



Program Rules and Guidelines

This document serves to highlight university policies and standards that all students at Drexel University are required to follow as well as those rules specifically developed for Dragon Summer participants. Program rules and guidelines supersede university policies and standards in all cases, except where prohibited by law.

University Policies and Standards

Dragon Summer participants are held accountable to all university policies and standards as established in the current Drexel University Student Handbook available at: http://www.drexel.edu/studentlife/community_standards/studentHandbook/

- All violations of university policies or standards (including but not limited to drugs/alcohol and harassment) will be investigated and adjudicated by the Office of Student Conduct and Community Standards and may result in action up to and including permanent dismissal from the university. The program director reserves the right to independently adjudicate violations to program rules and guidelines, resulting in action up to and including involuntary program withdrawal.

Guest Housing Agreement

Dragon Summer participants who choose to live on campus during the program are held accountable to the Guest Housing Agreement with the following amendments:

- Dragon Summer participants will be held financially liable for any and all damage caused to university property and/or charges directly related to their actions.
- Under no circumstances are guests allowed during *quiet hours*, typically 11 PM to 7 AM; participants will be charged \$50 per night per guest and may face disciplinary action up to and including involuntary withdrawal from the program.
- Alcoholic beverages and illegal substances are not permitted on University premises regardless of age; violations may become part of the participant's permanent university record.
- Participants living in the residence hall are required to attend all hall meetings.
- Participants are not allowed to lend their Dragon Card or ProxCard to anyone to gain access to the residence hall; violations will be considered *breaking and entering* and will be referred to the Drexel Police for investigation.

Immunization Requirement

Dragon Summer participants are required to fully complete and submit the Immunization Record as directed by the university on or before Friday, June 14th. Participants who have not completed the Immunization Requirement on or before that deadline will be removed from the program.

Attendance and Participation

Dragon Summer participants are expected to attend and participate fully in all lectures, labs, seminars, recitations, workshops, appointments, online discussions, and required events. Unexcused absences will result in an automatic "F" for the course in question and may result in action up to and including involuntary withdrawal from the program. Given the accelerated nature of the program, missed class time cannot be made up.

Absences

Dragon Summer participants are held accountable to the university Absence policy available at: <http://www.drexel.edu/provost/policyweb/absence.html>

- Absence for any reason will require documentation, subject to review by the program manager, providing perspective on why the absence was warranted.
- All documentation must be submitted to the program manager on or before the participant's return.
- Under no circumstances can your program counselor, advisor, instructor, teaching assistant, and/or tutor excuse an absence.
- Any absence "excused" without the written approval of the program director will be counted as unexcused.

Electronic Equipment

Dragon Summer participants are held accountable to the university Acceptable Use Policy available at: <http://www.drexel.edu/irt/org/policies/acceptableUse>

- Under no circumstances are electronic devices (cell phones, PDA's, MP3 players, or laptops) permitted in the classroom except under explicit approval from the program director or as required by documentation provided by the Office of Disability Services.
- When electronic devices are permitted in the classroom, participants are prohibited from using social networking services such as IM, Facebook, MySpace, Twitter, etc. Use of these social networks during class time is disrespectful to our staff and contrary to the learning objectives of the program.

Demerit System

Dragon Summer participants are expected to maintain the highest standards of behavior and integrity at all times. Given the accelerated nature of the program, any and all behavior unbecoming of a Dragon Summer participant will result in the issuing of one or more demerits. Demerits can be recommended by Dragon Summer instructors, staff, program manager, and/or other University personnel. Participants given four or more demerits in a 48-hour period will be required to meet with the program manager. Any participant who accumulates 10 or more demerits will be automatically dismissed from the program. The participant will then have the right to appeal the decision through the Director of the Drexel Learning Center, David Hollowell, at dmh32@drexel.edu.

The participants will receive a written guide of possible violations. Below is a list of the more common violations that will result in the awarding of demerits:

- Tardiness – 1 to 3 demerits
- Unexcused absence from class – 2 demerits per class or minimum of 5 demerits per day
- Plagiarism – 5 demerits
- Cheating – 10 demerits
- Issue involving alcohol – 10 demerits
- Issue involving drugs – 10 demerits
- Other conduct or behavioral issue – 1 to 10 demerits

Please note that any violation of university policy, including plagiarism and cheating, will be adjudicated by the Office of Student Conduct and Community Standards separate from the issuance of Dragon Summer demerits.

Voluntary Program Withdrawal

Participants may voluntarily withdraw from the program at any time by notifying the program manager in writing. For participants living in university housing, prorated refunds for room and board will not be available for voluntary withdrawals initiated after Sunday, July 14th.

Involuntary Program Withdrawal

Violations of university policies/standards or program rules may result in dismissal from the program. The program manager in conjunction with the Director of the Drexel Learning Center will make dismissal determinations on a case-by-case basis with regard to the relative merits of the facts and seriousness of the violation. If dismissed from the program, participants will be removed immediately from their courses and be required to vacate campus housing within 24 hours. No refunds of any kind will be provided under these circumstances.