# The College of Saint Rose Albany, New York 12203

# SELECTED COLLEGE POLICIES AND PROCEDURES

### Alcohol/Drugs

(Please go to the Student Handbook on-line for other information concerning alcohol and drugs)

#### A. General College Policy

The College of Saint Rose prohibits the unlawful possession, use or distribution of alcohol and illicit drugs by students and employees on its property or as part of any of its activities.

#### **B.** Alcohol Policy

Small amounts of alcohol (i.e. no more than a six pack of beer, a liter of wine, or half liter of alcohol, etc.) for personal consumption are allowed in a student's bedroom if the student is at least 21 years of age. The collection, displaying or storing of empty alcohol containers is prohibited.

#### Students shall not:

- a. Possess, consume or distribute alcoholic beverages if a student is below 21 years of age.
- b. Furnish or sell any alcoholic beverage to any person not 21.
- c. Be below 21 years of age and in the presence of alcohol.
- d. Allow guests to bring alcohol into the residence halls.
- e. Consume any alcoholic beverage(s) if any underage person is present.
- f. Possess any drinking paraphernalia including, but not limited to, funnels, shot glasses, mugs, steins, wine glasses, margarita glasses, flasks and game tables.
- g. Possess large quantities of alcohol, including, but not limited to, kegs or beer balls.
- h. Possess more than one 23.5 oz. single serve caffeine-free container of Progressive Adult Beverages in their room, per of-age, 21 year old student. These beverages include, but are not limited to Phusion Products Four Maxed and Four Loco and Joose Products.
- i. Possess or consume alcohol in any common area of the residence halls including suite living rooms and kitchens.
- j. Be incapacitated by the influence of alcohol or another drug or substance

All unauthorized alcohol containers and paraphernalia will be confiscated and disposed of.

Resident students may be removed from campus housing after their third violation of the alcohol policy or earlier depending upon the severity of the violation.

- 1. Student and other College groups, including offices cannot serve alcoholic beverages at events at which students will be present without prior approval from the Assistant Vice President for Student Affairs. Alcohol beverage request forms should be completed a week prior to the event. Alcohol shall not be provided to individuals who are underage, appear to be intoxicated or under the influence of other psychoactive drugs.
- **2.** Individuals or groups having events in a facility covered by the NYS liquor license serving Saint Rose may not legally bring alcoholic beverages into those areas; therefore, such beverages must be ordered from Campus Dining.
- **3.** Saint Rose community members are responsible for the alcohol-related actions of their guests, including any related damage.
- **4.** Neither the advertisement nor emphasis of an event can promote alcoholic beverage(s) as the sole or main purpose of that event. In addition no specials for alcoholic beverages are allowed.
- 5. Whenever an alcoholic beverage is served, a non-alcoholic beverage and food must also be available.
- **6.** No member of the College community may possess an open container in common areas, such as the lawn, lounges, hallways, kitchens etc.
- **7.** Proofing is to be done at the entrance to the drinking area and only one alcoholic beverage is given to any one person.

#### **B. Student Sponsored Events**

- 1. For student sponsored events a designated area for the serving and consumption of alcohol must be utilized. Only those of age with appropriate proof may enter the area and no one may take beverages out.
- 2. It is the responsibility of the Campus Dining Services staff to proof, enforce and report violations of the College alcohol policy. The sponsoring group is equally responsible to enforce the College alcohol policy and to report violations to the Assistant Vice President for Student Affairs.

#### C. Proofing Policy

- 1. Saint Rose identification cards are not valid for proof of age. Governmental proof, such as a driver's license, passport or original birth certificate is required.
- 2. The Saint Rose identification is also necessary to identify you as a member of the College community since we have a NYS club license.

#### D. Drug Policy

Possessing, consuming, distributing or selling illicit drugs is prohibited.

- a. Being present where illegal drugs are being used, had been used, or were suspected of being used is prohibited. b. The odor of marijuana in corridors, lounges, public areas or student rooms in conjunction with the possession of
- a fan, towel, or any other element used to mask the smell will result in participation in the Student Conduct process.
- c. Students shall not possess any items that are designed for the use of drugs (bowls, bongs, pipes, etc.). Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy.
- d. All drugs and drug paraphernalia will be confiscated and disposed of by Security.
- e. Incapacitation by the influence of alcohol or another drug or substance is a violation of College policy.

Violators of the drug policy may be removed from campus housing and/or the College after their second violation or earlier depending on the severity of the incident.

# **Sanctions for Alcohol/Illicit Drug Violations**

Students found in violation of the College's policies on alcohol and illicit drugs are subject to a hearing and possible disciplinary action. Sanctions will be assigned in accordance with the Student Conduct procedures of the College and may vary depending upon the particular circumstances surrounding an infraction, up to and including suspension or expulsion.

#### E. New York State Law and Sanctions Governing Alcohol Include:

The use of alcoholic beverages is subject to the New York State Alcoholic Beverage Control Law and certain provisions of the New York Penal Law. It is important to understand these laws clearly, as they pertain to the possession, sale or serving of alcoholic beverages.

- **1.** It is illegal for individuals under the age of 21 to possess alcoholic beverages. Underage drinkers are subject to a \$50 fine.
- **2.** An underage drinker who uses fraudulent identification is guilty of a violation punishable by a fine of up to \$100 and community service of thirty hours. If the fraudulent identification is a New York State driver's license, the revocation of the license will be added to the above penalty.
- **3.** No person may sell, deliver or give any alcoholic beverage to a person under the age of 21 (the law does not apply to the parent of a minor). Individuals violating this law are guilty of a "Class B misdemeanor," and may be subject to a fine not exceeding \$500 and a term of imprisonment not to exceed three months.
- **4.** A person who misrepresents the age of a person under 21 for the purpose of inducing the sale of alcohol to the "underage" person is guilty of an offense and is subject to a fine of not more than \$200 and imprisonment not to exceed five days, or both.

- **5.** Any person who shall be injured in person, property, means of support or otherwise by reason of intoxicated person, or by reason of the intoxication of any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor to such intoxication; and any such person shall have the right to recover actual damages.
- **6.** Any person who shall be injured in person, property, means of support or otherwise by reason of intoxication or impairment of any person under the age of 21 years old shall have a right of action against any person who knowingly causes such intoxication or impairment by unlawfully furnishing to or assisting in procuring alcohol for such a person with knowledge or cause to believe that such person was under the age of 21 years.
- **7.** Any event or function at which alcoholic beverage(s) are being sold or, an admission fee or donation is charged or requested, requires a license from the state.

#### New York State Law and Sanctions Governing Illicit Drugs

#### Marijuana

Article 221 of the Penal Law of the State of New York is a special section of the law dealing with offenses involving marijuana. In total, there are 12 subsections which deal with the definition, possession and sale of marijuana. Possession of marijuana in any amount is illegal. Sale of marijuana will, at minimum, be considered a misdemeanor and, at maximum, will be considered a "Class C felony," carrying with it a minimum jail sentence from five to 15 years. Keep in mind that being convicted under these statutes results in a permanent criminal record which may have a serious impact on a person's future educational or professional plans.

#### Controlled Substances

Section 220 of the Penal Law defines those drugs considered "Controlled Substances," including narcotic drugs, narcotic preparation, hallucinogens (LSD, "hallucinogenic mushrooms," etc.), stimulants, depressants and concentrated forms of cannabis. Individual statutes deal with the criminal possession or sale of these substances and are categorized as misdemeanors or felonies depending on the specific substance, the amount of the substance in question, or the circumstances surrounding the possession or sale of the substance. Possession or sale (or possession with intent to sell) of even a very small amount of some substances is considered a felonious offense and may result in a lengthy jail sentence. In fact, with the exception of "criminal possession of a controlled substance in the seventh degree," which is considered a misdemeanor, all other statutes in Section 220 of the Penal Law are felonies. In New York State, felonies are ranked from category A-1, the most serious, to category E, the least serious. First offenders convicted of a category A-1 felony are subject to a minimum sentence of from 15-25 years and a maximum of life imprisonment. At the other end of the scale, for the first offender, category E felony convictions carry with them a jail sentence of from one to three years, with a maximum of three to four years. First-degree criminal sale or possession of controlled substances is placed in the same category as first degree kidnapping, or first-or-second degree murder.

# Health Risks Associated with Alcohol and Drug Use/Abuse

**Alcohol.** Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Cannabis (Marijuana, Hashish). The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

**Hallucinogens.** Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine )PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

**Cocaine/Crack.** Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature

followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

**Amphetamines.** Amphetamines can cause rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

**Heroin.** Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

# **Bias Related Crime**

Any activity or action on the part of an individual or group that constitutes a bias related crime will not be tolerated. A biased related crime is any activity or action taken against another based on race, religion, ethnicity, gender, sexual orientation, national origin, age, or disability. Violation of the College's policy on bias crime will result in strict disciplinary action including possible suspension or dismissal from the College.

#### **Applicable Laws**

A person commits a hate crime when he or she commits a specified criminal offense and either:

- (1) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
- (2) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct. See New York Penal Law 485.05

Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings.

#### Campus Procedures for Dealing with Bias Related Crime

A student or employee in possible violation of an all-campus regulation is subject to a hearing and possible disciplinary action (see Student Conduct Process, All College Regulations). The Assistant Vice President for Student Affairs or the Director of Residence Life will be the hearing officer for grievances brought by students against students. The Assistant Vice President for Human Resources will serve as the hearing officer for grievances brought by students or employees against an employee. The Vice President for Finance and Administration may appoint a different hearing officer if so requested by the Assistant Vice President for Human Resources.

# Appeal Process

The student in possible violation or the complainant may appeal the decision of such a hearing in writing within two working days of the receipt of the decision letter. Refer to Appeal Procedures in the Student Conduct Process Section. The Vice President for Student Affairs will serve as the appeal officer in student cases. The Vice President for Finance and Administration or the Vice President for Academic Affairs will serve as the appeal officer for employee cases.

#### What to Do if I'm the Victim of a Crime

- 1. Report the incident to Campus Security and/or the police if you feel comfortable doing so.
- 2. File a complaint following the campus student conduct process if the perpetrator is a member of the Saint Rose Community. An investigation for appropriate disciplinary action under the College's prohibition against bias related crimes will occur.
- 3. Tell your story soon to avoid forgetting details. Alternatively, write out the details or use a tape recorder.
- 4. Seek counseling. Professional counseling is available, free of charge, through the Counseling Center. Counseling can be beneficial as you work through your reaction to being the victim of a crime. The Counseling Center may be reached at 454-5200.

# **Campus Crime Reporting and Statistics**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Schools are required to publish an <u>annual report</u> every year that contains 3 years worth of campus crime statistics and certain security policy statements including sexual assault policies which assure basic victims' rights, the law enforcement authority of campus police and where students should go to report crimes.

The report is to be made available to all current students and employees while prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy.

The College, in accordance with state and federal regulations, provides its campus crime statistics to the U.S. Department of Education. To access our statistics, as well as those of all other institutions of higher education, go to <a href="http://ope.ed.gov/security">http://ope.ed.gov/security</a>

The College's Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education. To request this information please contact Steve Stella, Director of Safety and Security, either by visiting the Office of Safety and Security or calling 454-5187. A copy of the statistics will be mailed to the requestor within 10 days.

The Campus Crime statistics will be posted on the College website by October 1, in accordance with federal regulations.

**Confidentiality of Student Records** (Family Educational Rights and Privacy Act)

# NOTICE OF STUDENT RIGHTS WITH RESPECT TO EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords you ("you" being the student at the College of Saint Rose) certain rights with respect to your education records. These rights include:

- 1. The right to inspect and review your education records (with certain limited exceptions) within 45 days of the day The College of Saint Rose (sometimes referred to as "College") receives your request for access. You should submit any such request to the Registrar's Office in writing, identifying the records you wish to inspect. The Registrar's Office will make arrangements for access and notify you of the time and place where the records may be inspected. Records that are customarily open for student inspection will be accessible without written request.
- 2. The right to request the amendment of your education records if you believe them to be inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA. You should submit any such request to the Registrar's Office in writing, clearly identifying the records that you want to have amended and specifying the reasons you believe them to be inaccurate. The Registrar's Office will notify you of its decision and, if the decision is negative, of your right to a hearing regarding your request for amendment. The Academic Grievance procedure should be used for contesting individual course grades. Information on this process can be found in the Student Handbook or the College Catalog.

#### **Conduct of the hearing:**

The hearing will be conducted by a College official who does not have a direct interest in the outcome. The student will have a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney. The College official conducting the hearing will, after considering all relevant information, make a recommendation to the College Registrar.

# **Decision:**

Within a reasonable period of time after the conclusion of the hearing, the College will notify the student in writing of its decision. The decision will be based solely upon evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision. If the College decides that the information in the student's records is inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, the College will amend the records accordingly.

# Right to place an explanation in the records:

If, as a result of the hearing, the College decides that the information is not inaccurate, misleading, or otherwise in violation of the student's right, the College will inform the student of the right to place in his or her record a statement commenting on the information and/or explaining any reasons for disagreeing with the College's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

# 3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One such exception permits disclosure to "school officials" with "legitimate educational interests." A "school official" is any person employed by The College of Saint Rose in any administrative, supervisory, academic or research, or support staff position (including security/law enforcement personnel and health staff); any person or company with whom The College of Saint Rose has an affiliation or a contract and that the College has designated to receive such information (to include without limitation, an attorney, auditor, banking organization, collection agent, contractor, consultant, volunteer or others under contract with the College to perform institutional services and functions); any person serving on The College of Saint Rose's Board of Trustees; or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill the official's professional or assigned responsibility.

Another such exception permits The College of Saint Rose to disclose your "directory information", consisting of your name; local, home, and e-mail addresses; local and home telephone number; major field of study; dates of attendance; anticipated degree and degree date; degrees, honors, and awards received; enrollment status (i.e. undergraduate, graduate, full time part time); participation in officially recognized activities and sports; height and weight of members of athletic teams; grade level; most recent educational agency of institution attended; and photographic image, to anyone within The College of Saint Rose's community and to the general public. A student's social security number, either alone or in combination with any other identifying elements may not be used when identifying student records and disclosing or confirming directory information without a student's prior written consent. Students who wish to have their directory information withheld must notify the Registrar's Office in writing. (Please note that such a notification will prevent The College of Saint Rose from providing your directory information to your friends, prospective employers, professional or other organizations, and others with whom you may wish us to share such information, so make your decision carefully.) You may give such notification at any time, but it will be effective only prospectively. Students who do not wish to have their address (or other information) published in the student directory must notify the Registrar's Office annually by no later than September 30.

**4.** The right to file a complaint with the U.S. Department of Education concerning alleged failures by The College of Saint Rose to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

#### 5. Additional Notes concerning FERPA at the College of Saint Rose:

- a. The College reserves the right to require an original signature on any documentation from a student submitted to the College in connection with FERPA.
- b. Subpoena documents received by the College are to be immediately provided to the Registrar. Subpoenas will be complied with through coordination with the College counsel. Generally, a reasonable attempt will be made to notify you if educational records pertaining to you have been subpoenaed by anyone and it is up to you to deal with the person or firm serving the subpoena to quash it or modify it thru agreement or court proceedings. The College will comply with the subpoena absent any action you may choose to take through the court. Some subpoena's direct compliance without notice at all to you (the student) and this usually happens under circumstances where notice to you (the student) would compromise the confidentiality of an investigation or other legal proceeding. The College complies with such subpoenas which contain this direction or when ordered by a court
- c. There are some common documents that are maintained by representatives at the College which are not considered "Educational" records about you and accordingly are not disclosed even upon request by you. Some examples of these kinds of records include, but are not limited to:

- (i) Records of instructional, supervisory, and administrative personnel that are kept in the sole possession of the maker of the record and are not revealed to anyone except a substitute. Example: grade books and faculty instructional materials.
- (ii) Records of the College Campus security and safety office.
- (iii) Records relating to an individual who is employed by the College that are maintained in the normal course of business, related solely to the individual as an employee. Exception records of an individual who is employed by the College as a result of his or her status as a student are educational records (example employment record of graduate assistants and work study students would be considered educational records of those students).
- (iv) Records that contain information about an individual after he or she is no longer a student at the College. However records generated about students at the time they were students do constitute educational records and former students have rights under FERPA with respect to this information.
- (v) Records of a student that are made or maintained by a physician, psychologist, psychiatrist, or other recognized professional or paraprofessional acting in such capacity which are made or used in connection with treatment of a student and are disclosed only to persons providing the treatment. Treatment does not include remedial educational activities.
- (vi) Financial records of parents.
- (vii) Confidential letters and statements of recommendation if you (the student) have waived the right to review and inspect the documents.
- d. Your right under FERPA is to "inspect and review" educational records pertaining to you. The College reserves the right to limit your rights to this and is not required to provide copies of educational records.
- e. A student may give permission to his/her parent(s) to "inspect and review" educational records of that student. Such permission does not grant the parent the right to contact and discuss their student's educational records with faculty or other college officials without further permission granted by the student. The College reserves the right to limit access for such contact and discussion.
  - f. Disciplinary Hearing Results:

**Disclosure to Victims:** The College may disclose to an alleged victim of any crime of violence (as that term is defined in Chapter 1, Section 16 of Title 18, United States Code), or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by the College against the alleged perpetrator of such crime or offense with respect to such crime or offense, regardless of whether the alleged perpetrator was found responsible for violating the College's rules or policies with respect to such crime or offense.

**Disclosure to Third Parties:** The College may disclose the final results of any disciplinary proceeding against a student who is an alleged perpetrator of any crime of violence or non-forcible sex offense (as those terms are defined in 34 C.F.R. 99.39), if the student is found responsible on or after October 7, 1998, for violating the College's rules or policies with respect to such crime or offense. Such disclosure shall include only the name of the student, the violation committed, and any sanction imposed by the College on that student. Such disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

**Alcohol and Drug Violations**: The College may disclose to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if the student is under the age of 21 at the time of disclosure to the parent, and the College determines that the student is responsible for a disciplinary violation with respect to such use or possession.

g. FERPA does not provide a means by which a student may obtain information about how a particular grade was assigned. FERPA only entitles a student to know that a grade was recorded accurately in the student's record. It should also be noted that assignments that are graded by fellow students are not considered educational records until they are collected and recorded by the professor.

- h. The College may return any educational record or information from an educational record to the provider or creator of that record without prior consent. For example, if The College wishes to verify the authenticity of a transcript, The College may provide a copy of the transcript to the school where the transcript originated without prior consent of the student. Additionally, The College may forward any educational records, including health and disciplinary records, to any educational institution that the student seeks or intends to enroll in, and the process of sending educational records to such institutions will continue so long as the disclosure is for purposes relating to the student's enrollment or transfer.
- i. Upon notification that a student at The College is required to register as sex offender in New York, The College may disclose the information about the student contained in the community notification.
- j. If The College determines that there is an **articulable and significant** threat to the health or safety of the student or other individuals, but only to those persons whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. A record must be kept of the threat and the parties to whom the information was disclosed.

# Illegal File Sharing Provisions of the Higher Education Opportunity Act (HEOA)

The College of Saint Rose Plan for Compliance with Illegal File Sharing Provisions of the Higher Education Opportunity Act (HEOA)

# **Annual Disclosure**

- New students and their parents are informed about copyright law and the College's policies, disciplinary procedures and consequences regarding copyright infringement during orientation sessions. All new students also receive a copyright brochure in their orientation packets.
- Information Technology Services (ITS) also includes copyright information in its <u>Technology Guide for Students</u>.
- The College's <u>Acceptable Use Policy</u> specifically states that all users of College technology must abide by copyright law.
- The College also has a comprehensive Copyright Policy that is based on current copyright law.
- ITS offers several copyright workshops to the campus community each semester.
- New faculty members are advised of the College's copyright policy during their orientation sessions.
- The Executive Director of ITS meets with the Student Association each semester to discuss copyright issues.
- The Academic Computing Committee discusses copyright issues and is involved in the development and implementation of copyright and related policies.
- ITS personnel are required to abide by the College's Copyright Policy in all aspects of their job responsibilities. They are also directed to educate the campus community about copyright law and the College's Copyright Policy when they receive requests that would violate either one.

Plan to "Effectively Combat" the Unauthorized Distribution of Copyrighted Material

The College currently utilizes bandwidth-shaping technology to prioritize network traffic. This system drastically limits the amount of bandwidth available to P2P applications to a point that it is extremely impractical to share files. Realizing though that there are legal uses of P2P applications, the College is also considering the use of other technologies including Allot Dynamic Actionable Recognition Technology (DART) and/or the Audible Magic CopySense Appliance.

Upon legal notification of a copyright infringement claim involving music, video, software or other digital content, the College will remove the offending content as quickly as possible and notify the alleged infringer of the claim.

A first offense of copyright infringement by a student will result in a mandatory meeting with the Executive Director of Information Technology Services to discuss the legal and ethical implications of copyright infringement. The goal of this meeting is to educate the student and deter repeat infringements by the student. The student must agree to not infringe upon any more copyrighted materials.

A second or repeat copyright infringement by the same student will result in a referral to the College's Student Conduct System where a possible outcome may be the loss of access to the College's technology resources for a specified period of time.

A copyright infringement by an employee will be referred to the employee's immediate supervisor.

# **Alternatives to Illegal File Sharing**

The College of Saint Rose provides a list of links to web sites that offer legal options for downloading music, videos and other digital content on its web site. This information can be found

here: <a href="http://www.strose.edu/officesandresources/technology">http://www.strose.edu/officesandresources/technology</a> services/computerhelpdesk/downloads/article1853

# Review of the Plan

The plan will be reviewed on a regular basis by tracking the number of infringement claims received by the College. The results of these reviews will be presented to the President's Cabinet.