corps of Cadets

Campus Security Office, Franklin House  
610-989-1258

Commuter Students

Student Services Sorley House  
610-989-1257

Pathway Students

Campus Security Office, Franklin House  
610-989-1258

Parking Ticket Appeals

Adjutant, Lee Hall 610-989-1254

Post Office

Bower Hall  
610-989-1538

Printing and Copies

May H. Baker Memorial Library  
610-989-1364

Title IX Complaints

Title IX Coordinator, Sorley House  
610-989-1257

## **Academic Policies**

The individual student is responsible for being familiar with the academic regulations and procedures at Valley Forge Military College as published in this handbook and in the College Catalog. Each student is required to read the regulations carefully and to seek interpretation from his/her Academic Advisor, from the Dean of Student Services, or from the Dean of Academic Services in the event that questions exist.

### **Academic Advising**

Every student at Valley Forge Military College will be assigned an Academic Advisor.

During your freshman year, your Academic Advisor will assist you in the selection of an area of concentration and develop a sequence of courses to complete your degree. Also, your Academic Advisor will monitor your academic progress, advise you on subsequent program development, and serve as an academic mentor. The purpose of the advisor/advisee relationship is to encourage academic progress and achievement and to help you adjust and adapt to the rigorous demands of college.

You should meet with your Academic Advisor frequently to establish a working relationship which increases the potential for your success in college. Your Advisor is available as a resource for problem solving, mentoring or just listening. The minimum number of meetings between you and your Advisor will depend on your individual needs. Most truly effective relationships depend on developing a formal and informal meeting schedule.

To find the name and contact information of your Academic Advisor, access your VFMC Student Portal.

### **Academic Rights and Responsibilities of the Student**

1. In all academic matters, a student of Valley Forge Military College has the right to be governed by reasonable and just regulations.
2. The student shall be free to take reasoned exception to data and views offered in the classroom and to reserve judgment about matters of opinion, without fear of penalty.
3. The student has the right to a course grade that represents the instructor's professional judgment of his/her performance in the course, and to protection from improper disclosure of information concerning his/her grades, views, beliefs,

- political associations, health, sexual orientation, or character, which an instructor acquires in the course of his/her professional relationship with the student.
4. The student shall have a right to accurately and clearly stated information, which would enable him/her to determine:
    - a. The general requirements for establishing and maintaining an acceptable academic standing.
    - b. His/her own academic relationship with VFMC and any special conditions, which apply.
    - c. The graduation requirements for a particular curriculum and major.
  5. The student is responsible for classroom behavior that is conducive to the teaching/learning process for all concerned and for meeting the requirements of a course of study according to the standards of performance established by the faculty.
  6. The faculty shall have final authority and responsibility for course content, classroom procedure, and grading.
  7. No committee or judicial body established under this document shall have any power to change any individual grade, which represents the instructor's professional judgment of the student's performance in the class. In view of this, students should keep themselves informed about their academic progress, including their performance in individual courses. It is incumbent upon faculty members to make available the assessment of a student's work and, if requested, to discuss a student's progress with them.
  8. In the event that a specific complaint cannot be resolved through informal conferences with the faculty member involved, any student who believes that his/her academic rights as defined herein have been violated may seek redress. See procedures under "Student Grade Appeals."

### **Attendance Policy**

It is the policy of Valley Forge Military College (VFMC) that attendance in scheduled classes is mandatory. The following policy details the ramifications of absences beyond those deemed "authorized absences" as a result of participation in an official VFMC sanctioned function.

Regular classroom attendance has a cumulative effect of creating life-long positive traits — responsibility, determination, respect for rules of society -- that are critical for developing career readiness skills, success in college and in life. It is required that all VFMC students attend every class. Failure to do so will result in actions both academically and disciplinarily.

Each individual faculty member will have an attendance policy that governs their individual courses and considers attendance as part of the overall final grade. The instructors' attendance

policy will be posted in the course syllabus and presented to students during the first week of class.

Authorized Absences include the following:

- Medical Emergencies – scheduled appointments are not considered a medical emergency and should not be made in conflict with scheduled examinations.
- Emergency Leave – as approved by the Office of the Dean and the Commandant's Department or their representatives.
- Special Leave – as approved by the Office of the Dean, to include college visitation leave, etc.
- Approved VFMC Functions – such as sports competitions, performing group commitment, or an academic trip as part of an instructor requirement.
- Unique Situations – approved in advance by the Office of the Dean.
- Early departures and late returns to accommodate travel in conjunction with scheduled leaves will not be approved as authorized class absences.
- Regardless of the reason, any absences that total over twenty one consecutive days, the student will automatically be withdrawn from school due to financial aid restrictions.

It is the responsibility of the student to inform their instructor(s) of their impending absence, prior to the authorized absence, and to seek the necessary approvals as detailed above.

The following disciplinary and remedial action will be administered in support of this policy as follows:

- When a student accumulates absences accounting for **5%** or more of the semester contact hours the tactical department will be notified by the Coordinator of Student Services to discuss the ramifications of repeated absences.
- When a student accumulates absences accounting for **10%** or more of the semester contact hours he/she will be assigned a Student Success Council (Phase 1). The student will meet with the Coordinator of Student Services and their Academic advisor. Additionally, students who accumulate absences accounting for 10% or more of the semester contact hours are removed from all extracurricular/athletic trips involving absence from scheduled classes. Students in this status may continue to practice and compete in events not involving absence from scheduled classes.
- When a student accumulates absences accounting for **15%** or more of the semester contact hours he/she will appear before a Regimental Board or a Conduct Hearing. Additionally, students who accumulate absences accounting for 15% or more of the semester contact hours are removed from all extracurricular/athletic activities and rosters. Students in this category may not participate in any extracurricular or athletic activities.

- When a student accumulates absences accounting for **20%** or more of the semester contact hours he/she will appear before a **Commandant's Board or a Conduct Hearing, and subject to dismissal from the College** In the event the student is not dismissed, he/she will be subject to the same extracurricular/athletic restrictions as those accumulating absences accounting for 15% or more of the semester contact hours.

## **Course Loads**

A full academic load is considered 12-18 credit hours per term, including Military Science courses. Any student who requests a credit load, per term, that exceeds the full-time status (18 credit hours) must apply for a course overload. Course Overload Forms, initiated by the student's Academic Advisor, are forwarded to the Dean of Academic Services for final approval. Students are not permitted to register for an overload until the overload status has been approved by the Dean of Academic Services.

## **Final Examinations**

It is the policy of VFMC that all academic courses utilize a final assessment. Final assessments must be completed during the scheduled final exam dates. Final exams must not be given to any student in advance of the scheduled time. No exam will be rescheduled for a student except for the following two reasons: 1) Two exams scheduled at the same time or 2) Three exams scheduled on the same day.

## **Release of Information Policy and Procedures (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their educational records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

- The right to inspect and review the student's education records within 45 days after Valley Forge Military College (VFMC) receives a request
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA
- The right to provide written consent before VFMC discloses personally identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by VFMC to comply with requirements of FERPA

In accordance with the Family Education Rights to privacy act (Buckley Amendment), no information pertaining to a student's education record will be released without the written consent of that student.

An education record consists of the following information:

Academic Records  
Disciplinary Records  
Financial Records  
Health Records

Students are informed of their rights via the “Annual FERPA notification” that is posted to the VFMC website and provided during Registration and Orientation.

### **Exceptions to Written Consent**

VFMC may release personally identifiable information from a student’s education record without the student’s written consent, if the disclosure meets one of the following:

1. School official with a legitimate academic interest. A school official has a legitimate academic interest if the official needs to review an educational record in order to fulfill his or her responsibility for VFMC.
  - A school official is a person employed by VFMC in an
    - administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff)
    - a person or company with whom VFMC has contracted as its agent to provide a service instead of using VFMC employees or officials. This includes our legal counsel, auditors, and collection agencies
    - a person serving on the College Oversight Committee or the Board of Trustees
2. If the information has been designated by VFMC as directory information
3. Officials of another institution of postsecondary education in which a student seeks to enroll or is already enrolled, so long as the information is for purposes related to the student’s enrollment or transfer.
4. Authorized representatives of federal, state or local educational authorities
5. Persons in connection with financial aid for which the student has applied or the student has received
6. Organizations conducting studies for, or on behalf of, the institution, relating to a state higher education authority’s ability to make disclosures on behalf of VFMC
7. To accrediting agencies
8. To parents of a dependent student
9. To comply with a judicial order or lawfully issued subpoena
10. To persons in connection with a health or safety emergency
11. To the student
12. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime
13. To a third party the final results of disciplinary proceedings relating to a crime of violence or non-forcible sex offense (if the students been found in violation of VFMC’s rules and policies)

14. To the parent of a student concerning the student's violation of any Federal, State or Local law or policy regarding the use or possession of alcohol (if under the age of 21) or a controlled substance
15. The disclosure concerns sex offenders and other individuals required to register under state and or federal law

*VFMC makes a reasonable attempt to notify each student of these disclosures.*

Directory Information is not normally considered a violation of a person's privacy. Students have the right to "block" the institute from distributing directory information.

VFMC also has the right to release directory information without a student's written consent. The following is considered directory information by VFMC:

- Student's Name
- Honors
- Field of study
- Dates of Attendance
- Enrollment status (full time/part time)
- Degrees awarded
- Participation in recognized athletic activities and extracurricular activities
- Rank in chain of command
- Student Photograph
- Weight and Height of members of athletic teams

Directory Information CAN NEVER include a student's:

- Race
- Gender
- Social Security Number
- Grades
- GPA
- Class schedule
- County of citizenship
- Religion
- Disciplinary Action
- Academic Status (dismissal/probation)

*This information CAN NEVER be released without the written permission of the student.*

A VFMC employee does not have permission to disclose any personally identifiable information regarding a student, to a third party, without the written consent of the student.

Personally identifiable information includes:

1. Name of student, student's parent, or any other family member



2. Student's campus or home address
3. A personal identifier (social security number, student ID number)
4. A list of personal characteristics or other information which would make the student's identity traceable.

**Procedures for Release of Information**

At the beginning of a student's first term at VFMC, they are required to sign a FERPA Waiver for Academic and Disciplinary Information. The student has the right to sign the waiver indicating that no information can be released without their written permission.

If the student signs the form allowing VFMC/VFMC (for disciplinary records) to release information to a third party, they will include the third party(s) name and the relationship of the third party(s) to them.

Information is only released per request by that third party, no information will be automatically sent to the third party. Information pertaining to grades is only released in writing, not over the phone or in an email.

Faculty and staff will be provided access to a spreadsheet of current students, and whether or not they have given permission for information pertaining to their education records to be released and to whom we may release the information.

If a faculty or staff member is contacted by a third party trying to gain access to information contained in a student's educational record, that the student has not given VFMC/VFMC permission to release, the faculty or staff member is to automatically inform the individual that they cannot release any information and to contact the Registrar's Office. The Registrar will forward that individual to the correct overseer of the various sections of the student's educational record.

Each part of the student's educational records is administered and the release of that information is controlled by a specific office. The Offices which are responsible for the release of specific information:

Academic Records:	Office of the Registrar (College)
Disciplinary Records:	Commandant's Office
Health Records:	Health Department
Financial Records:	Bursar's Office
Financial Aid Records:	Financial Aid Office
Counseling Records:	Counseling Center
Accommodations for Learning Disabilities:	Learning Assessment and Support Center (LASC)

Once a student has graduated, withdrawn or been dismissed from VFMC, their educational record is sealed and the FERPA waiver is no longer valid.

All information from a student's educational record that is requested to be released after they are no longer a current student, must have the written permission of the student.

If a request is made by a third party to release information from a former student's education record, that student must give permission in writing to release the information requested. All correspondence must be in writing, signed and the document must be notarized. No email correspondence for the release of information will be accepted.

If a student signs their written request in the presence of the responsible party releasing the information, notarization of the document is not necessary, and the responsible party will sign document as a witness.

### **Requesting Copies of Educational Records**

Both current and former students may request copies of their educational records.

The "Request for Access to Student Records Form" must be requested by student. This form pertains to Academic and Disciplinary and LASC information only. Copies of health and financial records must be processed directly through those offices.

The form must be completed and returned to the appropriate office (Registrar, Commandant, and LASC). The Office has 15 business days to copy the records. A fee can be requested.

Updated June 27, 2014

### **Student Evaluation of Instruction**

Each Fall and Spring semester, every class is assessed using the Valley Forge Course Evaluation. This assessment provides students the opportunity to evaluate the course and the instructor on various points including teaching methods, delivery style and student progress on course related objectives. At the beginning of each semester, instructors will complete a faculty form identifying the course objectives. Multiple sections of the same course must use the same course objectives. At the end of the semester, students will be asked to complete their evaluation of the course via a paper based format or an electronic based format. The purpose of the student evaluation is to provide valuable information to the instructor in terms of course modifications and improvement.

### **Campus Weapons Policy**

The health, safety, and welfare of students, faculty, and staff are of the utmost importance to VFMC. The presence of weapons poses a direct and substantial threat to the safety of our faculty, students, employees, and visitors to our campus. All students, former students, faculty, employees (except for VFMC Campus Safety Officers and law enforcement officers acting within the scope and course of their employment), former employees, customers, vendors, and visitors are prohibited from possessing, carrying, or storing weapons on their person, on VFMC premises, and in any vehicle on campus without specific authorization from the Director of Campus Safety and Security.

For purposes of this policy, the term "weapons" includes any device, instrument, material, or substance

that under any circumstances is readily capable of causing death or injury. Weapons include, but are not limited to, rifles, shotguns, handguns, pellet or BB guns, starter pistols, dangerous knives, sling-shots, billy-clubs, blackjack, makeshift weapons, martial arts weapons, explosive materials, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means.

This prohibition includes licensed firearms or weapons and applies to all who are licensed to carry firearms or concealed weapons. Requests for exceptions to this policy should be addressed in writing to the Director of Campus Safety and Security.

VFMC shall have the right to any firearm or weapon from any persons on the VFMC campus. Violation of this policy may result in disciplinary action up to and including termination and expulsion. In addition, any person authorized to carry a weapon on campus, including any VFMC Campus Security Officer and any member of the rifle team, who uses a weapon in an unauthorized or inappropriate way is subject to disciplinary action up to and including termination and expulsion.

## **Medical Amnesty Policy**

VFMC is committed to ensuring our students' health, safety, and well-being. To that end, VFMC to reduce barriers for students who may need to seek emergency assistance for themselves or other students when alcohol or other drugs may be involved. To achieve this goal, VFMC has adopted the following medical amnesty policy:

- Any student who actively seeks to contact a member of the VFMC staff or certified emergency medical personnel for a medical emergency where their or another person's health or safety may be in jeopardy will not be referred to the Office of Student Conduct as it relates to alcohol or other drugs.
- Recognized VFMC organizations, student groups, or students that may be hosting or sponsoring an event who actively seek to contact a member of the VFMC Staff or certified emergency medical personnel for a medical emergency where a member or guest of that organization has their health or safety in jeopardy will not be referred to the Office of Student Conduct as it relates to alcohol or other drugs.

Students that commit other VFMC or criminal violations (i.e., vandalism, disorderly conduct, possession of false identification, sale to minors) associated with the incident may be referred to the Office of Student Conduct. No part of this policy will preempt any civil or criminal charges/proceedings brought forth by non-VFMC parties. While individuals who invoke the medical amnesty policy for themselves or other fellow students will not be referred to the Office of Student Conduct as it relates to alcohol or

other drugs, individuals may be required, depending on the circumstances, to complete educational and/or health requirements as deemed necessary by the Associate Dean of Students. These educational and/or health requirements may include, but are not limited to, an on-line or in-person educational program, a substance abuse evaluation, independent treatment as warranted, and/or appropriate follow-up with Student Health and Counseling. Students who fail to complete required programs will be charged with an alleged violation of the Code of Student Conduct.

Students are allowed to invoke this policy as needed; however, repeated use of the policy may give rise to the need for further action by VFMC to ensure the health, safety and well-being of a member of the community.

Organizations or students hosting or sponsoring an event have a duty to maintain a safe environment for their members and guests. Please refer to the guidelines outlined in the Alcohol Use Policy in the Student Handbook. Any student organizations or students that fail to act appropriately during a medical emergency may be charged with an alleged violation of the Code of Student Conduct.

## **Inclement Weather and Campus Closing Policy**

### Introduction

This policy provides an overview of the definitions and notification for administering the Valley Forge Military Academy and College Inclement Weather Protocol for all students, faculty, and staff. Due to the unpredictability of severe weather, not every situation can be anticipated or covered. Therefore, decisions may be made outside of this policy's guidelines if circumstances warrant. Any questions regarding this policy should be directed to the Commandant, Dean of Student Services, and/or your immediate supervisor.

### Definitions

*Essential Services or Personnel:* Services and employees that are considered essential to running critical functions within their operations in the event of a declared emergency or inclement weather. Essential personnel would be personnel that are expected to assist with the mitigation of physical conditions deemed hazardous by campus emergency services personnel. These employees should be identified in advance of any event.

*Inclement Weather Conditions:* Extreme weather conditions that might create hazardous driving conditions or impede the normal operations of VFMC. These conditions include but are not limited to snow, ice, tornados, flooding, or other natural perils.

*Delayed Opening:* During a delayed opening, VFMC officials will publicly announce the specific time the campus will open.

*Early Dismissal:* During an early dismissal, VFMC will cease all academic classes and regular business operations at a publicly announced time.

*Closure:* In the event of a closed campus, all academic classes will be cancelled and regular business operations will be closed. Only essential personnel should report for duty.

### Notification

Information will be disseminated through Alert Now, VFMC emergency notification system via phone and text messages; the VFMC website at [www.VFMC.edu](http://www.VFMC.edu); local media outlets; and the weather hotline at (610) 989-1555.

During emergency weather situations such as a tornado, the VFMC community will be notified via the mass notification system.

Students who have registered with the Alert Now emergency notification system are encouraged to check their subscriptions and update their cell phone numbers(s) if needed. An incorrect cell number is the same as no cell number on file. Aside from your cell phone, you can add up to two additional phone numbers that will receive the same emergency broadcast message.

**Students should consider their personal circumstances in making a decision about whether or not to come to campus when the weather is a concern.**

## **VFMC Community Standards for Student Conduct**

### **Preamble**

Valley Forge Military College, The Military College of Pennsylvania™, provides a culture of academic excellence, character development, personal motivation, physical development and leadership. This is accomplished through both academic and co-curricular programs that develop students into citizen leaders of character – for the future, for the community, for the country, and for the world.

Valley Forge Military College strives to educate students and develop citizen leaders of character. Essential to this purpose, VFMC has created Community Standards for Student Conduct that seeks to protect the safety, rights, and privileges afforded to students and other members of the community. Students are expected to be model citizens and their actions and behavior should reflect the core values of VFMC. Accordingly, they are expected to adhere to national, state, and local laws; respect the rights and privileges of others; be forthright and honest in all their social and academic conduct; and in general, conduct themselves in a manner which brings credit to themselves and Valley Forge Military College.

Valley Forge Military College is dedicated not only to learning and the advancement of knowledge, but also to the development of ethical and responsible citizens. It seeks to achieve these goals through a sound educational program, and policies governing student conduct that encourage independent thinking and maturity. Each student, as a citizen of the VFMC community, assumes an obligation to follow all rules and regulations.

Included in the VFMC Community Standards for Student Conduct are regulations which VFMC can expect all students to uphold upon admission, an explanation of the student conduct process, the rights of students as they pertain to the conduct process, a list of possible sanctions, and the appeal process.

For the most current updates of the VFMC Community Standards for Student Conduct, please see the VFMC website.

All communication regarding the VFMC Community Standards for Student Conduct will be conducted via VFMC email.

**All students are governed by the regulations, rules and policies established in the VFMC Community Standards for Student Conduct. All students in the Corps of Cadets also agree to abide by the procedures and punishments set forth in the *Guidon*. All Pathway and commuter students agree to abide by the procedures and sanctions outlined below.**

## **Article 1 – Definitions**

1. The term “VFMC” means Valley Forge Military College.
2. The term “Student” includes all persons taking academic courses at VFMC.
3. The term “faculty member” means any person hired by VFMC to teach assigned courses.
4. The term “School official” includes any person employed by VFMC to perform assigned administrative or professional responsibilities.
5. The term “member of the VFMC community” includes any person who is a student, faculty member, staff, school officials, or any other person employed by Valley Forge Military College.
6. The term “VFMC premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, contracted with, or controlled by VFMC (including adjacent streets and sidewalks).
7. The term “Student Conduct Board” means a committee of persons authorized by the Student Conduct Administrator to determine whether a student has violated the VFMC

Community Standards for Student Conduct and to recommend sanctions that may be imposed when a violation has occurred. A board will consist of five members, serving a term of one Academic Year.

8. The term “Student Conduct Administrator” is the Associate Dean of Students and will impose sanctions upon any student(s) found to have violated the VFMC Community Standards for Student Conduct.
9. The term “policy” means written regulations of VFMC as found in, but not limited to, the VFMC Community Standards for Student Conduct, *Guidon*, Student Club/Organization Manuals, and the College Catalog.
10. The term “cheating” includes, but is not limited to, such behaviors as copying from other students, use of books, notes or other devices not explicitly permitted, and communication of answers or parts of answers during an examination. Also, making plans to cheat, whether or not the actual cheating act ever takes place, constitutes a violation of the academic honesty policy. Soliciting others to cheat is a form of cheating in itself.
11. The term “plagiarism” includes, but is not limited to, any material borrowed word for word; any idea, explanation, or argument misrepresented as your own is plagiarism. To avoid: 1) enclose all quoted words in quotation marks, and cite the source parenthetically, using the approved format 2) restate paraphrase and summary in your own words, using your own style, and syntax (word arrangement), and cite parenthetically using the approved format. Remember to list all resources both hard copy and electronic using the approved style format. Cutting and pasting from the internet or other electronic sources is plagiarism if appropriate attribution is not included.
12. The term “intellectual property” refers to patented materials, copyrighted materials, trademarks, software, trade secrets, literary works, and artistic works and/or designs, whether or not formal protection is sought.
13. The term “bullying” includes, but is not limited to engaging in conduct, including any gesture, written, verbal or physical act, or any electronic communication (which includes emails, text messages, and Internet postings on websites or other social media), whether it be a single incident or series of incidents; that is severe, pervasive, or offensive to substantially disrupt or interfere with the orderly operation of VFMC or the rights of any student or other member of the VFMC community.
14. The term “Complainant” means any person who submits a charge alleging that a student violated the VFMC Community Standards for Student Conduct. When a student believes that he/she has been a victim of another student’s misconduct, the student who believes he/she has been a victim will have the same rights under the VFMC Community Standards for Student Conduct as are provided to the Complainant, even if another member of the VFMC community submitted the charge.

15. The term “Respondent” means any student accused of violating the VFMC Community Standards for Student Conduct.
16. The term “preponderance of the evidence” means evidence that leads a person to conclude that it is more likely than not that the act in question did occur.

## **Article 2 – VFMC Community Standards for Student Conduct Authority**

1. The Student Conduct Board is made-up of faculty and student members. Faculty members are volunteers who serve for a term of one Academic Year, and students are appointed by the Associate Dean of Students. All members are trained in the Student Conduct hearing process. The Student Conduct Board will consist of 5 members – three faculty members and two students.
2. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the appeals process.

## **Article 3 – Proscribed Conduct**

### **1. Jurisdiction**

The VFMC Community Standards for Student Conduct shall apply to conduct that occurs on VFMC premises, at VFMC sponsored activities, and to off-campus conduct that adversely affects the VFMC community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The VFMC Community Standards for Student Conduct shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

The VFMC Community Standards for Student Conduct shall be applied to conduct occurring off campus. In addition, the following regulations apply to off-campus activities including class-related outings and field trips, off-campus VFMC athletic events, study abroad programs, co-ops, internships, or any sanctioned off-campus activity.

- Students involved in off-campus activities should not act in a disorderly or disruptive fashion nor conduct any dangerous activity.
- Students involved in off-campus activities should not take, damage, or destroy or attempt to take, damage, or destroy another person’s property.
- Illegal use and possession of drugs, including alcohol is prohibited. See Alcohol regulations within the VFMC Community Standards for Student.



- In cases where local, commonwealth or federal law may apply, students will be subject to civil or criminal liability. Thus, both institutional violations and civil or criminal charges will result from the same situation.

## **2. Communications about Disciplinary Status**

VFMC expects dependent students to initiate communication with their parents/legal guardians when enrollment or housing status is threatened or discontinued or when circumstances exist that seriously jeopardize the student.

VFMC reserves the right to notify parents/legal guardians about the disciplinary status of their son/daughter/ward to the extent consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA).

In addition, VFMC reserves the right to communicate with parents or guardians of students of any age when there are violations of the VFMC Community Standards for Student Conduct that involve the use of alcohol and/or drugs, or behavior that could result in a student physically harming him/herself or physically harming another member of the VFMC community, or there are violations which threatened the peace, health, and safety of the community.

If a dependent student receives a sanction of probation, suspension, or expulsion, VFMC may forward a copy of the letter of notification to his/her parents/legal guardians.

## **3. Student Responsibilities for VFMC Community Standards**

As members of the VFMC community, students are responsible for reading and ensuring that they understand the policies in this Community Standards for Student Conduct Handbook, as well as policies outlined in the College Catalog and the *Guidon* for those students who are members of the Corps of Cadets.

Students who are in a situation where these standards are being violated are expected to make a reasonable, positive effort to remove themselves from the environment. In addition to their personal responsibility for these standards, students are also accountable for the behavior of their guests and ensuring that the guests comply with the VFMC Community Standards and policies.

## **4. Administrative Responsibilities for VFMC Community Standards**

Individual faculty and staff members may enforce VFMC regulations for student conduct. The following individuals are, by nature of their positions, charged with the responsibility of upholding community standards: Associate Dean of Students, Commandant, Directors of Student Activities, TAC Officers, and Coaches.

## 5. Violations of VFMC Community Standards

Examples of unacceptable behaviors that are violations of the VFMC Community Standards set forth in the following statements are intended to be illustrative only. The list is not intended to be all inclusive.

Other misconduct, irresponsible behavior, or behavior that is disruptive to the community, including without limitation, violations of published VFMC policies, rules, or regulations or criminal statutes violates VFMC Community Standards whether or not a specific description of such misbehavior is listed.

## 6. Community Standards for Valley Forge Military College

- Standard 1: Respect
- Standard 2: Honesty and Integrity
- Standard 3: Health and Safety
- Standard 4: Compliance

# Sanctions for Violations of the VFMC Community Standards

**All students are governed by the regulations, rules and policies established in the VFMC Community Standards for Student Conduct. All students in the Corps of Cadets also agree to abide by the procedures and punishments set forth in the *Guidon*. All Pathway and commuter students agree to abide by the procedures and sanctions outlined below.**

The following sanctions and procedures describe VFMC's response to all violations of the VFMC Community Standards for Student Conduct with the exception of the Academic Honesty Policy. The sanctions and procedures for addressing violations of this nature are described in the Academic Honesty Policy, which can be found in the VFMC College Catalog, VFMC Student Handbook, and in course syllabi.

When violations of VFMC policy are committed and it can be shown that these violations had the purpose of substantially interfering with an individual's academic or work performance, or creates an intimidating, hostile or demeaning educational or employment environment, the violator can be subject to the full range of sanctions outlined below.

The following sanctions may be applied singly or in combination for individuals found in violation of the VFMC Community Standards. These sanctions need not be progressively applied but will be meted out in accordance with the gravity of the violation(s). Sanctions will be levied in full accordance with the conduct policies of VFMC.

- Mandatory participation in educational program(s), alcohol- and/or drug-educational programs

- Disciplinary warning – a written statement of disapproval to the student that will be included in the student's 201 File

- **Monetary fines**

- Restitution – reimbursement for damages or loss of property

- Room reassignment

- Notification of parents or guardians of students under the age of 21

- Notification of applicable law-enforcement authorities

- Disciplinary probation – period of time during which the student and/or organization cannot violate any VFMC policies. Violation of disciplinary probation may result in suspension or expulsion

- Restrictions – exclusion from participating in VFMC activities and/or VFMC organizations. Limiting VFMC privileges including, but not limited to, visitation in the barracks and access to VFMC facilities

- Loss of residence hall privileges

- Academic Withdrawal – from the course in which the offense occurred pending review by the Student Conduct Board

- Interim Suspension – utilized to ensure the safety and well-being of members of the VFMC community or property, or if the student or organization poses a definite threat of disruption of, or interference with, the normal operations of VFMC. During an interim suspension, the student shall be denied access to the campus and/or all activities or privileges for which the student or organization might otherwise be eligible. During the interim suspension, the student will be permitted on campus for scheduled meetings with, or meetings approved by the Student Conduct Administrator.

- Suspension – forced withdrawal from VFMC for a specified time of not less than one full semester. During any period of suspension or withdrawal associated with conduct reasons, a student may not visit the campus for reasons other than clarification of academic or conduct record.

- Dismissal – permanent, forced withdrawal from VFMC

## **Standard 1: Policies on Respect**

### **A. Discrimination and Bias-Related Behaviors**

Valley Forge Military College strictly prohibits any form of discrimination and bias-related behaviors. VFMC is dedicated to educating students of diverse racial and ethnic origins and to fostering broad appreciation for cultural and ancestral diversity. Discrimination against any person on the basis of race, disability, age, gender, color, ethnicity, ancestry, creed, religion, sexual orientation, or national origin is against the law and violates the VFMC Community Standards.

### **B. Hazing**

Valley Forge Military College strictly prohibits any form of hazing. The term “hazing” means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of an individual or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by VFMC. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual, and shall include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health and safety of the individual, or a willful destruction or removal of public or private property.

For the purpose of the VFMC Community Standards, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

### **C. Bullying**

Valley Forge Military College strictly prohibits any form of bullying. VFMC defines “bullying” as any intentional electronic, written, verbal, or physical act, or series of acts directed at another student or students; is severe, persistent, or pervasive; and has the effect of substantially interfering with a student’s education, creating a threatening environment, or substantially disrupting the orderly operation of the institution.

### **D. Physical Harm**

Valley Forge Military College strictly prohibits any form of physical harm. VFMC defines “physical harm” as intentionally inflicting, attempting to inflict, or conspiring to inflict bodily harm upon any person or threatening to do the same; or taking any action for the purpose of inflicting bodily harm; or taking any reckless, but not accidental, action that results in bodily harm or could result in bodily harm to any person.

## **E. Psychological Harm**

Valley Forge Military College strictly prohibits any form of psychological harm. VFMC defines “psychological harm” as intentionally inflicting, attempting to inflict, or conspiring to inflict mental harm upon any person; or taking any action for the purpose of inflicting mental harm; or taking any reckless, but not accidental, action which could result in mental harm to any person; or causing a person to believe that the offender may cause mental or bodily harm; or any act that demeans, degrades, or disgraces any person.

## **F. Destruction of Property**

Valley Forge Military College strictly prohibits any destruction of property. VFMC defines “destruction of property” as intentionally, recklessly, or negligently destroying, or attempting to or conspiring to damage, destroy, deface or tamper with VFMC property or the property of another.

## **G. Unauthorized Entry or Use of VFMC Facilities**

Valley Forge Military College strictly prohibits the unauthorized entry or attempt to enter and/or use VFMC facilities. Also, Valley Forge Military College strictly prohibits the unauthorized possession, duplication, use or distribution of keys and access codes to VFMC facilities.

## **H. Classroom Conduct**

Valley Forge Military College strictly prohibits disruptive behavior in the classroom. Students are expected to conduct themselves in a mature manner that does not distract from or disrupt the educational pursuits of others. Should a professor determine that a student's conduct is being distracting or disruptive; the professor may impose the student's immediate removal from the classroom until the student can conduct himself or herself in an appropriate manner. If the professor is unable to obtain the cooperation of the student, the student may be referred for disciplinary action.

## **I. Sexual Harassment**

### **Policy Against Sexual Harassment**

Valley Forge Military College seeks to create and maintain an academic environment in which all members of the VFMC community are free from any form of harassment based on gender or sex. It also recognizes that harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, and Title XI of the Education Amendments of 1976.

Valley Forge Military College has developed the following policy on sexual harassment: Sexual harassment is a serious offense and is prohibited and unacceptable conduct that will not be tolerated.

### **Definition of Sexual Harassment**

Sexual harassment is defined as any unwelcome sexual attention, sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of sexual nature whenever:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or grade;
- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance; or
- such conduct has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment.

In determining whether conduct is unwelcome, interferes with performance, and/or is hostile or offensive, the standard shall be that of a reasonable person of the same sex of the alleged victim.

Examples of sexual harassment include but are not limited to such things as:

- verbal harassment, such as "dirty jokes," sexually offensive remarks, comments, slurs, or whistling;
- visual harassment, such as sexual posters, cartoons, drawings, gestures, leering, etc.;
- unwanted and unnecessary physical conduct such as pinching, patting, hugging, or touching;
- unwanted sexual advances or propositions.

Valley Forge Military College regards such behavior as intolerable, and a violation of the standards of conduct required of all persons associated with this institution.

### **Persons Covered**

This policy governs anyone who is enrolled at or works for or at Valley Forge Military College, including employees of contractors, faculty members, and administrators.

Although sexual harassment most often takes place in a situation of power differential between the persons involved, this policy also recognizes that sexual harassment might occur between persons of the same institutional status, such as student-student, faculty-faculty, or staff-staff.

Sexual harassment complaints can be filed by persons of either gender, and sexual harassment may occur between persons of the same gender.

### **Reporting Sexual Harassment**

Students who feel they have been victims of sexual harassment are urged immediately and confidentially to contact:

- Title IX Coordinator (610-989-1257) or
- Health Center (610-989-1517) or
- Counseling Center (610-989-1464) or

Upon receipt of a complaint alleging sexual harassment, the appropriate administrator will attempt to investigate promptly and thoroughly the charges made by the complainant.

Except as required by the demands of the investigation and enforcement of the policy, the matter will be treated confidentially by VFMC.

The alleged harasser and all potential witnesses interviewed will be instructed as to confidentiality. Failure to cooperate with the investigation, retaliation in any form against the complainant, or breach of confidentiality will be independent grounds for disciplinary action. Complaints filed by students against other students can be resolved through either an Informal or Formal resolution by the Title IX Coordinator.

If the investigator(s) conclude that a violation of this sexual harassment policy has occurred, VFMC will take prompt and appropriate remedial action, which may include disciplinary action against a faculty member, student or employee found in violation.

The findings of the investigation and the extent of remedial action taken will be communicated to both the Complainant and the Respondent.

It is also a violation of VFMC's policy on sexual harassment for any person in the VFMC community to attempt in any way to retaliate against a person who reports a claim of sexual harassment.

**Recommended Minimum Sanctions for Sexual Harassment:**

**First offense:** Students who engage in acts of sexual harassment are subject to the full range of sanctions outlined in the VFMC Community Standards under Sanctions for Violations. Severity of the harassment can substantially increase these sanctions.

**Second offense:** Dependent upon the severity of the harassment.

*For the complete Sexual Harassment/ Sexual Assault Policy, see the Notification of Title IX Grievance Procedures which can be found on the VFMC website at [www.VFMC.edu](http://www.VFMC.edu).*

## **J. Sexual Assault**

### **Policy Against Sexual Assault**

With the goal of offering equal security to all of the members of the campus community, VFMC has developed the following policy and practices on sexual assault. Sexual violence is considered to be abhorrent to the VFMC community and will not be tolerated.

### **Definition of Sexual Assault**

By law, sexual assaults are classified as forcible and non-forcible sexual offenses. Forcible sexual offenses are defined as any sexual act directed against another person forcibly and/or against the

person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

These offenses include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sexual offenses are determined as unlawful, non-forcible sexual intercourse and include incest and statutory rape.

Victims of rape and sexual assault at Valley Forge Military College as well as those accused of these acts, have the following rights:

If the victim is in need of a change in class due to the assault, a request should be made by the victim to the Title IX Coordinator who will coordinate the request with the Dean of Academic Services. This request will be reviewed, and if reasonable and can be accommodated, the student will be notified.

### **Campus Sexual Assault Victims' Bill of Rights**

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as part of the Higher Education Amendments of 1992.

Below are the rights afforded to a victim of sexual assault:

1. The right to have any and all alleged violations treated with seriousness, dignity, and confidentiality. This includes an investigation by College officials and/or law enforcement, adjudication, or mediation to bring closure to the incident.
2. The right to be informed of College and community resources, including, but not limited to, the Student Health and Counseling Services.
3. The right to a prompt and equitable resolution of the complaint.
4. The right, upon request, to have a no-contact order filed prohibiting any communication or contact including but not limited to verbal, written, electronic or third-party communication.
5. The right, upon request, to review options for academic and/or housing assignment changes.
6. The right to recommend witnesses during a College investigation.
7. The right to be notified of the outcome of the proceedings in writing.
8. The right to appeal the findings of the VFMAC Title IX proceeding within the appeal guidelines as defined herein.

### **Recommended Minimum Sanction for Sexual Assault:**

Expulsion

*For the complete Sexual Harassment/ Sexual Assault Policy, see the Notification of Title IX Grievance Procedures which can be found on the VFMC website at [www.VFMC.edu](http://www.VFMC.edu).*



## **K. Violence Against Women Act (VAWA)**

### **Policy Regarding Violence Against Women Act**

Valley Forge Military College seeks to create and maintain an academic environment in which all members of the VFMC community are free from any form of harassment, exploitation, or intimidation.

VFMC prohibits sexual harassment and sexual violence. Such behavior violates both law and VFMC policy. VFMC will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, discipline behavior that constitutes sexual harassment and/or sexual violence, or otherwise violates the Violence against Women Act (herein referred to as “VAWA Policy”).

### **Definitions Included in VAWA**

In compliance with the Violence Against Women Act (VAWA), the VAWA Policy prohibits sexual harassment, domestic violence, dating violence, sexual assault, stalking and other acts that as defined below:

- a. *Sexual Harassment* is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person’s employment or education or interferes with a person’s work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). VFMC will respond to reports of any such conduct in accordance with VAWA, or any other applicable policy. Sexual harassment may include incidents between any members of the VFMC community, including faculty, staff or other employees, students or third parties such as, but not limited to: vendors, contractors, and visitors. Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.
- b. *Sexual Violence* is defined as physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.
- c. *Domestic Violence* is defined as any felony or misdemeanor crime committed by a current or former spouse of the victim; person the victim has a child with; an individual who lives, or has lived, with the victim as a spouse, or a person similarly situated to a spouse; and any other person committing an act against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- d. *Dating Violence* is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

e. *Sexual Assault* occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation(including voluntary intoxication).

f. *Forcible Sexual Offense* is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

g. *Non-Forcible Sexual Offense* is defined as unlawful, non-forcible sexual intercourse. There are two types of non-forcible sex offenses:

- a. Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- b. Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

h. *Consent is informed.* Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed upon sexual activity. *Consent is voluntary.* It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will. *Consent is revocable.* Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately. *Consent cannot be given when a person is incapacitated.* A person cannot consent if he/she is unconscious or coming in and out of consciousness. A person cannot consent if he/she is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

For purposes of this *Policy*, the age of consent is the age consistent with Pennsylvania Law.

i. *Incapacitation* is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

j. *Stalking* is a behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

### **Consensual Relationships**

The VAWA Policy covers unwelcome conduct of a sexual nature. While a consensual romantic relationship between members of the VFMC community may begin or continue for some time without issue, as relationships change they may evolve into situations that lead to charges of sexual harassment or sexual violence.

### **Gender Identity, Gender Expression, or Sexual Orientation Discrimination**

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation is also prohibited by VFMC, as part of its nondiscrimination policy, if it denies or limits a person's ability to participate in or benefit from VFMC educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, VFMC may take into account acts of discrimination based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation.

### **Retaliation**

The VAWA Policy prohibits retaliation against a person who reports sexual harassment, sexual violence or other types of harassment, or someone who assists another person with a VAWA complaint or a person who participates in any manner in an investigation or resolution of a complaint under the VAWA Policy. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

### **Reporting Sexual Harassment or Sexual Violence**

Any member of the VFMC community may report conduct that may constitute a violation of VAWA, including sexual harassment or sexual violence, to any supervisor, manager, or the Title IX Officer. An individual who believes he/she has been subjected to sexual harassment or sexual violence may file a complaint or grievance. Such complaint or grievance may be filed either instead of or in addition to making a report of sexual harassment to the Title IX Officer. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.

If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to any manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Officer or other appropriate official designated to review and investigate sexual harassment complaints when a report is received.

Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.

Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. Prompt reporting will better enable VFMC to respond, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede VFMC ability to conduct an investigation and/or to take appropriate remedial actions.

An individual who has made a report of sexual harassment or sexual violence may also file a separate complaint or grievance alleging that the actions taken in response to the report of sexual harassment or sexual violence did not follow the VAWA Policy. Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence must be filed within the Equal Employment Opportunity Commission's time limits for filing a charge. The time period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to the VAWA Policy, and/or of the actions taken by the administration in response to the report of sexual harassment or sexual violence, whichever is later.

### **Response to Reports of Sexual Harassment or Sexual Violence**

VFMC will provide a written explanation of available rights and options, including procedures to follow, when VFMC receives a report that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on- or off-campus or in connection with any VFMC program.

Upon a finding of sexual harassment or sexual violence, VFMC may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable complaint resolution and grievance procedures. Both the complainant and the alleged perpetrator will be notified, in writing, about the outcome of the complaint and any appeal.

### **Privacy**

VFMC shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and VFMC policies. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the VFMC community. While such information is considered confidential, VFMC policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a non-forcible sex offense, the

Family Educational Rights and Privacy Act permits disclosure to the complainant the final results of a disciplinary proceeding against the alleged accused, regardless of whether VFMC concluded that a violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused's consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.

### **Requests for Confidentiality**

Confidential resources such as outside/third party counseling sources provide a safe place to discuss concerns and are available for individuals who may be interested in filing a report of sexual harassment or sexual violence.

Individuals who consult with confidential resources shall be advised that their discussions in these settings are not considered reports of sexual harassment or sexual violence and that without additional action by the individual, the discussions will not result in any action by VFMC to resolve their concerns.

An individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of VFMC's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although VFMC will comply with requests for confidentiality to the extent possible.

### **Student Disciplinary Actions for Violations of VAWA Policy**

VFMC reserves the right to determine on case by case basis, with regard to proven or admitted violations of the VAWA Policy, disciplinary action to be taken with regard to any VFMC student.

Disciplinary action resulting from a determination that a violation of the VAWA policy occurred, may include but are not limited to:

- suspension from school
- altered class schedule
- training, education, or counseling
- community service requirements at a location determined by the school
- withdrawal from the school without the opportunity to re-enroll

VFMC, at its sole discretion, may also combine various disciplinary actions it deems appropriate for the violation.

The final decision for any disciplinary action taken may not be appealed.

### **Additional Enforcement Information**

The Federal Equal Employment Opportunity Commission (EEOC) investigates complaints of unlawful harassment, including sexual violence, in employment. The U.S. Department of Education Office for Civil Rights (OCR) investigates complaints of unlawful harassment and sexual violence by students in educational programs or activities. These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the nearest office of the EEOC or OCR.

*For the complete Sexual Harassment/Sexual Assault Policy, see the Notification of Title IX Grievance Procedures which can be found on the VFMC website at [www.VFMC.edu](http://www.VFMC.edu)*

## **Standard 2: Honesty and Integrity**

### **A. Theft/Attempted Theft**

Valley Forge Military College strictly prohibits any form of theft or attempted theft. Theft of property, attempted theft of property, possession of stolen property, or conspiracy to steal is strictly prohibited.

The appropriation of, attempting to appropriate, or conspiracy to appropriate VFMC property for private use, including but not limited to such items as laboratory equipment, furniture, and/or library books is strictly prohibited.

The unauthorized use of or attempted use of student identification, credit card, debit card, telephone card, check, authorization codes, or the like to purchase goods or services or to obtain property is strictly prohibited.

### **B. Falsification of Records/False Statements/Dishonesty**

Valley Forge Military College strictly prohibits any form of falsification of records, false statements or dishonesty. Furnishing or conspiring to furnish false information to VFMC by forgery, alteration or misuse of, among other things, VFMC documents or records is strictly prohibited.

Furnishing or conspiring to furnish to VFMC or its representatives, including but not limited to College Administrators or Student Conduct Board members, a written or oral false statement is strictly prohibited.

### **C. Student Identification Cards**

Valley Forge Military College strictly prohibits the lending, selling, or otherwise transferring of a student identification card to anyone other than its original holder. In an effort to provide adequate security and a safe environment for the members of the VFMC community, every student must carry an identification card issued by VFMC.

Tampering with, falsifying a Valley Forge Military College ID, or giving a false identification is strictly prohibited. Also, students may not lend their ID to other students for purposes of meal exchange, library usage, or access into the barracks.

Possession of an identification card that falsely identifies a student by name, age, date of birth, or photograph as being 21 years of age or over is strictly prohibited.

#### **D. Use of Parking Facilities**

College parking privileges are non-transferable. The fraudulent use or attempted fraudulent use of parking permits is strictly prohibited. First year students are prohibited to bring a vehicle on campus until their second semester.

#### **E. Compliance with Dining Services Contract**

Dining Hall Services are available to all students and included in their tuition and fees.

Meal plans are non-transferrable and food/drink and/or utensils may not be removed from the VFMC premises.

For all members of the VFMC community, engaging in food fights, or other disruptive or disrespectful behavior is strictly prohibited.

#### **F. Compliance with Housing Contract**

All students residing at VFMC are required to sign a Pathway Housing Agreement and are subject to the terms and conditions outlined in that agreement.

#### **G. Academic Honesty**

One of the five cornerstones of Valley Forge Military College is character development. Thus, all students should do all of their coursework honestly so that they can be appropriately evaluated based on that work. Academic honesty is directly linked to the Honor Code: "I will not lie, cheat, steal nor tolerate those who do." Academic dishonesty will not be tolerated.

Behaviors that violate the principles of academic honesty include, but are not limited to, the following:

**Cheating:** This includes such behaviors as copying from other students, use of books, notes or other devices not explicitly permitted, and communication of answers or parts of answers during an examination. Also, making plans to cheat, whether or not the actual cheating act ever takes place, constitutes a violation of the academic honesty policy. Soliciting others to cheat is a form of cheating in itself.

**Plagiarism:** Any material borrowed word for word; any idea, explanation, or argument misrepresented as your own is plagiarism. To avoid: 1) enclose all cited wording in quotation marks, and cite the source parenthetically, using the approved format 2) restate paraphrase and summary in your own words, using your own style, and syntax (word arrangement), and cite parenthetically using the approved format. Remember to list all resources both hard copy and electronic using the approved style format. Cutting and pasting from the internet or other electronic sources is plagiarism if appropriate attribution is not included.

Ignorance may not be used as an excuse for violating the rules banning plagiarism.

**Fabrication:** This includes falsifying, inventing or using unproven or misleading information for any work. Students should not make up or change data or results or cite sources they do not actually use.

**Unauthorized Assistance:** This includes sharing another student's notes, looking at or copying another student's work, supplying answers to projects, tests, quizzes, etc., and not protecting your information and work from being stolen or copied. Students who knowingly allow others to copy their work, either in or outside of class, will be subject to the same penalties for cheating and plagiarism as those committing the act.

**Multiple Submissions of Work:** Submitting the same work in multiple classes without approval from ALL the instructors involved is unacceptable.

**Unsanctioned Collaboration:** All work submitted by students must be their own work; if any other student or individual assists with that work, it is an academic honor violation.

**Other Violations of Academic Honesty:**

- Misrepresenting oneself or another's actions to an instructor
- Forging a signature or making alterations to official paperwork from any VFMC source
- Taking credit for group work in which a student did very little
- Pirating computer software
- Stealing, damaging or hiding library books
- Using technology (for example, email, text messages, voice mails) to solicit others to cheat or to make arrangements for an act of academic dishonesty
- Any action that suggests a clear intent to cheat

All VFMC instructors are encouraged to utilize software packages and websites (such as turnitin<sup>®</sup>) to detect and discourage plagiarism, controlling preparation and dissemination of tests, and monitoring students taking tests in the classroom. Also, instructors should be cautious about allowing students to take unsupervised make-up examinations.

Students who knowingly allow others to copy their work, either in or outside of class, will be subject to the same penalties for cheating and plagiarism as those committing the act.

**Recommended Minimum Sanctions for Violation of Academic Honesty**

First offense:



The Professor/Instructor may impose a penalty to include a grade of **zero** for the assessment.

Second offense:

A grade of “**F**” may be awarded for the course.

***Violations of Academic Honesty will be addressed by the Academic Honor Council.***

## **H. Information Technology and Electronic Communication**

### **Introduction**

All students, faculty, and staff are responsible for using Valley Forge Military Academy & College (VFMC) information systems in an effective, efficient, ethical, and lawful manner. Inappropriate use exposes VFMC to risks, including virus attacks, the compromise of network systems and services, and legal issues. Effective Information Technology (IT) security must be a team effort, involving the participation of every employee, student, and affiliate who deals with information or information systems; therefore, these rules are in place to protect both the employee and VFMC. Information Technology Services (ITS), on behalf of the academy and college, may restrict the use of its computers and network systems in response to complaints presenting evidence of violations of policies or codes, or state or federal laws. Specifically, the academy and college reserves the right to limit access to its networks through VFMC-owned or other computers, and to remove or limit access to information contained in VFMC-owned systems.

- 1) **Scope** – This policy applies to employees, students, contractors, consultants, temporary employees, and other workers at VFMC, including all personnel affiliated with third parties. It applies to all equipment that is owned or leased by VFMC. The following provisions apply to the use of any and all IT systems used by, used on, or associated with VFMC:
  - a) All access to information system will be authorized only through the Information Systems Department.
  - b) Computers will be used only for the purpose of academic or other authorized activities.
  - c) Information systems will not be used for commercial purposes or non-school-related activities including product advertisement or political lobbying.
  - d) Users will not attempt to monitor another user’s activity or delete files residing on any machine other than their own.
  - e) Fraudulent, harassing, threatening, libelous, obscene, pornographic, religiously offensive, and other inappropriate materials or messages will not be emailed, printed, requested, displayed, uploaded, downloaded, or stored.
  - f) Information systems will not be used in any manner which may constitute criminal activity.
  - g) Hacking and attempting to gain unauthorized access and or rights to information systems is not permitted.
  - h) No form of harassment or hateful incident will be tolerated. Incidents and practices of cyber bullying will not be tolerated. Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, and defamatory personal Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

- i) Any material posted by a student on You Tube (or other video hosting sights) which brings discredit upon VFMC or shows Valley Forge in a bad light by exhibiting poor behavior will be considered a violation of the school's computer policy.
- j) VFMC reserves the right to filter unauthorized sites or sites that threaten the integrity of the network.

**2) Internet and E-Mail**

- a) Chain letter creation or participation, random distribution, spamming, and other forms of mass emailing are prohibited.
- b) Use of email for personal financial gain is prohibited.
- c) Transmitting and receiving emails to and from friends, family, faculty, and staff is permitted.
- d) E-mail professionalism dictates that all email contains a subject line and all capital letters not be used. Users should be polite and not use profanity or vulgarity.
- e) Copying information verbatim from the Internet into homework assignments constitutes plagiarism, which is prohibited.
- f) Goods and services may be purchased through the Internet if they are categorized as acceptable by VFMC Code of Ethics.

**3) Network Resources**

- a) Software, such as multi-user games, that relies on any Valley Forge Military Academy & College network will not be installed on any computer system on campus unless deemed necessary and approved by the Chief Information Officer.
- b) Computer games will not be played on VFMC owned computers, unless as part of an academic program.
- c) No user may deliberately attempt to degrade the performance of any computer system. This is directed toward, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms. Activity of this nature is considered vandalism.
- d) Network traffic routed through the Internet is subject to any acceptable use policies through which it flows, as well as to the policies in this document.
- e) College students are permitted to use Mobile Internet Devices on campus.
- f) Attaching any device other than a personal computer to the campus network without the expressed permission of the information technology staff. This includes (but is not limited to) hubs, switches, routers, webcams, and protocol analyzers.
- g) College students are afforded 24-hour internet access.

**4) Security Issues**

- a) If any user discovers faults in system security, it is their responsibility to bring it to the attention of the Information Systems Department immediately.
- b) Any copyrighted software is not to be copied to or from any VFMC computer.
- c) A computer, computer account, user password, or e-mail account assigned to an individual will not be used by others. If a user feels that knowledge of their password has been obtained by others or otherwise compromised, they should change their password.
- d) Accessing another person's computer, files or data without permission is not permitted. This includes data in transit on the network.

- e) Users may apply password protection, file encryption, and other devices for security, but will not attempt to deprive authorized personnel of any necessary access.
- f) Network access to any Faculty or Staff computer is strictly prohibited unless authorized by appropriate Information Systems personnel.
- g) Users will not attempt to circumvent system security or disguise themselves or their machine identity for any reason. A user will not change their computer/Internet address or network configuration.
- h) Users must log in to their computer when working and log out when finished. Leaving a machine logged in could allow someone else to make use of unauthorized network resources.

5) **Violations**

- a) Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law, "...it is a felony punishable by fine up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18Pa.C.C. 3933(a)(1))..." "...Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa.C.S.3933(a)(2) and (3))..."
- b) Violations of this policy are governed by the regulations, rules and policies established in the VFMC Community Standards for Student Conduct. All students in the Corps of Cadets also agree to abide by the procedures and punishments set forth in the *Guidon*.

**I. Gambling Policy**

Valley Forge Military College strictly prohibits any form of illegal gambling. Students are expected to abide by the federal laws and the laws of the Commonwealth of Pennsylvania prohibiting illegal gambling.

Gambling for money or other things of value on campus or at VFMC-sponsored activities is prohibited. This includes blackjack, poker, craps, roulette, as well as any other card game, and other comparable games when they are played for money or any other thing of value, including prizes.

Any requests for events at which games of skill or chance will be played must be approved by the Dean of Student Services by filling out of an event-request for

## Standard 3: Health and Safety

### A. Alcohol

All students are governed by the regulations, rules and policies established in the VFMC Community Standards for Student Conduct. All students in the Corps of Cadets also agree to abide by the procedures and punishments set forth in the *Guidon*. All Pathway and commuter students agree to abide by the procedures and sanctions outlined below.

The legal age for the possession and consumption of alcoholic beverages is 21 years of age in the Commonwealth of Pennsylvania.

**Any student who violates this policy may be subject to criminal prosecution and penalties under applicable local, state, and federal laws.** Where appropriate or necessary, VFMC will cooperate fully with law enforcement agencies and VFMC will impose additional sanctions.

#### Laws and Related Criminal Sanctions

The Pennsylvania Liquor Control Board website explains alcohol and the law in the state of Pennsylvania, programs and resources available, as well as provides information for parents. Below are the applicable restrictions on alcohol in the state of Pennsylvania.

The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provides the following:

1. It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to \$300 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to \$500, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to \$500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.
2. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.
3. It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain

liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (2) above.

4. It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation.

5. It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.

6. It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.

7. It is a crime to hire, request or induce any minor to purchase liquor or malt or beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.

8. Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.

9. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations. VFMC will cooperate with the appropriate law enforcement authorities for violations of any of the abovementioned laws by an employee in the workplace or student.

10. The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.

### **VFMC Alcohol Policy**

The legal age for the possession and consumption of alcoholic beverages is 21 years of age in the Commonwealth of Pennsylvania.

**Any student who violates this policy may be subject to criminal prosecution and penalties under applicable local, state, and federal laws.** Where appropriate or necessary, VFMC will cooperate fully with law enforcement agencies and VFMC will impose additional sanctions.

The following guidelines are to be observed by all students at Valley Forge Military College:

1. Regardless of age, all students are not permitted to possess and/or consume alcoholic beverages on the VFMC campus or at any VFMC sponsored event.
2. Regardless of age, guests or students are not permitted to enter the barracks, residence halls, or off-campus housing with alcoholic beverages.

3. Students who **are not** 21 years of age or older **may not** have anyone including individuals who are 21 years of age or older have or drink alcoholic beverages in their room.
4. Using or having alcohol in a VFMC owned or a contracted vehicle is not permitted.
5. Public intoxication, disorderliness or offensive behavior resulting from the use of alcoholic beverages is strictly prohibited.
6. Driving on campus or in the local community while intoxicated is strictly prohibited.

When a student is placed on disciplinary probation for an alcohol violation, VFMC reserves the right to notify parents/legal guardian(s) about the student's disciplinary status consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA).

## **B. Drugs and Controlled Substances**

**All students are governed by the regulations, rules and policies established in the VFMC Community Standards for Student Conduct. All students in the Corps of Cadets also agree to abide by the procedures and punishments set forth in the *Guidon*. All Pathway and commuter students agree to abide by the procedures and sanctions outlined below.**

Valley Forge Military College is concerned with illegal and unauthorized drug use and views it as detrimental to the achievement of institutional and individual goals, and inconsistent with the proper functioning of an academic community.

### **Laws and Related Criminal Sanctions**

The United States Department of Education in Section 484(r) of the Higher Education Reconciliation Act explains the circumstances related to convictions of controlled substances that may affect or suspend a student's eligibility for financial aid and assistance. **The suspension of eligibility for federal student aid ranges from as much as one year to an indefinite period of time, depending upon the number and type of convictions.** Below are applicable laws relating to drugs and controlled substances:

1. The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from thirty days imprisonment, \$500 fine, or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to fifteen years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a VFMC is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.

2. The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.

3. The Vehicle Code, 75 PA, C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.

4. The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a \$2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of one year's imprisonment, a \$5,000 fine, or both, with the penalties for the second offense doubling. Probation without conviction is possible for first offenders. Distribution to persons under the age of twenty-one by persons eighteen or older carries double or triple penalties. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.

5. 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.

### **VFMC Policy on Drugs and Controlled Substances**

Valley Forge Military College strictly prohibits the use, possession, sale, production and/or distribution of illegal drugs and/or controlled substances.

In addition to VFMC sanctions, **any student who violates this policy will be subject to criminal prosecution and penalties under applicable local, state, and federal laws.** Where appropriate or necessary, VFMC will cooperate fully with law enforcement agencies.

Drugs, paraphernalia and the names of those involved may be turned over to the proper authorities.

Valley Forge Military College will not shield students from possible legal consequences of drug possession and use.

Students engaging in the following behaviors will be considered in violation of VFMC Community Standards.

1. Using, possessing, or being under the influence of cocaine and its derivatives, hallucinogens, barbiturates, amphetamines, prescription medications not prescribed to the offender, marijuana, controlled substances, except as permitted by law.
2. The sale, production, and/or distribution of, as well as attempt and conspiracy to sell, produce, and/or distribute cocaine and its derivatives, marijuana, barbiturates, amphetamines, hallucinogens, other addictive or illegal substances, or prescription medications on VFMC property will result in expulsion.

VFMC reserves the right to sanction both the residents of the room where the violation occurs and/or those present at the time of the violation.

VFMC reserves the right to sanction students in cases where indications of use may include, but are not limited to: the odor of marijuana, the presence of drug paraphernalia, lack of cooperation, attempts to mask odors upon confrontation, deliberate attempts to block airways or other such similar behavior designed to avoid detection.

When a student is placed on disciplinary probation for a drug related violation, VFMC reserves the right to notify the parents/legal guardian(s) about the student's disciplinary status consistent with the provisions of the Family Educational Rights and Privacy Act (FERPA)

### **C. Health Records**

Valley Forge Military College requires that students maintain an official health record at the Health Center. *Incoming students who fail to submit a completed health record after five days will be dismissed from Valley Forge Military College.* Health records are subject to Pennsylvania state law (specifically 35 P.S. Section 10101) which states that any minor who is eighteen years of age or older, or has graduated from high school, or has married, or has been pregnant, may give effective consent to medical, dental, and health services for himself or herself, and the consent of no other person shall be necessary.

Information contained in this record will only be released to the student or an attending physician if consent to release the information to another person is provided by the student.

### **D. Disorderly/Indecent Conduct**

Valley Forge Military College strictly prohibits unruly gatherings, excessive noise, public drunkenness, lewd or indecent conduct, and other such behaviors which are disruptive to the life of the VFMC community or which disregard the rights of members of the community.



## **E. Dangerous Practices/Explosives/Fireworks/Weapons**

Valley Forge Military College strictly prohibits students from engaging in any activity that endangers the health, safety, well-being, or property of another member of the VFMC community.

Valley Forge Military College strictly prohibits the sale, possession, production, purchase, or use of any explosives, fireworks, incendiary devices, weapons or reasonable facsimile thereof on VFMC property as are conspiracies or attempted activities of this nature.

## **F. Smoking**

Valley Forge Military College strictly prohibits any and all forms of smoking on VFMC property.

## **G. Fire and Emergency Safety**

Valley Forge Military College strictly prohibits the intentional misuse of any fire alarm system.

Tampering with, misuse of, attempt to or conspiracy to misuse fire safety equipment (extinguishers, smoke detectors, alarms, or exit signs) is strictly prohibited

Propping, otherwise tampering with the proper operation of fire doors, or exiting through “emergency exit only” doors in non-emergencies is strictly prohibited.

Refusing to vacate buildings and other areas of VFMC property when a fire alarm sounds and/or when directions to evacuate are issued by a VFMC official or other lawful authority is strictly prohibited.

## **SANCTIONS**

For any finding of responsibility, all students will receive, at a minimum, a written reprimand. In addition, one or more of following sanctions may be imposed upon any student for any single violation of the Student Conduct Policy. VFMC reserves the right to impose other sanctions in addition to those listed below in response to specific circumstances of a case.

1. **Warning:** An official written notice that the student has violated the Student Conduct Policy and that more severe conduct action may result should the student be involved in other violations while enrolled at VFMC.
2. **Academic Sanctions:** See ‘Sanctions for Academic Integrity Violations’ for more information.
3. **Alcohol & Drug Sanctions:** See ‘Sanctions for Alcohol & Drug Violations’ for more information.
4. **Behavioral Requirement:** The student is required to participate in educational program(s)/workshops; psychological, physical, or drug/alcohol evaluation(s); or counseling.

5. **Conduct Probation:** The student is not permitted to participate in co-curricular activities for at least one semester. During this period the student is not eligible to participate in any co-curricular activities (e.g. clubs/organizations, athletics, intramural activities, etc.). An activity may occur on or off campus. If more than four members, or 50% of total membership is in attendance (the lower of the two), the gathering is considered an activity. Any alleged violation occurring during this period will likely be reviewed through a Conduct Board hearing and if found responsible sanctions may include suspension or expulsion.
6. **Confiscation:** Items whose presence is in violation of VFMC policy will be confiscated and will become the property of VFMC. Prohibited items may be returned to the owner at the discretion of the Associate Dean of Students, Residence Life Coordinator, TAC Officer and/or Campus Safety officer.
7. **Educational Program:** The student is required to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
8. **Educational Reflection Paper:** The student is required to write an educational reflection paper related to the violation.
9. **Fines:** The student is required to pay a monetary amount imposed to cover costs or as a learning outcome.
10. **Health & Safety Inspection:** Students living in the halls may be subject to random room inspection(s) by the Residence Life staff as a result of policy violations. These inspections will not be announced.
11. **Housing Probation:** Official notice that, should further violations of Residence Life or VFMC policies occur during a specified probationary period, the student may immediately be removed from VFMC housing that includes the Apartments and the dormitories.
12. **Housing Reassignment:** The student is required to relocate to another VFMC housing facility. Residential Life personnel will decide on the reassignment details.

13. **Housing Suspension (deferred):** The student is placed on notice that his/her continued ability to reside in VFMC housing is contingent upon the student adhering to all VFMC policies, fully complying with any mandated sanctions, and fulfilling other stipulated requirements. If the student is found responsible for violating any VFMC policy, fails to comply with the sanctions, or does not fulfill other stipulated requirements, immediate suspension from the halls will be considered as a primary response.
14. **Housing Suspension:** The student is removed from VFMC housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to VFMC housing may be specified. Under this sanction, a student is required to vacate VFMC housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of the Associate Dean of Students/Commandant. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for VFMC housing, the student must gain permission from the Associate Dean of Students/Commandant (or designee). This sanction may include restrictions on visitation to specified buildings or all VFMC housing during the suspension.
15. **Housing Termination:** The student's privilege to live in, or visit, any VFMC housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
16. **Loss of Privileges:** The student will be denied specified privileges (ie. guest privilege, access restrictions, parking, etc.) for a designated period of time.
17. **Parental Notification:** VFMC reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. VFMC may also notify parents/guardians of non-dependent students who are under the age of 21 for alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.
18. **Restitution:** The student is require to pay compensation for damage caused to VFMC or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

19. **Revocation of admission and/or degree:** The student's admission to, or a degree awarded from, VFMC may be revoked for fraud, misrepresentation, or other violations of VFMC standards in obtaining the degree, or for other serious violations.
20. **Service Requirement:** The student or organization is required to complete a specific supervised VFMC service (e.g. community service). All service projects must be approved.
21. **VFMC Suspension (deferred):** The student is placed on notice that his/her continued enrollment is contingent upon the student adhering to all VFMC policies, fully complying with any mandated sanctions, and fulfilling other stipulated requirements. If the student is found responsible for violating any VFMC policy, failing to comply with the sanctions, or does not fulfill other stipulated requirements, immediate suspension will be considered as a primary response.
22. **VFMC Suspension:** The student will no longer be enrolled at VFMC and will lose all rights and privileges of being a student, but may return to VFMC after a specified period of time, assuming proper conduct on the student's part during this time and the student meets all requirements for returning. While suspended the student is banned from VFMC property, functions, events and activities without prior written approval from the Associate Dean of Students. When on suspension, a student may not obtain academic credit at VFMC or elsewhere toward completion of a degree at VFMC. A permanent notation of the suspension will be placed on the student's official academic transcript.
23. **VFMC Expulsion:** The student is permanently separated from VFMC. The student will no longer be enrolled at VFMC and all rights and privileges of a student are revoked. The student is banned from VFMC property and the student's presence at any VFMC sponsored activity or event is prohibited. A permanent notation of the expulsion will be placed on the student's official academic transcript.
24. **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Associate Dean of Students or designee.

### **Sanctions for Alcohol & Drug Violations**

A level system is used to classify alcohol and drug violations. The Associate Dean of Students (or designee) will tentatively determine the applicable level prior to the commencement of any hearing. This tentatively

determined level may change based on the information presented during the hearing process and will be affirmed prior to sanctioning if the student is found responsible or accepts responsibility for the violation(s).

There are three levels for alcohol and drug violations. In general, Level 1 violations are those which represent 'low risk use' and are considered minor in nature, whereas Level 3 violations are of a more serious nature and represent 'severe risk use'. Levels are selected based on a number of factors, including, but not limited to: the nature and seriousness of the offense, the age of the student, impact on the community, and previous conduct history of the student.

In addition to the sanctions listed above, a student may be required to participate in online and/or group workshops, complete a Substance Abuse Evaluation, and may be referred to the Associate Dean of Students for the initiation of the Drug and Alcohol Abuse Policy.

### **Sanctions for Academic Integrity Violations**

There are four classification levels for all allegations of academic dishonesty. In general, Level 1 violations are considered less severe and typically occur due to a student's inexperience or lack of knowledge regarding the principles of academic integrity, whereas Level 4 violations are considered the most severe or egregious. Levels are selected based on a number of factors, including, but not limited to: the nature and seriousness of the offense, how much of the course grade is affected, the student's class year, and whether the student has any previous conduct history.

The Associate Dean of Students will tentatively determine the applicable level prior to the commencement of any hearing. This tentatively determined level may change based on the information presented during the hearing process and will be affirmed prior to sanctioning if the student is found responsible or accepts responsibility for the violation(s).

Once assigned, the level will dictate which of the hearing types is available and which sanctions may be assigned.

A description of each level is provided below.

#### **• LEVEL 1**

**Description:** A level 1 violation typically involves a small proportion (e.g., < 20%) of the total course work, is not extensive, and/or occurs on a minor assignment. These violations generally occur due to a student's inexperience or lack of knowledge regarding the principles of academic integrity.

**Resolution Options:** May be resolved through any of the hearing types

**Sanctions:**

Academic Sanctions (all student will receive one of the following):

- No credit (“0”) for the assignment, quiz, exam, participation; or
- Make-up assignment (with the student receiving only 50% of the earned credit)

Conduct Sanctions (all students will receive one or more of the following):

- Conduct Probation (up to one semester)
- Educational Reflection Paper
- Educational Seminar or Workshop
- Other sanctions (see **Sanctions – Generally** for examples)

• **LEVEL 2**

**Description:** A level 2 violation includes prohibited conduct that is characterized by dishonesty of a more serious nature or which affects a more significant proportion (e.g., 20<50%) of the course work. A student who has previously been found responsible (or accepted responsibility) for a level 1 violation, will automatically progress to at least level 2.

**Resolution Options:** May be resolved through any of the hearing types

**Sanctions:**

Academic Sanctions (all student will receive one of the following):

- No credit (“0”) for the assignment, quiz, exam, participation (grade must be used in calculation of final grade [i.e., this grade cannot be dropped, if applicable]); or
- One letter-grade reduction in the final grade (e.g., B+ → C+);

Conduct Sanctions (all students will receive the following):

- Conduct Probation (one semester or more)

Students may also receive one or more of the following sanctions:

- Educational Reflection Paper
- Educational Seminar or Workshop

- Other sanctions (see **Sanctions – Generally** for examples)

- **LEVEL 3**

**Description:** This prohibited conduct includes, but is not limited to, dishonesty that affects a major (e.g.,  $\geq 50\%$ ) or essential portion of work done to meet course/program requirements, and/or involves premeditation. A student who has previously been found responsible (or accepted responsibility) for a level 2 violation, will automatically progress to at least 3 level.

**Resolution Options:** Level 3 violations will automatically go to a Conduct Board Hearing.

## **Standard 4: Compliance**

### **A. Failure to Comply**

Failure to identify oneself or comply with written or verbal directions of VFMC Faculty, Staff, Administrators, TAC Officers, RA's or RLC's in performance of their official duties is strictly prohibited.

Failure to comply with College policies in the Student Handbook, College Catalog, and other College publications is strictly prohibited.

Failure to appear for a scheduled conduct hearing without prior notification and permission of the designated hearing officer will result in an automatic finding of guilty for the alleged violation(s) and will result in the imposition of additional sanctions.

### **B. Abuse of the Student Conduct Board**

Knowingly instituting a conduct proceeding without cause is strictly prohibited.

Attempting to discourage an individual's proper participation, or use of the conduct process is strictly prohibited.

Attempting to influence the impartiality of a member of the Student Conduct Board prior to or during the course of conduct proceedings is strictly prohibited.

Harassment (verbal, physical or written) and/or intimidation of a member of the Student Conduct Board prior to, during and/or after any conduct proceeding is strictly prohibited.

Failure to comply with the sanctions imposed as a result of a conduct proceeding will result in the imposition of additional sanction(s).

### **C. Interference with VFMC Operations**

Intentional obstruction of teaching, research, administration, disciplinary proceedings or other activities which occur on VFMC premises or at VFMC sponsored or supervised events is strictly prohibited.

## **Article 4- Student Code of Conduct Procedures**

### Filing a Complaint

Any member of the VFMC community may file charges against a student and/or organization for violations of the VFMC Community Standards for Student Conduct and submit the report to the Associate Dean of Students. Complaints should contain a detailed description of the act of misconduct. Any charge should be submitted as soon as possible after the events take place, preferably within 48 hours. Individuals filing a report or wishing to learn more about the conduct process can arrange to meet with the Associate Dean of Students without any obligation to file a report. Reports not submitted in writing will be verified prior to beginning a conduct investigation.

After receiving a report, the Associate Dean of Students will investigate the circumstances of the incident and determine what regulations, if any, are alleged to have been violated. Reports that indicate the alleged behavior does not violate any conduct regulation(s), lack of sufficient information, or if VFMC feels as if the behavior is not suitable for investigation may result in no action being taken.

### Initiating the Student Conduct Process

The student and/or organization will be notified in writing via VFMC email by the Associate Dean of Students that he/she is accused of an alleged violation and will be notified of a date and time for a conference to discuss the complaint. One purpose of the conduct conference is to insure that the student or organization is familiar with the student conduct process and the VFMC Community Standards for Student Conduct in order to accurately prepare and present a response to the charge(s). At this conference, the student will be given the opportunity to discuss the incident and state whether he/she accepts responsibility for the alleged violation(s). Failure to attend this conference after appropriate notification will result in the charges being settled without the student's participation.

In cases referred to a formal hearing of the Student Conduct Board, students will be given written notification of the date and time of the hearing at least three business days in advance. This notice will be delivered via VFMC email.

Note: Issues of Academic Integrity will be reviewed by the Academic Honor Council.

### **Student Conduct Board Composition of Members**



The Student Conduct Board is made-up of faculty, staff and student members. Faculty and staff members are volunteers who serve for a term of one Academic Year, and students are appointed by the Associate Dean of Students. All members are trained in the Student Conduct hearing process. The Student Conduct Board will consist of at least five members –three faculty members and two students.

When it is not possible to convene the Student Conduct Board (e.g. during academic breaks) it may be necessary to form an ad hoc conduct board. On these occasions, the Associate Dean of Students will appoint a board following the same membership outlined above.

### Hearing Rights

All accused students or organizations participating in conduct hearings are guaranteed the following rights during a hearing:

1. The right to an advisor who must be a member of the VFMC Community. This person is simply to serve as a resource and/or support and cannot verbally participate or speak on behalf of the student or organization in any way during a hearing.
2. The right to question all witnesses (in writing). In cases where the complainant is an alleged victim, accommodations may be made.
3. The right to present evidence and call witnesses.
4. The right to decline making any statements or answering questions and in doing so, no assumption of responsibility will be drawn from such silence.
5. The right to an audio copy of the hearing upon written request.
6. The right to appeal the decision of the Student Conduct Board to the Dean of Valley Forge Military College. Issues of academic integrity will be reviewed by Academic Honor Council.
7. The right to attend classes and VFMC functions until a hearing is held and a decision is rendered. Exceptions to this would be made when the student's presence would create a clear and present danger of material interference with the normal operation of VFMC. In such cases, VFMC may impose temporary protective measures, including an interim suspension, pending a hearing. Academic access and formation of an academic plan are appropriate.

### Hearing Guidelines

All student conduct hearings shall be conducted according to the following guidelines except as provided below:

1. All hearings shall be conducted in private.
2. **The Complainant, the Accused Student, their advisors, and any witnesses shall be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the Student Conduct Board.**
3. In hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the hearings concerning each student to be conducted either separately or jointly.
4. The Complainant and the Accused Student have the right to be assisted by an advisor each chooses. The advisor must be a member of the VFMC community. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
5. The Complainant and the Accused Student may arrange for witnesses to present pertinent information to the hearing. Witnesses will provide information to and answer questions from the Student Conduct Board.
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration during the hearing at the discretion of the Conduct Board chairperson.
7. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
8. After the portion of the hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine whether the Accused Student has violated each section of the VFMC Community Standards for Student Conduct which the student is charged with violating.
9. The determination shall be made on the basis of a preponderance of the evidence--whether it is more likely than not that the Accused Student violated the VFMC Community Standards for Student Conduct.
10. Formal rules or process, procedure, and/or technical rules of evidence, such as applied in criminal or civil court, are not used in VFMC Community Standards for Student Conduct proceedings.

There shall be a single verbatim record, **such as a tape recording**, of all student conduct hearings (not including deliberations). Deliberations should not be recorded. The record shall be the property of VFMC.

If an Accused Student, with notice, does not appear for a hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

In cases involving an alleged sexual assault or alleged assault, the Title IX Coordinate will assume the case and will accommodate concerns for the personal safety, well-being, and/or fears of retaliation..

Parental Notification: VFMC reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. VFMC may also notify parents/guardians of non-dependent students who are under the age of 21 for alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

### **Hearing Process**

1. Introductions of the participants in the hearing
2. Chair Reviews Hearing Process and Procedures
3. Chair will confirm charges and statements of responsibility
4. Opening Statements
  - a. Complainant or Student Conduct Administrator
  - b. Accused Student
5. Complainant or Student Conduct Administrator Calls Witnesses
  - a. Complainant or Student Conduct Administrator asks questions of witnesses
  - b. Board asks questions of witnesses
  - c. Accused Student asks questions of witnesses
  - d. All parties have opportunity to ask any additional questions
6. Accused Student calls Witnesses
  - a. Accused Student asks questions of witnesses
  - b. Board asks questions of witnesses
  - c. Complainant asks questions of witnesses
  - d. All parties have opportunity to ask any additional questions
7. All parties have opportunity to ask any additional questions to Accused Student and/or Complainant or Student Conduct Administrator
8. Complainant or Student Conduct Administrator offers closing statement
9. Accused student offers closing statement
10. Deliberation by Board
11. Student will be notified in writing of the Student Conduct Board's decision via VFMC email within two business days

### **VFMC NON-ACADEMIC GRIEVANCE PROCEDURE**

### Statement of Policy:

The grievance procedure may be used to resolve any student complaint except those that are covered by a specific college procedure (e.g. College Code of Conduct Process, Student Academic Grievance Procedures, Harassment Policy, etc.)

No disciplinary or other unfavorable action may be taken against any student or anyone who may represent a student using the grievance procedures.

### Scope of Policy:

The Grievance Reporting Form is intended for use by any student wishing to make a formal complaint about a person, policy or university process. If a student feels that there has been a violation of the Valley Forge Military College Code of Conduct, then the appropriate form to use is the Student Grievance Form, which is available online at

<https://www.vfmac.edu/student-grievance-form/>

### Administrative Guidelines:

#### **I. *Applicability***

- A. It is perhaps inevitable in any college that some students may at times feel improperly treated, and that concerns about unfairness (including potential discrimination and harassment) may also at times arise.
  - 1. In this regard (and although this grievance procedure is not limited to concerns of discrimination), the VFMC Nondiscrimination Policy provides in part: "VFMC is an equal opportunity/affirmative action employer and educational institution. The College does not discriminate against any person on the basis of race, color, religion, national origin, age, sex (including pregnancy, childbirth, and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law. Non-discrimination is observed in the admission, housing, and education of students and in policies governing discipline."
  
- B. At VFMC, there are two grievance procedures through which students can raise and seek redress for what they believe to be unfair, improper or discriminatory decisions, actions, or treatment:

1. If the matter involves an academic decision, the *Academic Grievance Procedure* may be the applicable procedure.
  2. If the matter involves a non-academic decision, the *Non-Academic Grievance Procedure* may be the applicable procedure.
- C. The purpose of the *Non-Academic Grievance Procedure* is to provide a process for students to seek resolution of disputes and grievances that may not fall within the scope of one of the Academic Grievance processes.
- D. The Associate Associate Dean of Students is responsible for administering this *Non-Academic Grievance Procedure*.
1. The Associate Dean of Students may be contacted at:
    - 610-989-1467
    - The Faculty House on College Hill
  2. The Associate Associate Dean of Students, in his or her sole discretion, can decide whether to refer a grievance brought under this procedure to another grievance process.
    - a. In cases involving student employment, the Associate Dean of Students may wish to consult with the College's Human Resources Department.
    - b. In cases involving allegations of sexual harassment, in particular, the Associate Dean of Students may wish to consult with the Title IX Coordinator as to the most appropriate way to proceed.

## **II. *Informal Resolution***

- A. As a general proposition (and although particular circumstances may warrant an exception), the student should first discuss the problem and seek a solution with the individual(s) most directly involved.
- B. If no resolution results (or if circumstances make discussion inappropriate with the person most directly involved), the student should then consult with the individual at the next (higher) administrative level in the department, school, residence or College administrative unit. Serious efforts should be made to resolve the issue locally at an informal level without resort to a formal grievance; such efforts may continue even after the formal process is underway.

## **III. *Formal Grievance***

- A. If informal means of resolution prove inadequate, the student should set forth in writing with the *Non-Academic Grievance Report Form*, the substance of the

complaint, the grounds for it and the evidence on which it is based, and the efforts taken to date to resolve the matter. It is at this stage that the complaint becomes a formal grievance.

- B. The grievance document should be submitted to the Associate Dean of Students, who will review the case and, if any VFMC staff or faculty are involved, consider it a formal grievance. A grievance should be filed in a timely fashion, i.e., within five (5) days of the event in which the action that is the subject of the grievance occurred. Except in extraordinary circumstances, delay in filing a grievance will be grounds for rejection of that grievance.
- C. The Associate Dean of Students will promptly initiate a review, which should normally be completed within seven (7) days. The Associate Dean of Students may attempt to resolve the matter informally and may refer the matter (or any part of it) to a designee, who will look into and/or address the matter as the Associate Dean of Students directs. The Associate Dean of Students may also, in appropriate cases, remand the matter to the appropriate administrator (including to the administrative level at which the grievance arose) for further consideration.
- D. In undertaking this review, either the Associate Dean of Students or his or her designee may request a response to the issues raised in the grievance from any individuals believed to have information the reviewer considers relevant, including faculty, staff, and students.
- E. The Associate Dean of Students (or his or her designee) will issue his or her decision in writing and take steps to initiate such corrective action as is called for (if any). Conduct meriting discipline will be brought to the attention of the appropriate disciplinary process.

#### **IV. *Appeal***

- A. If the student is dissatisfied with the resolution by the Associate Dean of Students (or his or her designee), he or she may appeal to the Associate Dean of Academics. The appeal should be filed in writing with the Associate Dean of Academics within ten days of the issuance of the decision by the Associate Dean of Students (or his or her designee); a delay in filing the appeal may be grounds for rejection of that appeal.
- B. The Associate Dean of Academics may attempt to resolve the matter informally. The Associate Dean of Academics may also, in appropriate cases, remand the matter to the appropriate administrator (including to the administrative level at which the grievance arose) for further consideration.

- C. The Associate Dean of Academics should normally complete his or her review of the appeal and issue his or her decision in writing within fourteen (14) days. That decision is final.

**V. General Provisions**

- A. *Time Guidelines*—The time frames set forth herein are guidelines. They may be extended by the Associate Dean of Students or Associate Dean of Academics as applicable, in his or her discretion for good cause (including for reasons relating to breaks in the academic calendar), and will nearly always be extended during summers and the winter closure.
- B. *Advisers*—A student initiating or participating in a grievance under this procedure may be accompanied by an adviser in any discussion with the Associate Dean of Students, the Associate Dean of Academics or their designees, any adviser must be a current VFMC faculty, staff member or student.
- C. *Sexual Harassment and Sexual Assault*—For information and resources concerning Sexual Misconduct, Sexual Harassment, Sexual Exploitation, Stalking, Dating Violence, and Domestic Violence, students should refer to the Title IX Information page of the VFMC website:  
[https://www.vfmac.edu/wp-content/uploads/2018/09/Notification-of-Title-IX-Grievance-Procedures\\_9.20.18.pdf](https://www.vfmac.edu/wp-content/uploads/2018/09/Notification-of-Title-IX-Grievance-Procedures_9.20.18.pdf)
- D. *No retaliation*—VFMC prohibits retaliation or reprisals against individuals based on their pursuit in good faith of a grievance under this procedure, or their participation in good faith in the grievance process.
- E. *Standards for Review*—If the grievance involves a decision that is being challenged, the review by the Associate Dean of Students, as well as the review by the Provost on appeal, usually will be limited to the following considerations:
  1. The Associate Dean of Students exhibited unfair bias which influenced the decision rendered.
  2. the discovery of new evidence which (i) was unavailable at the time of the decision being appealed, and (ii) could substantially alter the decision rendered.
  3. substantial error in the conduct of the investigation which may have denied fundamental fairness to the appealing party
  4. the sanctions recommended or imposed substantially and materially depart from the standards of VFMC for the type of offense involved.

The Complainant or Accused student or organization has the right to appeal decisions of the Student Conduct Board in writing to the Dean of Valley Forge Military College within three business days of the outcome notification of the hearing. The Dean of Valley Forge Military College will review the appeal and notify the student or organization via email of his/her decision. This is the final appeal at Valley Forge Military College, and, if applicable, all imposed sanctions take effect after the Dean of Valley Forge Military College issues his/her decision.

Appeals must be based on one of the following circumstances and should be addressed in written appeal:

1. Procedural errors – when the published procedures of the conduct process were not followed and the errors violated the student’s or organization’s rights.
2. Substantive errors – when the evidence presented at the hearing was not sufficient to justify the decision reached or if the sanction(s) imposed is (are) unreasonably harsh based upon the circumstances of the case and the prior record of the student or organization.
3. New evidence – when information, existing at the time of the hearing, was not available or known at the time of the hearing.

Written appeals will be reviewed along with the record of the original proceedings.

A student who is appealing has the right to attend classes and VFMC functions until he/she is notified of the appeal decision. Exceptions would be made when the student’s presence would create a clear and present danger of material interference with the normal operation of VFMC. In such cases, VFMC may impose temporary protective measures, including an interim suspension, pending a hearing.

## **Article 5 – Interpretation and Revision**

Any question of interpretation or application of the VFMC Community Standards for Student Conduct shall be referred to the Student Conduct Administrator for final determination.

The VFMC Community Standards for Student Conduct shall be reviewed annually under the direction of the Student Conduct Administrator.

Conduct records are kept in possession of VFMC for a period of five years from the last date of enrollment unless VFMC deems it appropriate to keep them longer. All cases involving suspension or expulsion and all organizational cases will remain on file indefinitely.



## Other Valley Forge Military College Policies

### **Bursar's Office (Student Accounts): Tuition and Fees**

Valley Forge Military College (VFMC) is a non-profit organization that must meet its financial responsibilities through tuition and fees. By enrolling, parents and students accept responsibility for the total annual cost, regardless of payment method used. If the financial account is not current at any time, or any other payment is delinquent, VFMC reserves the right to not permit students to start school or be admitted to any class, examination or activity, including pre-season athletic practice. Failure to maintain payment obligations may result in dismissal. VFMC will not issue a diploma, degree, transcript, or reports until all financial obligations have been settled.

#### Current Tuition and Fees Schedule

<http://www.VFMC.edu/college-paying-for-college/college-paying-for-college-tuition-fees>

#### Fee Payment Deadlines

1) **Fall Semester payment** is due by **1 August**.

Payment is to include Special Activities and other Mandatory fees.

2) **Spring Semester payment** is due by **1 December**.

3) All Payments for **Mid-Year Students** are due upon arrival.

**Late payments are subject to a \$175 charge.**

#### Methods of Payment

**Payment Methods** - check, money order, wire transfer, cash or credit card (3% fee for credit card).

Check or Money Order via US Postal Service to be delivered to the following address:

Valley Forge Military College (VFMC)  
Attn: Business Office  
1001 Eagle Road  
Wayne, PA 19087-3695

Cash, Check or Money Order to be delivered in person to the following location:

VFMC Campus: 2<sup>nd</sup> Floor, Mellon Hall, Business Office

You may pay the cost of full year attendance in ten (10) monthly installments beginning 1 June. This service is provided through Higher Education Services and requires a small annual application fee. Contact HES at 1-800-422-0010 or visit their web-site at [www.highereducationservices.org](http://www.highereducationservices.org).

#### Refund Policy

The Tuition Deposit and Re-enrollment fees are non-refundable except for the following two exceptions: failure to in-process due to physical disability, or if the Admissions Office is notified of the cancellation of an application in writing no later than 1 May for fall and 1 November for mid-year. All deposits and re-enrollment fees will be forfeited after these dates.

When an applicant has been accepted for admission, it is assumed that the student will remain for the entire academic year

Refunds will be granted for students who withdraw or are dismissed prior to the end of each semester based on the following schedule:

- Students who withdraw or are dismissed up to the end of the first week of classes are eligible for a refund of 80% of tuition, and room.
- Students who withdraw or are dismissed up to the end of the second week of classes are eligible for a refund of 60% of tuition, and room.
- Students who withdraw or are dismissed up to the end of the third week of classes are eligible for a refund of 40% of tuition, and room.
- Students who withdraw or are dismissed up to the end of the fourth week of classes are eligible for a refund of 20% of tuition, and room.
- Students who withdraw or are dismissed beyond the fourth week are not eligible for any refund of tuition, and room.
- Dining is prorated on a weekly basis. (i.e., Sunday through Saturday, a full week is charged for any portion used).
- Students changing their residency status will not receive a refund for the difference in residency charges.
- Students receiving federal student aid will be subject to the Return of Title IV Funds policy. Federal grants/funds will be refunded in accordance with applicable Federal grants/funds guidelines.
- State grants will be refunded in accordance with applicable state grant guidelines.
- Private scholarships and private/alternative loans will be refunded in accordance with the specific scholarship/loan program guidelines.
- All VFMC scholarships, grants and discounts will be adjusted in accordance with VFMC policy.
- Tuition Assistance funds from the Dept. of Defense that are unused will be returned on a proportional basis. In instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions for resolving their situation.
- *Fees and dates are subject to change*

### **Children on Campus Policy**

Children are welcome on campus when accompanied by a parent/guardian or a supervising adult. If children are disruptive or left unattended, both the adult and child may be asked to leave. Children are not permitted in instructional areas without the permission of the instructor.

### **Inspection, Search, & Seizure**

Although students are guaranteed the rights of any citizen and therefore will not be subject to unreasonable searches and seizures, the courts have recognized the right of Colleges and Universities

to conduct reasonable inspections, searches and seizures in order to enforce College and/or VFMC regulations. Valley Forge Military College reserves the right to conduct such inspections, searches and seizures within the limits of the law.

### Inspections

1. VFMC reserves the right to inspect rooms, clothing, and equipment for cleanliness and possible damage. Further, it reserves the right to enter rooms or other facilities in order to effect any necessary inspection or repairs of equipment and/or facilities to ensure the health, safety and welfare of the entire college community.
2. VFMC reserves the right to enter rooms, cars, or other facilities at any time it has reason to suspect a violation of VFMC regulations is occurring.

### Search

1. VFMC reserves the right to conduct searches of cars, individual rooms, containers and lockers in the barracks, residence halls or other facility on the campus if there is reason to believe that a VFMC regulation has been violated. The Commandant and/or will be notified of the necessity to conduct a search. The search must be conducted by two trained staff members, and a full report of the search must be submitted to the Commandant and/or Associate Dean of Students.
2. Law enforcement officials may search facilities with or without authorization from VFMC by means of a search warrant.
3. Efforts will be made to have the student available when a facility is searched.
4. Except in cases involving drugs, evidence seized during a search will normally not be used in a court of law unless a search warrant had been issued authorizing the search. However, such evidence can be used in student conduct procedures concerning the violation of VFMC regulations.
5. VFMC reserves the right to notify law enforcement officials if the contraband seized constitutes a violation of PA criminal statutes.

### Seizure

1. Property confiscated during a search will be inventoried and a record of the inventory will be issued to the occupant(s) of the room and kept on file at VFMC.
1. Property confiscated during a search will be returned to the owner post any administrative hearings unless it is to be used as evidence in a court of law or is an illegal item such as drugs, weapons, knives, drug paraphernalia or alcohol.

## **Policy on Sportsmanship**

Valley Forge Military College supports the principles of the NJCAA. Everyone associated with intercollegiate athletics is expected to adhere to such fundamental values as respect, fairness, civility, honesty and responsibility.

Everyone in attendance of any sporting event is expected to conduct him or herself with civility, and show respect for officials and opponents. Behavior, language (spoken or written), or attire that is

disorderly, rude, obscene, or vulgar will not be tolerated and the offending person(s) will be removed from the premises and may be subject to disciplinary action.

### **Policy on Student Attire**

The dress code at VFMC is established to promote the values and traditions upon which Valley Forge is founded. Dress and grooming standards promote the professionalism expected of VFMC students (irrespective of lifestyle) as they prepare to transfer or enter the workforce upon graduation. Students who are members of the Corps of Cadets must wear the Uniform of the Day as stated in the Daily Routine Orders (DRO). All other students in the Pathways Program follow the dress code for Pathways.

Outerwear, hats, gloves, hoodies, etc. are not to be worn during classroom instruction or dining hall.

If a student is not in the appropriate issued uniform, he/she is not welcomed to enter the classroom and participate in the classroom instruction.

### **Public Display of Affection**

A couple should refrain from inappropriate public display of affection because it is counterproductive to a professional academic environment.

### **Student Email**

Upon admission to Valley Forge Military College, students are provided with an email account, which is the official channel of communication between VFMC and its students. It is the responsibility of the student to periodically monitor his/her student email account and be aware of the information sent by VFMC. Students are expected to check their email on a frequent and consistent basis in order to stay current with VFMC-related communications. Students have the responsibility to recognize that certain communications may be time-critical. Failure in the proper management of e-mail accounts is not an acceptable excuse for missing official VFMC communications via e-mail and will not excuse students from complying with VFMC policies, procedures and/or deadlines and will not be considered grounds for appeal for relief from those policies, procedures and deadlines. As a steward of this process, the Department of Information Technology is responsible for directing the use of all student official email.

# Student Resources

## ATM

An ATM is located on the 1<sup>st</sup> floor of Bower Hall and is accessible only during normal building hours.

## Boodle Activities Center

The Boodle Activities Center is located on the 2<sup>nd</sup> floor of Bower Hall. Students are welcome to watch television, play video games, watch movies in the theater, or play ping-pong, air hockey, foosball or a game of pool.

## Cadet Store

The Cadet Store, located on the 1<sup>st</sup> floor of Bower hall, is operated by Sodexo, a private commercial vendor. As such, Cadet Store billings are separate from the Valley Forge Business Office. This is where students may purchase school supplies, convenience store items, VFMC apparel, and more. It also provides students with their basic clothing issue, including footwear and hats which is covered in the cost of tuition.

New or used textbooks may be purchased through <https://VFMC.textbooktech.com>.

Information for your textbooks can be found on your Student Portal.

Students may refer to <https://VFMC.textbooktech.com> for more information on textbooks.

## Campus Post Office

The Campus Post Office is located on the 1<sup>st</sup> floor of Bower Hall. Post Office Boxes are provided for students living on campus. Stamps are on sale and the Post Office can assist you with sending mail and packages through the Postal Service and UPS.

## Corps of Cadets

Valley Forge Military College (VFMC) is designated as The Military College of Pennsylvania. The Corps of Cadets is founded upon principles of integrity and honor; its cadets live in an atmosphere highly conducive to the development of young men/women for leadership roles in their chosen professions. Since 1928, members of the Corps of Cadets have learned the principles of leadership by serving as cadet leaders in positions of increasing responsibility. Hundreds of former Valley Forge cadets have earned for themselves and their alma mater an outstanding record in both military service and civilian business/industry.

The "cadet system" of command and control prevailing within the Corps is a specialized system of student government in which there is direct and continuous involvement of the cadets in the management of their own affairs. Cadet Officers and non-commissioned officers in the Chain of Command are responsible for training their subordinates in the principles of leadership and character development. The directives for this system of leadership are outlined in the *Guidon*.

The Corps of Cadets is the ideal vehicle by which each student can develop leadership and management skills. Cadet training teaches students to think clearly, to keep their minds alert and active, and to form habits of neatness and correctness. It prepares them for greater responsibilities by teaching respect and obedience to authority and by developing habits of self-discipline.

Both Active Duty and Retired Military officers and non-commissioned officers are assigned to the VFMC's Office of the Commandant of Cadets and the Department of Military Science to coach, mentor, and train cadets in successful leadership techniques.

### **Counseling Center**

The Valley Forge Counseling Center is located on the 2<sup>nd</sup> floor of the Sorley House. All enrolled college students are eligible to receive counseling services. Services that are available through the Counseling Center include but are not limited to: individual counseling, groups (anger management, substance use, others by request), assessments and referrals, biofeedback equipment and training, a therapy dog (upon request), leadership opportunities (Peer Educator program), and work study positions. We are committed to the academic success and personal growth of each student and provide services in a supportive and confidential atmosphere. We work with students who would like to learn effective coping strategies, improve their interpersonal relationships, their self-confidence or other social, emotional, interpersonal needs they may have.

Counseling records are not part of your academic records. Your counselor will not speak with staff, faculty, or family members without your written permission. Exceptions include imminent danger, a court order, or issues around child abuse.

### **eTutoring – Online Tutoring**

Students at Valley Forge Military College also have access to an online tutoring platform. VFMC is part of a regional consortium that provides synchronous and asynchronous tutoring for many subjects, including writing, mathematics and the natural sciences. This service is free to all VFMC students and offered as a supplement to the in-person appointment and walk-in hours offered in the LASC each week.

### **Financial Aid**

Valley Forge Military College's financial aid program is administered in conjunction with the nationally established policy and philosophy. The basis of this policy is the belief that parents are the primary and responsible source for helping a student meet educational costs. Student financial aid is available only for meeting the difference between potential resources (such as parents' contribution, student earnings, outside awards) and expenses. The primary purpose of the VFMC financial aid programs is to provide assistance to students who, without such aid, would be unable to attend VFMC.

Financial aid may include scholarships, grants, loans and work-study opportunities. These types of assistance are extended either singularly or in combination depending on a student's academic

record and the need for assistance (defined as the difference between the family's resources and the cost of attending college).

#### *How to Apply for Financial Aid*

All students desiring financial assistance of any type must complete the Free Application for Federal Students Aid (FAFSA). The FAFSA can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Results of the FAFSA are used to award Federal grants, loans, and work-study as well as need-based scholarships at Valley Forge Military College.

Student loans can provide a source of funding after a student's eligibility for scholarships, grants, and work-study employment is determined. Loan programs are available in a single year or multi-year option. Federal Stafford Loans, Federal PLUS Loans, and Private/Alternative Loans are available for eligible College students. Work Study opportunities exist for eligible students. Some loan programs also exist for international students. Students are encouraged to explore all other sources of aid including private scholarships outside of those available through VFMC before considering loans. In the final analysis, keeping the total outstanding debt as low as possible will make loan repayment easier and faster.

Visit our website, contact the VFMC Financial Aid Office at (610) 989-1306 or send email to [financialaid@VFMC.edu](mailto:financialaid@VFMC.edu) for more information regarding scholarships.

#### *Priority Deadlines for Financial Aid FAFSA Submission*

Fall Semester: March 15th

Even if a deadline has passed, students are encouraged to submit the FAFSA. However, students submitting items after the deadline must be prepared to pay tuition and fees when registering for classes and be reimbursed after the awarding of the student's aid.

#### *Satisfactory Academic Progress*

The Valley Forge Military College (VFMC) Academic Progression Policy requires all students to achieve a cumulative GPA of a 2.0 and at least 20 college credits by the conclusion of their second semester. In order to earn an Associate of Arts, an Associate of Science, or an Associate in Business Administration, students are required to attain a cumulative grade point average of 2.0 and a minimum of 60 credits in Core, program, and elective courses. Developmental course work in math and English does not fulfill graduation credit requirements.

#### **Academic Warning**

*At the end of the first semester, any student who does not achieve a minimum 1.75 GPA and earn at least 50 % of credits attempted will be placed on **Academic Warning**.* The following conditions apply:

1. Weekly mentoring sessions with Academic Advisor
2. Peer tutoring at the LASC (as indicated by Academic Advisor)
3. Restriction on course load for the following semester to 12 credit hours or 4 academic courses (excludes Military Science credits).

4. No participation in athletic competitions or extra-curricular activities or leadership positions. Students may still participate in practice sessions.

### **Academic Probation**

*At the end of the second semester, any student who does not achieve a cumulative GPA of 2.0 and earn at least 20 credits (including MS courses), will be placed on **Academic Probation**.* The following conditions apply:

1. No participation in athletic competitions, extracurricular activities or leadership positions. Students may still participate in practice sessions.
2. Restriction on course load to 12 credit hours or 4 academic courses exclusive of Military Science courses.
3. Create an academic plan with Academic Advisor
4. Attend weekly sessions with Academic Advisor, to monitor progress of the academic plan

**Failure to maintain satisfactory academic progress towards graduation will affect continued eligibility for Title IV funds (see Financial Aid Office for further details).**

### **Academic Dismissal**

*At the end of the third semester at VFMC students who have not earned at least 30 credits and a cumulative GPA of a 2.0 have not shown satisfactory academic will be academically dismissed from the College. **Students may appeal the academic dismissal** by completing the Academic Reinstatement Appeal Form and submitting it to the Appeal Committee. The Appeal Committee will evaluate the students' ability to progress toward successful completion of an Associate Degree in 150% time (6 semesters). Appealing an academic dismissal does not guarantee reinstatement. Any student for whom an appeal is approved, may return to VFMC on an **Academic Probation** semester (Academic Probation rules apply).*

If a student chooses not to return to VFMC the term following their academic dismissal and is considering reinstatement at a later date, they will need to complete the following: six (6) credits at another College or VFMC; earn a grade of C or better in all courses; forward official transcripts to the Office of the Registrar at VFMC; contact VFMC College Admissions.

### *Title IV Refund Policy*

Valley Forge Military College (VFMC) participates in the following Federal aid programs that are subject to the refund policy: All Federal Pell Aid and Loans. Valley Forge Military College returns unearned funds received from the Federal student assistance programs to the proper program accounts in accordance with Federal Title IV regulations. For students who withdraw before completion of 60% of a semester a prorated schedule is used to determine the amount of Federal student aid funds a student has earned based on the last date of attendance. This could mean a portion of the Federal financial aid that was received for that semester would need to be paid back. For students who withdraw after completing 60% of the semester 100% of the aid is considered to have been earned and no proration of aid is needed. If the student fails to officially withdraw from classes and stops attending all classes a prorated portion of the Federal aid received will be used and



is based on the last date of attendance. If the student is entitled to a post-withdrawal disbursement of loan funds the school will notify the student, in writing, within 30 days of when it was determined the student withdrew. VFMC will use the Department of Education's online return of Title IV worksheets to determine the amount of any post-withdrawal disbursement or the amount to be returned to each program.

### VA Benefits

Veterans Administration Educational Benefits are available to certain reservists, eligible veterans, and spouses and/or children of veterans who were killed, disabled, or listed as missing as a result of service in the Armed Forces. For further information students should contact the Financial Aid Office or the Veterans Administration (888-442-4551 or [www.gibill.va.gov](http://www.gibill.va.gov)).

## **Health Center Services**

Students with health or wellness needs receive treatment through the Department of Health Services Health Center located in Rose Hall. Students may be seen by nursing staff or a school physician either by an appointment, clinic hours, or through daily sick call. The Health Center provides a modern inpatient facility for those students who may require it. In case of serious illness or injury, students are referred to nearby Bryn Mawr Hospital. Along with routine clinical services, the Health Center will also arrange appointments and transportation to local physicians. Insurance coordination, to include referrals, is the responsibility of the individual student and or parent.

## **Learning Assessment and Support Center**

The Learning Assessment and Support Center (LASC), located on the ground floor of the May H. Baker Memorial Library, is an important location for all student academic support services. The LASC helps a diverse population of students achieve academic success and provides opportunities for leadership, collaboration, and intellectual growth for all members of the VFMC community. The LASC facilitates a variety of student success initiatives including peer and professional tutoring services, testing services, educational workshops, and the provision of educational resources at no additional cost to students enrolled in the college. Additionally, the LASC works with students with diagnosed learning disabilities to provide academic services and accommodations to meet their individual needs and to ensure equal access within the institution.

## **May H. Baker Memorial Library**

The May H. Baker Memorial Library serves as the focal point of a student's academic life at Valley Forge Military College, acting as a gateway for both independent and collective learning, research, and discovery. Located in the center of campus, the Library is dedicated to the memory of May Hagenbuch Baker, wife of Valley Forge's founder, Lieutenant General Milton G. Baker. The contemporary library is a forum in which students, facilitated by teachers and librarians, come to take part in the academic traditions of the past while engaging the present, ever-changing world in which they live, seen through new methods and technologies. Only through the understanding and synthesis of the past and present, the old and new, and the physical and the virtual, can students truly be prepared for the future.

Librarians interact with students and teachers in meeting information needs and achieving instructional goals. Faculty collaborates with the Library Staff to fulfill and support research-based curricula. Students become literate in the new ways in which information is accessed, evaluated, organized, and may be presented and utilized, especially concerning the navigation of online academic databases and the internet as a whole.

### Collection

The Library Collection itself contains over 80,000 print volumes, including the best fiction and nonfiction, classic and contemporary works. Notable collection strengths include American and World History, Military History and Technology, English and French Literature.

### Databases

Students have access to the library databases to locate journal articles for research projects. They may access these databases from off-campus using their username and password. Databases are found by selecting the library tab under the college name. The following databases are available for research: CQ-Researcher, Easy-Bib, EBSCO, Infotrac/Gale Group, JSTOR, Proquest, Research Ready and Turnitin.

### Catalog

Sirs Mandarin is used to locate books, videos, DVD's and other materials held by the library. Mandarin is available from the library's website. Select library under college and select on-line catalog. Access points are anywhere, subject, title and author. The Circulation period for non-reserve items is two weeks. During vacation periods when the library is closed the due date will be extended or adjusted. In addition to borrowing privileges at Valley Forge Military College, students may request books through Inter-Library Loan available through Access Pennsylvania. Students should ask for books in advance due to a three to five day delivery date. Borrowed books will be set by the borrowing library and all books should be returned in a timely manner.

### Reserved Books

Books on reserve from faculty members are available for students to use in the library. Ask for the specific book at the Circulation Desk and sign the reserve card for usage. The books on reserve are to be used only in the library. Reference materials and journals cannot be checked out of the library.

### First Floor

The first floor of The Baker Library houses the LASC center (Learning Assessment Support Center,) The Moore, Stein, Wheeler Naval Room, a classroom, the large computer lab, the Reference Area, copy machine, commons study area, lavatories and the library office. Within this first floor area there are four smart boards, 30 computer stations and two printer stations. A laptop cart with ten laptops is available upon request for use within the library and special projects.

The Library Commons Area provides open access to computer stations that are fully networked to the web. The library is home to the Counseling Center, Learning Assessment and Support Center (LASC), and the Computer Learning Lab which contains 15 PC's, a faculty station and a Smart Board for classes to receive formal Information Literacy and research skills instruction.

Furthermore, The Moore, Stein, and Weller Naval Room is a conference room located in the East Wing of the Library and is available for reservation upon request.

### Second Floor

The second floor of the library houses the fiction and non-fiction books. There are also special collections along the perimeter of the library which includes a Pennsylvania Collection. The Counseling Center is also located on the second floor.

### Confidentiality

Valley Forge is governed by Pennsylvania Act 1984-90, Section 428 Library Circulation Records, which states, "Records related to the circulation of library materials which contains the names or other personally identifying details regarding the users of... The library of any VFMC, college, or educational institution chartered by the Commonwealth...shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding."

### Copyright

The Baker Library adheres to the copyright law of the United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

Librarians and library staff are available to assist with reference and research questions. Our library hours are:

Monday – Thursday 8:00 AM – 9:30 PM

Friday – 8:00 AM – 4:00 PM

Sunday – 6:30 PM – 9:30 PM

## **Campus Security Office (CSO)**

The Campus Security Office Department at Valley Forge Military College is responsible for the safety and general security of VFMC.

Valley Forge Military College also maintains a strict compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

A copy of the Valley Forge Military College Annual Safety and Security Report can be found on the Valley Forge Military College website under Consumer Information.

For complete details visit our website: <http://www.VFMC.edu/college>

## **Pathway Program**

Valley Forge Military Academy and College houses over 300 students within its residence halls. All rooms are fully furnished with beds, mattresses, drawer units, desks, and chairs. Each room is hard-wired for VFMC network access and has wireless access as well.

In addition to the Student Code of Conduct, all Pathway students are required to comply with all policies listed in the Housing Agreement which will be reviewed and signed by the student and the Associate Dean of Students.

## **Student Disability Services**

As part of Valley Forge Military College's commitment to diversity and to assuring equal access, all disability support services are centralized under the auspices of the Learning Assessment and Support Center (LASC), located on the ground floor of the May H. Baker Memorial Library. The Director of the LASC is the coordinator at the college for students with disabilities.

### *How to Register for Services*

At the college level, the adult student is not required to disclose his/her disability; however, please contact the Director of the LASC if you have a disability and require accommodations or services. Student accommodations are determined on an individual basis, and must be supported by current documentation. If suspect you have a disability, it is a good idea to contact the Director for referrals and other resources.

- To receive accommodations, students must:
  - a) be officially admitted to VFMC
  - b) participate in an intake interview with the Director of the LASC
  - c) provide current documentation (usually within 2 years) from an appropriate professional supporting the need for accommodations.
  
- Incoming students should contact the office at least one semester prior to attending VFMC, whenever possible. This allows time for a review of documentation, and prevents a delay in the provision of certain accommodations, such as textbooks in an alternate format.
  
- A student may submit a request and documentation any time during his/her enrollment at VFMC, but no action based on the request and documentation is retroactive.
  
- All student information is maintained securely and confidentially. Students wishing to receive services for an given semester must come to the office and sign a FERPA (Family Educational Rights and Privacy Act) release of records each semester.

### Program Access

VFMC procedures are designed to ensure full compliance with all pertinent legislation, to include the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

The LASC identifies the education-related needs of students with diagnosed and documented disabilities and determines services and accommodations to be provided to those students to ensure optimal participation in their academic curriculum based solely on the accommodations specified by the licensed professionals who provide the documentation.

### If You Have a Complaint

Any student who believes that he or she has experienced discrimination on the basis of a disability should contact the Director of the LASC to resolve the issue.

## **Tutoring Services**

Tutoring is available through the Learning Assessment and Support Center located on the ground floor of the May H. Baker Memorial Library.

VFMC Tutoring Services provides currently enrolled students with complimentary and comprehensive tutoring in a variety of subjects. Tutoring Services is dedicated to promoting and fostering independent learning and thinking to improve confidence in a relaxed, fun atmosphere. Our friendly and knowledgeable tutors are committed to providing academic support for students through developing studying skills and test taking strategies and through bridging the learning gap between in-class work and homework. Tutoring is provided by professional and peer tutors and available in either one-on-one or group sessions.

## **VFMC Dining**

VFMC Dining is operated by Sodexo in the VFMC Mess Hall. Our team of professionals creates distinction through service, excellence and superior food quality every day. The VFMC Dining team takes pride in providing a variety of wholesome, delicious, and nutritional foods.

All students who reside on campus are required to purchase a meal plan, and meal plans are available to other members of the VFMC community.