

# **Student Handbook**

**2013 – 2014**

**The College of Saint Rose  
Albany, New York**

# TABLE OF CONTENTS

## **INTRODUCTION**

History and Mission of the College	5
Goals, Values and Integrity Statement	6
Right to Modify	6
The Spirit of Saint Rose	7
College Seal	7
Mascot	7
Traditions	7

## **ACADEMIC LIFE**

Academic Information	8
Academic Advisement	8
Academic Support Center	9
Community Involvement Program	10
Graduate and Continuing Education	11
Neil Hellman Library	11
Office of Global & Field Studies	12
SSJCC Consortium Exchange	14
Study Abroad	13
Transcripts	14

## **STUDENT LIFE**

Alumni Association	15
Athletics, Recreation & Intramurals	16
Bursar's Office	18
Campus Dining	18
Campus Store	18
Career Center	19
Commuter Life	19
Counseling and Psychological Services	20
Financial Aid	20
Health Service	21
Information Technology Services	22
ITS Media Services	23
Intercultural Leadership	24
Public Relations & Strategic Communications	25
Security	25
Spiritual Life	25
Student Life	26

## **STUDENT ASSOCIATION**

Association Structure	27
Activity Fee	27
Clubs and Organizations	27
Student Events Board	27

Publications	28
Recognition Procedures	28

## **RESIDENCE LIFE INFORMATION**

Residence Life	29
What Every Resident Student Needs to Know	29

## **GENERAL COLLEGE POLICIES AND PROCEDURES**

Academic Grievance Procedure	41
Policy on Plagiarism/Academic Dishonesty	42
Copyright Policy	43
Acceptable Use Policy	44
Policy on AIDS	49
Alcohol/Drugs	49
Animals	53
Bias Related Crime	53
Campus Bulletin Boards/Posters	55
Campus Crime Reporting and Statistics	55
Campus Lawn	55
Cell Phone/Communication Devices	56
Confidentiality of Student Records	56
Credit Cards	60
Dangerous Substances/Weapons	60
Emergency Administrative Action	61
Financial Aid Appeal Policy	61
Fire and Fire Safety	62
Free Speech	62
Fund Raising and Solicitation	62
Good Neighbor Policy	63
Hazing	63
Identification Cards	63
Illegal file sharing Provisions of Higher Education Opportunity Act	63
Insurance	65
Lead Based Paint	65
Lost and Found	65
Name and/or Address Change	65
Non-Discrimination Policy	65
Parking	68
Personal Property	68
Policy for Mandatory Evaluation and Involuntary Withdrawal	68
Prior Criminal Conviction Application and/or Dismissals Policy	69
Procedures Pertaining to Anonymity	73
Service Animals	73
Sexual Misconduct Policy	74
Tobacco-free Campus	84
Use of College Facilities	84

## **STUDENT RESPONSIBILITIES AND SOCIAL CONDUCT**

Definition	85
Rights and Responsibilities	85
Student Conduct Process	86
Parental Notification	90
Jurisdiction	90
Violations	90
Sanctions	98

## **GENERAL INFORMATION**

The College of Saint Rose is a dynamic, comprehensive college of over 4,600 students where teaching is the first priority. Located in the heart of New York State's Capital District, the College is an independent, coeducational college. Through a strong liberal education curriculum and progressive academic programs, the College serves traditional students and working professionals in 65 undergraduate programs, 52 master's degrees, and 12 graduate certificates. It is one of six colleges in the United States sponsored by the Congregation of the Sisters of Saint Joseph of Carondelet.

## **HISTORY AND MISSION**

### **History of the College**

The College of Saint Rose was founded in 1920 by the Sisters of Saint Joseph of Carondelet as a Roman Catholic college for women. Its founders selected the name of Saint Rose to honor the first woman saint in the Americas. The primary academic purpose of the college was the full development of the person through a strong liberal arts curriculum. Initially, emphasis was placed on the professional training of teachers and this emphasis was expanded in the early years to preparation for business and other professions.

As needs in the Albany area increased, the College expanded and revised its programs to meet those needs. An evening division was developed in 1946 to meet the needs of World War II veterans and was re-instituted in 1974 to respond to the need for masters' degree programs. Men were admitted to both the original and graduate division and, in 1969, the College became fully coeducational.

In 1970, the board of trustees was expanded to include lay persons in addition to the Sisters of Saint Joseph. With the formal transfer of control to its board, The College of Saint Rose became an independent college sponsored by the Sisters of Saint Joseph of Carondelet.

## **COLLEGE MISSION**

The College of Saint Rose community engages highly motivated undergraduate and graduate students in rigorous educational experiences. In the progressive tradition of the founding Sisters of St. Joseph of Carondelet, we welcome men and women from all religious and cultural backgrounds. In addition to developing their intellectual capacities, students have the opportunity to cultivate their creative and spiritual gifts in a diverse learning community to create a campus culture that fosters integrity, interdependence, and mutual respect.

The College delivers distinctive and comprehensive liberal arts and professional programs that inspire our graduates to be productive adults, critical thinkers, and motivated, caring citizens. Our engagement with the urban environment expands the setting for educational opportunities and encourages the Saint Rose community's energetic involvement and effective leadership in society.

*Approved by the Board of Trustees, May 2005*

## **INSTITUTIONAL GOALS**

- To offer curricula that encourages students to integrate personal development.
- To offer courses, programs, and intellectual opportunities that nurture critical thinking, value formation and responsible citizenship.
- To provide opportunities and institutional resources for the social, intellectual, cultural, spiritual, and physical development of all students.
- To foster an awareness of and respect for diversity through curricular and extra curricular activities, and through active efforts to encourage persons with various ethnic, religious and personal backgrounds to join the College community.

*Approved by the Board of Trustees, May 8, 1992.*

## **STATEMENT OF VALUES**

### **The College of Saint Rose values an environment which**

Promotes academic excellence

Nurtures respect for and commitment to life-long learning

Strives to achieve a caring, diverse community

Fosters the development of the whole person

Empowers individuals to improve themselves and the world around them

Reveres its Catholic history and heritage and respects other traditions.

*Approved by the Board of Trustees, May, 1994*

## **INTEGRITY STATEMENT**

Honesty, trust, respect, fairness, responsibility, and the free exchange of ideas form the foundation of integrity that supports the entire community at The College of Saint Rose. Faculty, staff, administrators, and students embrace these ideals in all their interactions and communications. Members of the Saint Rose community are committed to developing and implementing clear and fair institutional policies, standards, and practices, applied equitably and humanely. In keeping with our mission, The College of Saint Rose creates a culture that continually fosters the development of personal integrity and promotes ethical behavior throughout the larger society.

## **RIGHT TO MODIFY**

Information in this handbook is subject to change. The College reserves the right to change or add any policies, rules, regulations, fees or any other information contained herein. Consult the Student Affairs office or a particular office for the latest information.

The College promotes the ongoing development of the total person in its commitment to the educational process outside, as well as inside, the classroom.

## **THE SPIRIT OF SAINT ROSE**

A college is many things. Primarily, it is an educational institution, a place of higher learning, of preparation for a career and for life itself. A college has classrooms, labs, and lecture halls, but these alone do not make it what it is. After the first perplexing period of adjustment, new students realize that college is more than the courses in a catalogue. Enlightenment brings awareness that it is much more than attaining a degree. Through experiences students come to see that it is the spirit that makes it what it is - something that cannot be confined merely to the academic characteristics of the school.

Students, with your eager minds and wide hearts, you too can bring something to this spirit - the refreshing eyes of youth, your trust, your faith, and your hope.

*Derived from Barbara Gallagher Malone '58*

*Revised by Amanda Clairmont G'97*

## **SEAL**

The seal of The College of Saint Rose is designed so that it bears the colors of the United States of America.

Circular in form, the outer rim contains the name and location of the College. A silver shield covers the inner surface. Upon this surface, the red roses are the heraldic symbol of Saint Rose; thirteen in number they are commemorative of the thirteen original colonies.

Flanking the shield on either side is the motto of the College: "In Tuo lumine videbimus lumen." (In Thy light we shall see light.)

## **COLLEGE COLORS**

The College colors are gold and white.

## **MASCOT**

To emphasize and enforce our colors and their meanings, the Saint Rose mascot was officially put to use in the 1970's. "THE SAINTS" derived from Saint Rose, carried our school from 1973-1981, marking the beginning of intercollegiate sports. The construction of the Activities Center in 1978 combined with the addition of intercollegiate baseball, volleyball and softball teams, sparked an interest to find a new identity, and the search began for a new mascot. A campus wide ballot was conducted and in 1981 the 'GOLDEN KNIGHTS' were born. Today, our fighting Golden Knights proudly wear our school colors of gold and white, along with black as a complementary color.

## **OUR TRADITIONS**

Tradition is an inherited culture which symbolizes the past and present, the old and the new united in the bonds of time.

Throughout our school year, the old and new intertwine to attend to the needs of all, as a community. Traditions are seasonal and yet, have a permanent place in our college life.

During RETREAT, students paused in the sometimes hectic college routine to meditate and reflect on their lives - past and present. Today our **CLASSIC Weekend** helps us to gain new insights while providing a fun, social and reflective encounter.

In an informal atmosphere, the beginning of new friendships once was marked at the **CAMPFIRE AND SONGFEST** and are now being celebrated at the **HARVESTFEST** in October.

Proud Rosebuds entertained their parents during the full and exhilarating **PARENTS WEEKEND**. In recent years we have come to extend our special weekend to brothers, sisters, and loved ones. We know this exciting weekend as **FAMILY WEEKEND**.

The cold weather and winter winds blow in the **FALL SEMI-FORMAL**. Dinner and dancing excitingly welcome our first formal dance of the school year. This gala has been a tradition since 1924. Although it was once referred to as the **SENIOR BALL**, we now prefer to extend our invitation to the entire Saint Rose community.

**JUNIOR PROM AND WEEKEND**, like a velvety valentine, arrived in February. Now in celebration of unity we dine and dance during our second dance of the year, the **SPRING SEMI-FORMAL**.

Spring, the time of rebirth, brought the **ANNUAL CONCERT**, this night was a night of music to be remembered. Presently, sweet sounds fill our soul at the **MASTERWORKS CHORALE** and **MUSIC ENSEMBLE CONCERTS**. These events are held periodically throughout the school year.

March and April paints an unforgettable scene with the debut of our **SENIOR** and **UNDERGRADUATE ART EXHIBITS**.

**GRADUATION DAY** arrives. With the accepting of your degree, the graduate is an alumna/us, ready to face the unknown future with faith, courage and determination. The tree is now at its full bloom, a cycle is completed once again.

## **ACADEMIC LIFE**

### **Academic Information**

Additional information on academic policies and regulations may be found in the undergraduate and graduate catalogues.

### **Academic Advisement**

After admission to the College, each student is assigned an academic advisor. Academic advisors assist students by offering academic guidance, signing course registration forms, and providing alternate pin numbers for online registration. (Please note, however, that the ultimate responsibility for meeting all program and degree requirements rests with students and *not* the academic advisor).

Questions concerning the assignment of advisors, choice or change of major, placement testing, or off-campus study through the Association of the Colleges of the Sisters of Saint Joseph (ACSSJ), should be directed to the Office of Academic Advising at (518) 454-5217. Students who wish to change their major should discuss this decision with their current advisors, and then fill out the appropriate Change of Major form in the Office of Academic Advising. The office is located at 337 Saint Joseph Hall.

All Education majors including Childhood Education, Communication Sciences and Disorders (CSD), Early Childhood Education, Early Childhood Education/Special Education, and Special Education/Childhood Education (SEED)—but *not* Adolescent Education majors—should contact the Field Placement and Advising Office located in the Lally School of Education (room 144), or call them at (518) 458-5333.



## Academic Support Center

“Through our learning assistance programs, we seek to provide all students with academic support outside the classroom and equal access to information in the classroom. Our goal is to not only help students become independent and confident learners, but also to increase their academic success and help them reach their ultimate goal of graduation. At Saint Rose, academic support services are an interactive partnership between our staff and the students we serve. We look forward to working with you and enhancing your learning experiences at Saint Rose.”

- **Academic Coaching**

The Academic Coaches within the Academic Support Center provides students of all abilities with academic strategies to help them achieve their goals. The Academic Coaches will monitor student’s academic success through their sophomore year at Saint Rose. Transfer Students are assigned to the Assistant Director and will be monitored through their first year at Saint Rose. The Academic Coaching model is divided by student’s last name, with the exception of the transfer students. Our office is located in Saint Joseph Hall, Second Floor, and (518) 454-5299.

A-C Jackie Amoroso (518) 458-5483

D-J Rochelle Brown (518) 458-5305

K-O Mary Pendergast (518) 337-2335

P-Z Lynn Cantwell (518) 337-2335

Transfer Students

Matthew Woods (518) 454-2177

- **Drop-in Tutoring:**

The Academic Support Center offers students open group tutoring sessions for various Saint Rose courses. Open tutoring sessions are offered in the academic areas of math, accounting, business, computers, Spanish, and the natural sciences (biology, chemistry, and physics). These sessions do not require an appointment.

- **Study Clusters:**

Tutorial study clusters give students the opportunity to work through particularly demanding course work with the support of classmates and a peer tutor. Students experiencing difficulty with a particular course may contact the Academic Support Center to inquire about creating a study cluster. Faculty member may also request a study cluster be set up for their particular course when needed.

- **Individual Academic Counseling:**

Whether students need help tackling an important academic project or just some helpful study hints, individual academic counseling is available in the Academic Support Center. Students can meet with an Academic Coach who can help build skills, strategies, and behaviors that will increase learning potential.

- **The Academic Support Writing Center**

The Writing Center offers half-hour and hour-long individual tutoring sessions. During these sessions, tutors assist students with all stages of the writing process, from selecting a paper topic and creating an outline, to documenting research and working through the final revision stages. Reservations are required for the tutoring sessions. Students should call (518) 454-5299 or stop by the Academic Support Center to reserve a session.

- **Science and Math Skill Development**

The Academic Support Center offers learning enrichment programs and academic support for students with science and math concerns. For students in the Childhood Education, Special Education, and other education programs, the Assistant Director/Student Development

Specialist offers content support and strategies to improve familiarity with New York State Standards and best practices in the sciences and mathematics. Reservations and appointments are strongly encouraged to provide the most appropriate individual help. Students should call (518) 454-2177 or stop by the Academic Support Center to speak with the Assistant Director/Student Development Specialist.

- **Math Placement Exam**

Students wishing to improve their scores on the math placement exam should call (518) 454-5299 to meet with a professional who can help develop an individualized math review plan.

- **Services to Students with Disabilities**

Accommodations for students with documented disabilities are coordinated in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as amended.

- The College of Saint Rose is committed to providing students with disabilities an equal opportunity to participate in all college programs and activities. Through the provision of academic accommodations, environmental modifications and auxiliary aids and services, individuals with disabilities are afforded access and an equal opportunity to succeed.

- Registration with the office is a voluntary choice. Students are encouraged to meet with the Director to discuss the accommodations and supports that may be available to them. To register for disability services at the College of Saint Rose, students must complete and return a registration form and are required to provide diagnostic documentation from a licensed clinical professional familiar with the history and functional implications of their respective disabilities. Please contact the Disability Services office at (518) 337-2335 to obtain a copy of the documentation guidelines or further information.

- **Services and accommodations may include but are not limited to:**

1. Faculty notification
2. Alternative testing arrangements
3. Note-taking
4. E-text
5. Referrals to appropriate campus and/or community resources
6. Student advocacy

- **Confidentiality:**

All services and referrals offered by the office are kept confidential in accordance with professional, ethical and legal guidelines.

## **Community Involvement Program (CIN 100)**

In this course, students volunteer and reflect about what it means to provide service for others in need. Students volunteer at a variety of off-campus locations, including schools, hospitals, homeless shelters, parks, soup kitchens, community centers and non-profit businesses. In the CIN 100 course students read, write and discuss issues related to volunteerism, charity, social justice, and community. Students choose their own volunteer sites, based on their personal, academic or career interests.

The course is open to sophomores, juniors and seniors who are maintaining a 2.5 cumulative average. Students participating in CIN 100 may earn one to three credits per semester, up to a maximum of six credits applied toward the degree. Freshmen students are also welcome. They may register for one credit during their first semester and up to three credits during their second semester. Each credit of CIN 100 requires a set amount of volunteering, class meetings and

reading & writing assignments. Credits may not be applied toward the College liberal arts distribution requirements

## **Graduate and Continuing Education Admissions**

The Office of Graduate Admissions and Continuing Education offers a variety of educational opportunities, including 52 Master's degree programs and 22 graduate certificates programs. The office also provides non-credit programs in Human Resources Management, Crime Scene Investigation, Risk Management, Liturgical Music and a Summer Academy for Youth in grades 6 - 10. These programs present opportunities for professional development, personal enrichment, career exploration, and acquisition of special skills.

Graduate Admissions representatives are available Monday through Friday during the day, with extended late-afternoon hours Monday through Thursday. Professionals are available to discuss the College's graduate admissions requirements, academic programs, student services and campus resources. The office is located in DeSales Hall at 919 Madison Avenue and online at [www.strose.edu/grad](http://www.strose.edu/grad).

## **Neil Hellman Library Facilities**

The Neil Hellman Library collections include over 224,000 volumes, 450 current periodical subscriptions and over 390,000 microforms. In addition, access to over 50,000 periodicals and over 100,000 ebooks are available via the web through library supported subscriptions. Other collections are housed in the College Archive (3rd floor of the Neil Hellman Library) and the Patricia Standish Education and Curriculum Library (2nd floor of the Lally School of Education). The library provides photocopiers, VCR/DVD/Blu-ray players/TVs, microform reader-printers, and offers a variety of group and individual study areas. In addition, laptop computers are available for checkout at the front desk; these laptops can be used throughout the library and connect to a wireless network, providing access to the web, email, and Microsoft Office software.

The library's memberships in the Capital District Library Council and OCLC provide Saint Rose students with library privileges in most area libraries. In addition, interlibrary loan staff can usually obtain books or journal articles not available at Saint Rose from libraries throughout the country.

Library Hours (Fall and Spring semesters)

Monday through Thursday 8:15am-11:00pm

Friday 8:15am-9:00pm

Saturday 9:00am-6:00pm

Sunday Noon-11:00pm

NOTE: The library offers extended hours during exam periods.

Holiday and summer hours will be posted outside the building.

### **General Information:**

**Wireless Network:** The Neil Hellman Library has wireless network access throughout the facility. Library laptops can be borrowed from the main desk. Students may also attach to this network with their personal laptop computers.

**Reference Services:** The library offers access to its collections through an online catalog. The library also subscribes to a number of bibliographic, image and full-text databases that are available via the World Wide Web. All electronic services offered by the library are available throughout campus and from home. Reference librarians provide group and individual

instruction in the use of the online catalog, reference materials, and electronic resources (including the World Wide Web). More detailed information explaining library services is available at the reference desk.

Reference service is available all hours the library is open, in person, over the telephone (454-5181), via email ([refdesk@strose.edu](mailto:refdesk@strose.edu)) or via text-message (see web site for details).

**Library Web Site:** Information on all library resources, departments, and policies is available on the library web site at <http://library.strose.edu>.

**The Patricia Standish Education and Curriculum Library:** The Patricia Standish Curriculum Library houses over 12,000 resources and hands-on materials to support undergraduate and graduate studies within The School of Education. The Curriculum Library is located on the second floor of the Thelma P. Lally School of Education building. The collection includes a circulating reference collection of ideas for lesson plans and therapy sessions, picture books, juvenile fiction, young adult fiction, big books, information books, kits, textbooks, readers, magazines, New York State Standards and Curriculum Guides, the Touhey Collection of Multicultural materials, and standardized tests.

**Tours and Reference Services:** Curriculum Library tours are provided in collaboration with professors throughout the semesters. Reference services are provided by librarians, reference assistants, and staff.

**Circulation:** To check out materials from the Curriculum Library, you need a valid College of Saint Rose ID. In order to check out a standardized test, you must be on a current class list submitted in writing by a College of Saint Rose professor. Picture books, big books, fiction, information books, readers, textbooks, kits, NYS Curriculum Guides and Standards circulate for 2 weeks with a one time renewal. Circulating reference books and standardized tests circulate for one week with no renewal.

**Overdues:** Two week materials are 10 cents per day, circulating reference collection is \$1.00 per day, and standardized tests are \$3.00 per day for every day the library is open.

**Hours (Fall and Spring Semesters):**

Monday through Thursday	8:30am – 9:00pm
Friday	8:30am – 5:00pm
Saturday	11:00am – 4:00pm
Sunday	12:00pm – 5:00pm

Intercession, holiday, and summer hours will be posted outside the library and on the website.

## **Office of Global and Field Studies**

### **Mission Statement**

The Office of International Studies supports the entire College of Saint Rose community with a dual mission, as it works with both domestic students who are studying abroad and currently enrolled international students.

One aspect of the Office of Global and Field Studies' mission is to assist in the academic, intercultural and holistic development of Saint Rose students by providing a diverse range of high

quality, beneficial study abroad experiences. Over the past year, gains have been made in this area; however, there is much to be done, specifically when it comes to having high quality, intentional programming that both prepares students to study abroad and helps them unpack the experience.

In regard to international students, the Office of Global and Field Studies aims to (1) Maintain visa, governmental, and legal requirements for international students; (2) Advise international students on academic, personal, cultural, medical, governmental, and developmental concerns; (3) Provide needed services and programs for international students to assist with their acculturation and holistic development; (4) Assist international students to find a "home away from home" by becoming integrated into campus and community life at The College of Saint Rose.

## **I. STUDY ABROAD**

Students who are interested in studying abroad can choose from three types of experiences: Faculty Led Programs, Semester Study Abroad, or Summer Study Abroad. Please refer to the Office of Global and Field Studies website for a list of all study abroad opportunities offered in upcoming semesters: <http://www.strose.edu/studyabroad>

### **Faculty Led Programs**

The primary objectives of a Faculty Led Program are (1) to provide The College of Saint Rose students with a short-term global or domestic academic experience, and (2) to encourage Saint Rose faculty to expand their global or domestic travel interests, skills, experiences and contacts. A Faculty Led Program (FLP) is a combination of a Saint Rose course and a short-term global or domestic travel experience, with the travel portion playing a key role in achieving the academic objectives of the course. Participants are enrolled in the course for the duration of the academic term and/or for the semester the FLP will be offered. Participants pay Saint Rose tuition, a short-term Faculty Led Program fee, and an additional fee to cover the travel component of the course.

*Student eligibility for faculty led programs:*

1. Students must be matriculating students
2. Students must have a 2.5 GPA
3. Students must have completed 30 credit hours at The College of Saint Rose prior to studying abroad. Transfer students must have completed one complete semester. First year students may begin the application process at the completion of the first semester of study if they have the necessary GPA.
4. Students must be in good academic and judicial standing

### **Semester Study Abroad**

The College of Saint Rose is affiliated with a number of overseas universities and study abroad providers, offering study abroad experiences to students in over 30 countries. The Office of Global and Field Studies provides guidance in choosing an appropriate program and planning for the experience of living and learning in a foreign country. Please review the timeline for study abroad to view all the necessary steps:

[http://www.strose.edu/academics/international\\_studies/studyabroad/prospectivestudents/article5951](http://www.strose.edu/academics/international_studies/studyabroad/prospectivestudents/article5951)

Students will be charged The College of Saint Rose tuition and an off-campus program fee rather than the cost indicated in the program's materials, as this gives students the opportunity to receive St. Rose grants/scholarships and maintain eligibility for federal and state funds. If the host study abroad tuition is higher than The College of Saint Rose tuition, the student will pay the difference. College of Saint Rose students studying abroad are responsible for the room and board fees of the affiliated program.

*Student eligibility for semester study abroad:*

1. Students must be matriculating students
2. Students must have a 2.5 or 3.0 GPA (depends on the host institution)

3. Students must have completed 30 credit hours at The College of Saint Rose prior to studying abroad. Transfer students must have completed one complete semester. First year students may begin the application process at the completion of the first semester of study if they have the necessary GPA.
4. Students must be in good academic and judicial standing

## **II. INTERNATIONAL STUDENT SERVICES AND PROGRAMS**

The Office of Global and Field Studies also facilitates the acculturation of international students to life at The College of Saint Rose by helping students navigate cultural, educational, and personal adjustments. More importantly, the Office of Global and Field Studies is an on-campus resource for information regarding the governmental regulations of students on F-1 or J-1 status, as well as students/scholars who attend Saint Rose on governmentally sponsored visas (i.e. Fulbright Language Teaching Assistants, Fulbright Scholars, ILEP Fellows, and Science without Borders). The Office assists these students with maintaining good governmental status, coordinates activities and programs for students, oversees orientation, and assists students with various student services. More information about international student services and programs, as well as Federal Regulations regarding international students, may be found here:

[http://www.strose.edu/academics/international\\_studies/internationalstudents](http://www.strose.edu/academics/international_studies/internationalstudents)

### **The Student Exchange Program of the Association of Colleges of Sisters of Saint Joseph (ACSSJ)**

The ACSSJ Student Exchange Program offers students the opportunity to enrich their educational experience by studying for a semester or a year at a member campus located in the following states: California, Massachusetts, Minnesota, Missouri, New York or Pennsylvania. Full-time students who have completed at least 24 credit hours and maintain a minimum 2.5 grade point average are eligible to participate. The exchange may be for one or two semesters. The two semesters may be on one campus or a semester each on two different campuses. Students must apply by April 10 for the fall semester, and November 10 for the spring semester. Students pay the current rate of Saint Rose tuition for the semester(s) of participation and the cost of room and board, for the semester(s) of study at the exchange college. Exchange applicants should have no prior college policy violations on their record. Students who participate in the exchange program are governed by the policies and procedures listed in this handbook. Students interested in participating in the exchange should contact the Director of International Studies.

### **Transcripts**

A transcript is released only upon written request of the student. An official transcript, one bearing the seal and an authorized signature of The College of Saint Rose, is sent from the Registrar's Office directly to the official or institution specified. An official transcript issued to a student will be labeled "Issued to Student". The College does not issue copies of transcripts on file from other institutions. Transcripts will not be issued during the first and last weeks of the semester, nor to students who have outstanding financial obligations to The College.

## STUDENT LIFE

### **Alumni Association**

The College of Saint Rose Alumni Association welcomes all alumni as lifetime members upon graduation. Founded in 1924 and incorporated in 1949, the Association boasts more than 40,000 members to date. Under the leadership of an elected board, comprised of five officers and sixteen directors, as well as appointed representatives from the Board of Trustees, Board of Associates, alumni chapters, student body and faculty, the Alumni Association provides alumni with opportunities for connecting with current students, networking with leaders in their professional fields, and participating in career and personal enrichment activities. Many alumni also become involved with their local chapter of the association, joining Saint Rose graduates in planning and hosting alumni events right in their own neighborhoods.

Alumni enjoy a wide variety of exciting activities through the Office of Alumni Relations and the Alumni Association, including: class reunions, constituency reunions (gatherings of former teammates, club members, etc.), travel programs, get-togethers for recent alumni, student/alumni networking programs, regional sporting events, special interest lectures, alumni in admissions activities and a variety of other events hosted on the Saint Rose campus and around the country.

Together with the Office of Alumni Relations, the Alumni Association Board represents the interests of the alumni body to the College and develops initiatives designed to promote alumni engagement with their alma mater. The Office of Alumni Relations is located on the first floor of Moran Hall, 979 Madison Avenue. The Alumni Relations team can be reached at (518) 454-5105 or via e-mail at [alumni@strose.edu](mailto:alumni@strose.edu).

### **Scholarships:**

#### ***Monsignor Delaney Family Scholarships***

Two incoming Freshmen who are the spouses, children, grandchildren, siblings, nieces, nephews or cousins of alumni are each awarded a 4-year scholarship of \$1,000 per year.

### **Awards:**

#### ***Distinguished Alumni Award***

An alumna/us is honored annually for demonstrating the excellence of The College of Saint Rose education through outstanding accomplishments or significant contribution to society in one of the following areas: professional, academic, cultural, service or creative expression.

#### ***Dr. Thomas A. Manion Distinguished Faculty Award***

Annually, a faculty member is honored for his/her excellence in teaching, outstanding professional accomplishment and concern for the students as demonstrated by influencing their personal and professional lives.

#### ***Sister Catherine Francis Soulier Junior Appreciation Award***

Each year, one Junior is awarded \$500 based upon his/her leadership, service, and commitment to Saint Rose and the greater community.

### **Student Alumni Association**

The Student Alumni Association (SAA) serves to better connect current Saint Rose students and Saint Rose alumni in an effort to network, build relationships, and foster the Saint Rose spirit among the undergraduate community. Membership in SAA provides students a unique leadership role on campus, a variety of resume-building experiences, opportunities to plan and participate in fun and rewarding student events and volunteer efforts, and meaningful connections with successful Saint Rose alumni. SAA does not require members to pay dues. To contact the Student Alumni Association, call (518) 454-5196 or e-mail [alumni@strose.edu](mailto:alumni@strose.edu).



## **KnightWire**

A team of highly motivated and enthusiastic student ambassadors, the members of KnightWire enjoy serving the alumni community by providing exciting campus updates while helping to elevate their college through securing alumni contributions for The Saint Rose Fund. One of the highest paying student job opportunities available, KnightWire offers flexible evening hours, invaluable resume-building experiences, exciting incentives and a friendly and dynamic work environment. Employees of KnightWire are a critical part of the Alumni Relations and Annual Giving team who enjoy the many benefits of getting to know Saint Rose alumni and helping to shape the future of their college. Applications are accepted on an ongoing basis. To apply for a position or to learn more, call (518) 454-5197 or visit [www.strose.edu/knightwire](http://www.strose.edu/knightwire).

## **Athletics, Recreation and Intramurals**

The College of Saint Rose takes pride in its expanding athletics facilities and programs. Members of the student body have a wide variety of opportunities to get active and get involved!

The Events & Athletics Center serves as a focal point for a wide variety of indoor activities at Saint Rose while the new Plumeri Sports Complex offers outdoor athletic facilities for intercollegiate teams and intramurals. Both venues serve to meet the fitness and participation needs of our students.

The EAC & PSC provide activity space for our intercollegiate team practices & contests, intramural and recreational programs, physical education courses and many social and cultural events. The Events & Athletics Center houses a four-lane swimming pool, locker room facilities, an athletics training room and equipment room for varsity teams, a classroom, the Nolan Gym, and the Bob Bellizzi Fitness Center which houses a variety of aerobic equipment and weights.

Offices for intercollegiate athletics staff and physical education instructors are also located in the Events and Athletics Center.

Students must bring their Saint Rose identification card with them to use the facilities in the Events and Athletics Center.

The Plumeri Sports Complex is located 2.5 miles east of the main campus and is accessible by personal car, or college shuttles that run to/from campus during games and special events. The PSC includes an NCAA-caliber baseball field, softball field and all-weather turf soccer/lacrosse field for varsity and intramural use. There is also a grass field, bleacher seating at all three game fields, a Concessions/Community Room building with a small athletics training room, and a building that houses the softball press box, SR Security, and restrooms.

## **Injury Insurance**

The College cannot assume liability for injuries sustained while participating in intramural or recreational activities. Each individual participates at his/her own risk. Any individual who plans to participate in athletic and recreational events is encouraged to have accident/health insurance. The College carries a partial and limited coverage plan for members of intercollegiate teams who are participating in NCAA varsity sports. For more information on medical coverage required for participation in varsity athletics contact the Athletic Trainer at 518-454-2009.



## **Intercollegiate Sports**

The College of Saint Rose is a Division II member of the NCAA and a member of the Northeast-10 Conference (NE10). The **GOLDEN KNIGHTS** have enjoyed continued success competing against highly competitive teams throughout the Northeast during regular season play and many of our teams and participants have earned regional and national bids to NCAA Championships.

Our 18 varsity men's & women's teams include: m/w Soccer, m/w Cross Country, w Volleyball, w Tennis, m Golf, m/w Swimming & Diving, m/w Basketball, m/w indoor & outdoor Track & Field, Baseball, Softball and m Lacrosse. Saint Rose also sponsors a cheerleading club that performs primarily at home basketball games. Additional Information is available in the Athletics Office in the Events and Athletics Center and by viewing the Athletics website at [www.gogoldenknights.com](http://www.gogoldenknights.com)

## **Intramurals**

Individual and team participation in a wide variety of indoor and outdoor activities is made available through The College of Saint Rose Intramurals Department. Up-to-date information on the intramural programs, including dates, times, locations and more can be found on the intramural website at [www.imleagues.com/StRose](http://www.imleagues.com/StRose). Also be sure to like us on facebook at [www.facebook.com/SaintRoseIntramurals](http://www.facebook.com/SaintRoseIntramurals) or follow us on twitter at #SR\_Intramurals.

## **Recreation**

Self-directed, informal use of the available equipment and facilities in the Events & Athletics Center is open to all members of the College community and is encouraged. Facilities such as the pool, gym and fitness center are available on a regular basis when classes or practices/events are not scheduled. "Open use" schedules are posted outside each of the facilities, are available in the Athletics Department and/or are posted on the website [www.gogoldenknights.com](http://www.gogoldenknights.com).

## **Support Your Golden Knights !**

All members of the College community are urged to become fans and support our Golden Knights as spectators at home athletic events. Get involved and join our mascot, FEAR, at home games throughout the year! Students gain free admission to home basketball games in Nolan Gym by showing a current Saint Rose ID card. All other Golden Knights home contests are free! Volleyball games are also held in Nolan Gym. Soccer, baseball, softball and lacrosse home games are held at the Plumeri Sports Complex and free shuttles run regularly to and from campus to PSC. Check the website [www.gogoldenknights.com](http://www.gogoldenknights.com) for information on locations for our home and local competitions for swimming & diving, tennis, golf, cross-country, and track & field.

You may also want to follow your teams electronically:

<http://www.gogoldenknights.com>

<http://twitter.com/gogoldenknights>

<http://www.facebook.com/GoGoldenKnights>

## **Bursar's Office**

The Bursar's Office is located in the Student Solution Center, on the third floor of St. Joseph Hall. This office is responsible for:

- Student account billing and payment processing
- Student loan processing
- Outside scholarships/special funding
- Student and parent refunds
- Work-study paycheck distribution and check cashing
- Assisting students and parents with account discrepancies and payment options.

The Bursar's Office is open from 9:00am to 4:30pm Monday through Friday. For further information, please refer to [www.strose.edu](http://www.strose.edu), under Offices and Resources and then Student Payment Center. To contact the Bursar's Office, call (518) 458-5464, or send an email to [bursar@strose.edu](mailto:bursar@strose.edu).

## **Campus Dining**

The Campus Dining office is located on the second floor of the Events and Athletics Center. There are four convenient campus dining locations to choose from; the Camelot Room, the Main Dining Room, the Brubacher Café and the Lally Cafe.

All resident students may select from any of three meal plans designed to meet their varied needs. Commuter students may enjoy the benefits of purchasing a *Points* plan that maximizes dining flexibility, convenience and selection. Cash is accepted at each dining location, and visitors are always welcome.

As an added convenience, the *Chef Express* meal program is available to all students participating in a meal plan. This program is designed to accommodate the dining needs of students who are unable to eat in our facilities due to scheduling conflicts Monday through Friday. Orders are placed 24 hours in advance in the Camelot Room. Make your selections from our signature menu and pickup the meal at your convenience.

Students with special dietary needs are encouraged to contact the Food Service Director to discuss their dietary guidelines.

## **Catering**

Campus Dining provides catered events, from simple to elegant, campus wide. Students planning a floor party or gathering with friends can combine points, or receive a discount when purchasing party items. All catering requests should be made through the dining office at least 72 hours prior to the function. The catering manager may be contacted at ext. 5179.

## **Campus Store**

The Campus Store: 454-5245. Regular hours\*: M-Th 8:00-5:00; Fri. until 4; Sat. 11-2 (the first week of fall and spring semesters the store will be open until 6:00pm Monday through Thursday; Friday until 5). Hours are abbreviated during the summer terms. Located in the Events and Athletics Center, the Campus Store offers a wide variety of items and services to the campus community. This is the place to purchase your new and used textbooks, classroom and dorm supplies, Saint Rose apparel and gifts, Alumni items, Hallmark cards and much more. Also, visit

us at [www.efollett.com](http://www.efollett.com). Our Store's website is the place to order your books for the semester, and take advantage of great savings on academically priced computer software for your PC or MAC. Be sure to ask us about our year round used book buy-back program.

\*Hours are subject to change.

## **Career Center**

The Career Center assists students and alumni throughout the career planning/job search process. Our staff provides advisement, resources and programs on major and career exploration, part-time jobs and internships, resumes and cover letters, interviewing, networking and job search strategies, graduate school and post-graduation employment.

Services include individual appointments and walk-ins, on-line career assessment instruments, credential file service, career-related programs/events including an education job fair and networking reception. The Career Center also houses a career resource room that contains over 700 books and other resources related to majors, careers, internships, job search and graduate school.

We strongly encourage all students to login to eCareerCenter to obtain on-line access to:

- Jobs (part-time, full-time, local, national), Internships (paid, academic, volunteer) and Work-Study positions
- Career Advisory Network (C.A.N.) with alumni, parents and friends of the college who have volunteered to share career-related information and job search advice
- Events and Recruiting, including Information Tables/Sessions, Resume Collections, On-Campus Interviews, Education Expo and other career-related programs
- Handouts and Forms (resume and cover letter, interviewing, credential file, career planning, graduate school, job/internship search, networking and federal work-study)
- Upload your job/internship search documents (resume, cover letters etc.) and create job/internship search agents
- Career-related links (job/internship listing sites, salary, graduate school, employment agencies, plus more)

It is never too early or too late to explore career interests/options, gain experience through employment and/or internships opportunities, develop a network or begin the job search. Students should stop by the Career Center, (Saint Joseph Hall, Third Floor), call 518-454-5141, or refer to the Career Center's website at [www.strose.edu/careercenter](http://www.strose.edu/careercenter).

## **Commuter Life**

Commuter students make up half of the full-time students at The College of Saint Rose. You are strongly encouraged to take advantage of all the student services and involve yourself in as many activities for which you have the time and interest. Commuter student lockers are located on the lower level of the Events and Athletics Center and can be rented from September-May for a fee. Contact the Student Affairs office for more information.

The **Main Lounge** and the **Camelot Room**, both located on the first floor of the Events and Athletics Center, are popular social and study areas for commuters.

The Camelot Room offers a variety of food options. A microwave is also available for student use. Commuter students can contact Dining Services to obtain commuter meal plans.

The Residence Life office maintains a listing of available off-campus housing in the surrounding community. A listing of available off-campus housing options in the surrounding community can be found at [www.csr.och101.com](http://www.csr.och101.com).

Phones are available throughout the Events and Athletics Center. The mail room, also located in the Events and Athletics Center, offers a full range of postal services for the campus community.

## **Counseling and Psychological Services**

The Counseling and Psychological Services Center provides free short-term psychological services to all full-time students and provides consultation and referrals to off-campus providers as appropriate for chronic, long-term mental health issues or for issues requiring more specialized treatment. Services offered include individual, couples, group, and family counseling & psychotherapy. All counseling is strictly confidential in accordance with established professional and state guidelines. Services are provided or supervised by licensed mental health professionals. The Center is a training site for master's and doctoral students pursuing degrees in counseling and psychology. The Center does not dispense psychiatric medication. Students who are seeking medication for a psychiatric illness will be referred off-campus to an appropriate community provider.

Counseling and Psychological Services also provides outreach educational programming and trainings on a variety of topics related to personal and community wellness.

Appointments can be made by calling the Center at (518) 454-5200 or stopping by our offices at 947 Madison Avenue. The Center is open from 8:30AM-5:00PM weekdays. After hours, in the event of a serious mental health emergency, students may call the main office number to speak to an on-call crisis counselor.

## **Financial Aid**

The College of Saint Rose has long been committed to the premise that a quality education should be within the reach of qualified students. To this end, the College serves its student body through a comprehensive program of state, federal and institutional financial aid. A student must be matriculated in order to be eligible for the various types of financial aid. While the basic responsibility for financing education lies with the student and the family, insufficient family resources may be supplemented with part-time employment, grants, scholarships, and loans. The amount of aid available through Saint Rose is limited and most is awarded on the basis of need as demonstrated by the need analysis performed on the Free Application for Federal Student Aid (FAFSA). All financial assistance from the College is subject to adjustment if the recipient is later granted aid from other sources. Financial aid awards are contingent upon the student maintaining good academic standing and satisfactory progress. A student's academic record will be reviewed at the end of each academic year. Students who do not meet the Satisfactory Academic Progress criteria will be ineligible to receive further federal, state or institutional financial aid until deficiencies have been remedied.

For complete information on financial aid eligibility, available grants and scholarships, and policies and procedures, refer to one or all of the following sources:

1. The College catalogue
2. The Student Guide (U.S. Department of Education)  
WWW location: [www.ed.gov/prog info/SFA/StudentGuide/](http://www.ed.gov/prog info/SFA/StudentGuide/)

3. The Guide to Your Financial Aid Awards (Financial Aid Office publication)
4. Visit the Financial Aid Office
5. Internet resources:  
[www.ed.gov](http://www.ed.gov) (U.S. Dept. Of Education)  
[www.hesc.ny.gov](http://www.hesc.ny.gov) (New York State Higher Education Services Corporation)

## **Health Service**

The Health Service provides nursing coverage and various clinical services six days a week during the academic year to full-time students who have paid a health service fee. Part-time students, registered for six or more credits, who wish to use the Health Service will be charged a per semester fee (charge is assessed to the student's business office account at the time of the first visit). Students do not need to be enrolled in the College sponsored health insurance plan to utilize the on-campus Health Service.

A physician or nurse practitioner is on campus to see and treat students Monday through Friday. Walk-in clinic hours are posted at the beginning of each semester. There are no clinic hours during the summer or semester break. There are no additional charges for services provided in the Health Service, but students assume financial responsibility for all outside medical services such as visits to specialists, prescription drugs, ambulance transportation, emergency room visits and laboratory work sent off campus.

New York State Law requires all students born on or after January 1, 1957 registering for six or more credits to prove immunity to measles, mumps, and rubella.

### **All students registering for six or more credits must submit:**

- Immunization Record
- Report of Medical History

### **All International and Resident Students must complete the following:**

- Immunization Record
- Report of Health Evaluation
- Report of Health History

### **Required Immunizations Consist of:**

#### **Measles (Rubeola):**

- The student must submit proof of two doses of live measles vaccine given after 1967. The first dose given no more than 4 days prior to the student's first birthday and the second dose at least 28 days after the first dose; or
- The student must submit serological proof of immunity to measles through a lab report from an approved medical laboratory confirming immunity; or
- The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had measles disease.

#### **Mumps:**

- The student must submit proof of one dose of live mumps vaccine given after 1968 and no more than 4 days prior to the student's first birthday; or
- The student must submit serological proof of immunity to mumps through a lab report from an approved medical laboratory confirming immunity; or

- The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had mumps disease.

### **Rubella (German measles):**

- The student must submit proof of one dose of live rubella vaccine given after 1968 and no more than 4 days prior to the student's first birthday; or
- The student must submit serological proof of immunity to rubella through a lab report from an approved medical laboratory confirming immunity (Since rubella rashes resemble rashes of other diseases, it is impossible to diagnose reliably on clinical grounds alone. Serological evidence is the only permissible alternative to immunization).

### **Meningitis - the meningitis vaccine is not required, however, all students registering for six or more credits must submit one of the following:**

- Certificate of immunization for meningococcal meningitis disease; or
- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.

### **Health records must be on file in Health Services by August 15<sup>th</sup> for the fall semester and December 1<sup>st</sup> for the spring semester.**

- Late admits must submit all necessary paperwork prior to registration.
- Students who fail to supply the necessary records will be academically withdrawn from classes and removed from resident housing on the 30<sup>th</sup> day from the start of the semester.
- Out of state and International students are allowed an extended period of up to 45 days to submit necessary records.
- Students withdrawn for failure to submit the required health documents will be responsible for any institutional charges incurred up to that point. If you receive a financial aid package, awards may be adjusted accordingly.
- Correspondence related to insufficient records will be communicated via student Saint Rose email accounts and primary residence provided by the student in the Banner system.
- Health forms are available on the Saint Rose website at [www.strose.edu](http://www.strose.edu). Call (518) 454-5244 with any specific health concerns or questions.

### **Health Insurance**

The College of Saint Rose has determined it is important for all students to have the financial stability that is required should a medical event occur. Therefore, the College offers students a voluntary accident and sickness insurance plan.

Please visit [www.haylor-college.com/strose](http://www.haylor-college.com/strose) for more information.

### **Information Technology Services**

#### **ITS Computer Services (Help Desk)**

ITS provides a range of community and instructional computing facilities and services, including Windows and Macintosh computer labs, on-line course management technology through Blackboard, and wireless internet access. Once you register for classes, a computer and e-mail account will be created that can be used in the various computer labs. To find out how to login once it is created, refer to the ITS web site. Policies and services are updated regularly; please check the ITS web site at [its.strose.edu](http://its.strose.edu) for any additions or changes. The ITS Help Desk, located in the basement of the Lally School of Education, provides help with e-mail accounts, antivirus software, wireless or wired internet on personal computers and computer related classroom technology. They cannot provide service or help with any other questions related to your

personal computer other than the above problems. You can reach the ITS Help Desk at x4357 (H-E-L-P) or (518) 454-2190.

The College's Acceptable Use Policy regarding the use of technology resources can be found at: [http://www.strose.edu/officesandresources/technology\\_services/policies/article748](http://www.strose.edu/officesandresources/technology_services/policies/article748)

### **ITS Media Services**

The ITS Media Services supports classroom instruction and other college community events with audio/visual technology and service with a primary emphasis on academics. Early planning and communication is strongly recommended to ensure access to our resources. Please visit the Media Services portion of the ITS web site ([its.strose.edu](http://its.strose.edu)) for the policy on advanced notice for equipment and staff reservations, and for a list of our services. The ITS Media Services follows College policies and laws regarding copyright of audio/visual works. All students and employees must adhere to the provisions of current copyright laws, congressional guidelines and the College's copyright policy. The ITS Media Services is located on the lower level of Saint Joseph Hall and can be reached at x5268 or (518-454-5268).

The College's Copyright Policy regarding the use of technology can be found at: [http://www.strose.edu/officesandresources/technology\\_services/policies/article2021](http://www.strose.edu/officesandresources/technology_services/policies/article2021)

For an electronic booklet containing in-depth information on all of the services that ITS offers to students, please visit [its.strose.edu](http://its.strose.edu) and look for "Technology Guide for Students."

### **Computer Equipment/Facility Usage**

The College reserves the right to suspend or revoke the privilege of system access if a user's system activity threatens to overload the system network, threatens the security or integrity of the College, threatens the computer system, or if the user has violated institutional policies or committed a violation of law. A College official may enter a student's room to verify a threatening activity. The College's Acceptable Use Policy regarding the use of technology resources can be found under Policies at: <http://its.strose.edu>

### **Copyright Policy**

It is the policy of The College of Saint Rose to promote legal and ethical use of information in all media. Clearly, information in the form of books, periodicals, web sites, videos and DVDs, music, television broadcasts, computer software, and multimedia is a resource central to the educational mission of the College. It is therefore the responsibility of all faculty, administrators, staff, and students to respect the rights of copyright holders when making use of these materials. Given the difficult task of interpreting copyright law as it applies to specific, local use, the College offers guidelines that follow to help faculty, administrators, staff, and students make informed decisions about using copyrighted materials. In every instance, these guidelines have been informed by both the law itself and a number of model statements that have been developed through the collaboration of Congressional committees, professional organizations and industry groups. The College's copyright policy and guidelines can be found online at [http://www.strose.edu/officesandresources/technology\\_services/policies/article2021](http://www.strose.edu/officesandresources/technology_services/policies/article2021). Since copyright infringement can result in significant monetary fines and/or imprisonment, it is important that students be familiar with copyright law, particularly as it pertains to music and movie file sharing.



## Acceptable Use Policy

Preserving the access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical computer use:

- Use only those computing and information technology resources for which the user have authorization
- Use computing and information technology resources only for its intended purpose
- Protect the access and integrity of computing and information technology resources
- Abide by applicable laws and College policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software
- Respect the privacy and personal rights of others

Acceptable Use Policy regarding the use of technology resources can be found under Policies at: <http://its.strose.edu>

**Intercultural Leadership**  
**(518) 454-2050**  
**intercultural@strose.edu**

### Office of Intercultural Leadership's Mission Statement

The mission of the Office of Intercultural Leadership (OIL) is to aid The College of Saint Rose in developing an intercultural community.

What Do WE Do?

-> **WE supply** direct student services through educational programs, workshops, and campus events, which are also open to the community at large.

-> **WE provide** a home, resources for development, and opportunities geared specifically towards underrepresented students [i.e. ALANA (African, Latino/a, Asian, & Native American) & LGBTQI (Lesbian, Gay, Bisexual, Transgender, Questioning, & Intersex) students]. However all students shall have an opportunity to engage cross culturally around activities targeting leadership development.

-> **WE support** underrepresented student based organizations such as Spectrum the ALANA Student Union and Identity our LGTBQI student organization. These organizations allow traditionally underrepresented students to have a voice on the college campus and further aid in their development here at Saint Rose.

-> **WE offer** our ALANA is LDRSHP Mentorship Program as a retention program for First Year ALANA students. The Mentorship Program provides First Year Students with a Peer Mentor and Professional Mentor that will serve as a resource, motivational coach, and guide towards academic success!

### ALANA is LDRSHP Initiative

**What Does It Stand For?** Our initiative stands for: African, Latino, Asian, & Native American students **Inter**ested in **Learn**ing, **De**velopment, & **Res**ponsibility - **S**cholar's & **H**onors Program.



Hence the name ALANA is LDRSHP!

**Initiative Goals:** The goal of the initiative is to gear ALANA students to excel in the areas of leadership, academic development, and social responsibility while concurrently celebrating their scholarship.

### **Public Relations and Marketing**

It is the responsibility of the College's Office of Public Relations and Strategic Communications to maintain and enhance the College's visibility in the community and to promote the College's mission and educational opportunities to potential students and other constituencies. This is accomplished through a comprehensive external communications program that includes media relations, marketing, social media, advertising and publications, and other forms of publicity.

The staff provides assistance to recognized student groups in promoting and publicizing events that are open to the general public. Students who are involved in planning campus events are requested to contact the Vice President of Public Relations and Strategic Communications or the Director of Media Relations at 454-5102. The office will help students publicize events/activities providing that the event is open to the public and that a minimum of six weeks' notice is given to the department. For event promotion through the College's social media, student group leaders can contact the College's E-Media Coordinator at [germaink@strose.edu](mailto:germaink@strose.edu). At least two weeks' notice must be given and posts cannot be guaranteed.

Before the office can promote the event, students must provide all pertinent information including the type of event, date, time, place, cost, group involved, contact name and phone number, and a brief description of the event. Those planning to use non-College media (newspapers, radio, TV) for promoting or advertising must also consult the Office of Public Relations and Strategic Communications. The office is located at 917 Madison Avenue and the staff can be reached at 454-5102.

### **Security**

Campus Security, located at 340 Western Ave., Albany, NY can be contacted 24 hours a day at 518-454-5187. Security may also be reached by dialing \*25 on any campus pay phone. The Security Officers make continuous rounds on campus, provide an escort service, assist with traffic and parking control and respond to problems. Campus Security provides transportation to students studying art in Picotte and Brubacher Halls. Their primary function is to insure the safety and security of the campus community. The College takes security very seriously and encourages all students to report any incidents to Campus Security. Campus crime statistics are available from this office or on the College website.

### **Spiritual Life**

The Hubbard Interfaith Sanctuary is the sacred space for the College. The Sanctuary is a house of prayer and worship for all religious traditions. There is a large worship area, a Catholic/Christian prayer room, an interfaith prayer room, and an indoor garden with flowing water. It is also a "sanctuary" in the midst of a city campus for quiet reflection and meditation. The building also serves as a site for cultural events and lectures on campus. You are always invited to enjoy the serenity of this space.

The Office of Spiritual Life at the College includes the offices of Campus Ministry, Community Service, and Mission Experience. Campus Ministry promotes the personal and spiritual growth of the campus community. While rooted in the Roman Catholic tradition, Campus Ministry provides interfaith and ecumenical programs of prayer, liturgy, service and social justice and celebration to invite the spiritual growth of people of all faiths and those who are exploring the spiritual aspect of their lives. Weekly programs, yearly retreats and workshops, as well as counseling, are offered to students who wish to develop their personal and spiritual lives. There are also opportunities to develop one's faith and spiritual life through service, outreach trips and social justice programming.

Information is available for the times and locations of religious services for the various traditions and denominations in the Albany area. A weekly Roman Catholic Eucharist is celebrated at the Church of St. Vincent de Paul. This Mass is college-oriented and welcomes people from many local colleges and from the surrounding region. Students participate in the ministries needed for the celebration. A mid-week liturgy takes place on campus each Wednesday afternoon.

The Offices of Community Service and Mission Experience strive to get people involved in a variety of community outreach and service programs. A large network of local agencies provides students with opportunities to put their faith into action and to give form to their commitment to the community around them. Opportunities to serve locally, nationally, and internationally, especially in poor third world countries are provided throughout the year. In addition, the Office of Spiritual Life sponsors on-campus events which encourage students to respond to community needs both locally and in the world beyond our campus borders.

## **Student Life**

The Office of Student Life supports the mission of The College of Saint Rose by providing intentional learning opportunities that foster the development of the whole person. The office stands to promote community involvement through leadership education, student organization involvement, and campus programming. Specifically, the Student Life Office is responsible for the coordination of New Student Orientation, Late Knight – a series of alcohol-free alternative programs, The Leadership Education and Development Program (LEAD), and the fall CLASSIC experience. Our programs are aimed at creating innovative learning environments outside of the classroom, aiding the transition to college and beyond.

Student Life is located in the Events and Athletics Center, main level and may be reached by calling 518-454-5170.

# **STUDENT ASSOCIATION**

## **Association Structure**

All students, both full and part-time, are members of the Saint Rose Student Body. The student governing organization of the Student Body is called the Student Association (SA). The Student Association was established in the Fall of 1973 to provide a representation of students on campus. It consists of an Executive Board, Representatives, and over 30 different student groups. Each coordinates various programs, services, and activities. The Executive Board consists of a President, Vice President, Comptroller and four Directors who are elected every spring. There are at least fifty Representatives who meet with the Executive Board on a weekly basis.

It is the responsibility of the Student Association to speak out and act in the best interest of all students at The College of Saint Rose. Therefore, all students are welcome to bring their suggestions, ideas, and concerns to any Student Association meeting, or address it with any Executive Board Member or Representative, who will then bring it to the entire Association. In addition, all students, full and part-time are encouraged to join the Student Association as a Representative, or run for a position on the Executive Board in the spring semester. The Assistant Vice President for Student Affairs acts as the advisor to SA.

The Student Association offices are located in the Events and Athletics Center, near the pool. The offices are open every day, hours are posted on the doors. Students are welcome to stop in or call 518-454-5198 any time for assistance.

## **Activity Fee**

The Student Association receives a portion of the activity fee, which is paid by all full and part-time students. SA then distributes this money to its clubs to fund academic and cultural programming, social events, publications, conferences, and many other services. The other portion of the Activity Fee is given to Athletics.

## **Student Association Clubs and Organizations**

SA sponsors many different clubs and organizations, as well as campus-wide publications. All groups are open to any Saint Rose student. The complete list of clubs and organizations, as well as the calendar of events is available online at <http://sa.strose.edu>. Students are also welcome to organize their own club. For more information about any SA sponsored club, how to join any of these clubs, or the procedure to form your own club, please call or stop in the Student Association Office and speak with any Executive Board member.

## **Student Events Board**

The Student Events Board (SEB), an organization of the Student Association, coordinates the majority of the social programs at Saint Rose. These programs include a large, off-campus semi-formal dinner dance each semester, various events held in the Main Lounge at night, comedians, coffeehouse performers, Senior Week, and much, much more. All programs and events are open to the entire College community (with the exception of certain senior events) many of which are free to students.

SEB consists of several committees, which each plan specific events. These committees include: Musical entertainment, Comedians, Semi-Formals, Senior Week, Novelties, and Trips.

SEB seeks the assistance and input of many students to run successful events. For information about events, or how to join SEB, contact the SEB office at 454-5192, or stop in. They are located in the Events and Athletics Center, main level.

## **Publications**

### *The Chronicle*

*The Chronicle* is the Saint Rose student newspaper. It is an excellent source of information about what's happening on the entire campus. Information about developments and events both on and off campus is contained in *The Chronicle*. The newspaper is written, laid out, and edited solely by Saint Rose students. All students are encouraged to write articles for *The Chronicle*. This publication comes out on a weekly basis and deadlines for submissions are posted on the door of the Publications Office located in the Center for Communications and Interactive Media.

## **Recognition Procedures**

A group wishing recognition must provide the following through their tentative Chairperson or President and might wish to request assistance from one of the Student Association's Officers or the Assistant Vice President for Student Affairs in preparing this information.

- A. A constitution and/or bylaws (examples are available from the Student Association and Assistant Vice President for Student Affairs).  
A list of the organization's officers (at least two).
- B. A statement from a faculty or staff member indicating willingness to serve as an advisor to the organization.
- C. An interested group may be permitted to hold one formal interest meeting. Any additional meetings for constitutional changes must be approved by the appropriate Student Association Officer.

## **Residence Life General Information**

### **Residence Life**

The Residence Life Program seeks to foster an environment that complements the academic mission of the College. It is dedicated to the development of each person's abilities and facilitation of each individual's responsibility to himself or herself and the people with whom each lives and interacts. You will be encouraged to gain an understanding of diverse lifestyles, enhance your classroom learning, and make lifelong friendships.

### **Residence Halls**

Housing on campus is available to men and women enrolled in undergraduate programs. Options include traditional corridor-style buildings, suite-style, town houses, Victorian-style houses and apartments. Most residence halls contain a common area, a kitchen, and laundry facilities. Rooms are furnished with standard twin beds, dressers, desks, chairs, closet or wardrobe, and basic cable television access. Senior apartments are also furnished.

In order to maintain a positive learning and social environment, the College reserves the right to deny housing to any individual who is determined to be a potential risk to the comfort and well-being of other residents.

### **Staff**

The Residence Life Staff consists of a Director, an Assistant Director, Area Coordinators, a Graduate Assistant, the Administrative Secretary and over 45 paraprofessional Resident Assistants (RA). The Director of Residence Life has overall responsibility for the Office of Residence Life while each member of the Professional Staff has individual and specific tasks that assist in supporting the Residence Life Program. The role of the RA is that of a liaison serving as a link between the Residence Life staff and the students. The RA's primary responsibility is to offer peer assistance and direction to students. The RA is concerned with the growth and welfare of each individual in the house/floor and the group as a whole.

### **What Every Resident Student Needs to Know**

#### **Abandoned/Misplaced Property**

In those instances where items are left in residence hall rooms, common rooms, or storage areas after the official closing of residence halls, the College shall declare them abandoned and dispose of them at their own discretion.

#### **Academic Engagement**

In order to remain eligible for campus housing, students are expected to actively be engaged in their academic course work. Residence Life staff will work in partnership with Student and Academic Affairs to evaluate individual circumstances and determine eligibility for residence hall occupancy on an as needed basis.

## **Asbestos**

At The College of Saint Rose asbestos material exists in ceilings in several areas, but air sample tests show very low concentrations. The Department of Labor has tested the air and stated that the asbestos concentrations are similar to those in the air we breathe outdoors. Nevertheless, due to the vintage of the College's buildings we insist that students refrain from attaching anything to ceilings or making holes in the walls in any building.

## **Balconies, Porches and Roofs**

No person is allowed to access balconies, porches or roofs that are adjacent to an individual room.

## **Beds**

Cinder blocks nor any other material may be used to elevate residence hall beds or other furniture. Bunk beds are not allowed to be placed in front of windows. Only College installed lofts are permitted. De-lofting or disassembly of College furniture is not permitted and may result in a charge for resetting the furniture.

## **Bulletin Boards**

For fire safety reasons:

- Postings should not overlap.
- Once a week, the RA in the building or floor must purge any outdated information posted to maintain proper usage.
- Only Residence Life staff will post on residence hall bulletin boards.

## **Candles**

Candles, burned or unburned, are prohibited from all buildings. In addition the use of potpourri and incense is also strictly prohibited. Any illegal items found can, and will, be confiscated and disposed of by Residence Life Staff or Security.

## **Card Access**

All College residence halls and apartments are equipped with card access on the exterior of the door facing the interior of campus. In Brubacher and Lima Hall, students also swipe their cards at the Security Desk. Students should not lend their College identification card to any person at anytime.

## **Care and Use of Rooms**

Students are expected to keep their rooms and common areas clean. Masking tape, thumbtacks, nails or furnishings may not be fastened to the walls, doors, woodwork, ceilings, lamps, or furniture. If a room is in need of repair, the RA should be notified. Overhead lights, wall sockets, peep holes, smoke detectors and door number may not be covered by any posters, pictures, tapestries, flags, cloth or other flammable material. Students may not remove room screens, suspend articles from windows or ledges, sit in windows or ledges, or throw objects from buildings. Removal of College furniture assigned to a room will result in a replacement and/or moving fee.

## **Christmas Trees**

Flame-retardant artificial Christmas trees are allowed in the residence halls from November 1<sup>st</sup> until the residence halls close for the fall semester. The use of live Christmas trees is prohibited.

## **Computer Equipment/Facility Usage**

The College reserves the right to suspend or revoke the privilege of system access if a user's system activity threatens to overload the system network, threatens the security or integrity of the College, threatens the computer system, or if the user has violated institutional policies or committed a violation of law. A College official may enter a student's room to verify a threatening activity. The College's Acceptable Use Policy regarding the use of technology resources can be found under Policies at: <http://its.strose.edu>

## **Cooking**

Most residence halls are equipped with at least one cooking unit in a common area, which can be used by the residents of that building. The building's residents, not the housekeeping staff, are responsible for the upkeep of the cooking area. This includes items left in the sink. It is the Resident Assistant's discretion to discard unsanitary items that have not been removed or cleaned in a timely fashion. One cup coffee makers with automatic shut-off are permitted in student rooms, any other coffee maker with an automatic shut-off, as well as a blender, may be stored in the kitchen.

## **Curtains**

New York State Fire Regulations do not allow for the use of curtains on Residence Hall windows or any other parts of residence rooms.

## **Damage Assessment**

The RA will check each student into his/her room to ensure that each room is properly equipped using a check-in form. This will occur after thorough checks by the Residence Life Staff to be sure the space is ready for occupancy. Written documentation from the resident must be provided to the Office of Residence Life if a room is found to be not in good order upon arrival.

Damage may be assessed at the time that it is reported to the Office of Residence Life, at the close of each semester, or whenever a student vacates the premises. The form used by the student to check-in will be used at check-out to verify the room's condition upon move-in. Students will be billed for individual room damage and common area public damage – this includes any additional cleaning that needs to be done by the Housekeeping staff. When the individual(s) responsible for the damage cannot be identified, the cost of replacement, reassembly, repair, or cleaning will be divided equally among the residents of the building, floor, or room.

## **Decorations**

Residents are free to decorate their rooms or apartments. Such decorations must not present a fire or safety hazard. Because of the wide variety of possible decorations, it is impossible to detail regulations to cover every situation. However, the following examples should provide a guide to what is and is not acceptable.

According to the College's interpretation of the applicable policies of Section 805 of the New York State Fire Code as it relates to the question of decorations on the walls, the College has established limits for the decorations including a restriction allowing no decorations/combustibles to be hung over any student beds. The concern here is the possibility of flaming decorations falling on the beds.

Regarding coverage of walls in student rooms, there are two different limitations based on the space the student lives in. In "sprinkled" rooms (with Fire Sprinkler System), approximately 50% of the walls can be covered, while in "non-sprinkled" rooms (with no Fire Sprinkler System), only 20% of the walls can be covered.

This understanding does not apply to anything hanging from the ceilings - No items can be hanging from the ceiling in any student room. Any approved wall hangings must be 18 inches from the ceiling. Any hangings must be fire-rated and non-combustible.

Posters, photographs, etc. are acceptable. Large or bulky paper or fabric decorations hanging from the ceiling or wall are not acceptable (i.e. fish nets, tapestries, parachutes, sheets, etc.), nor are constructions such as room dividers, as they add significantly to the combustibility of the room and its contents. Room murals are not acceptable, nor are any decorations or appliances that require wiring into the electrical system (i.e. ceiling fan).

The use of strings of lights will be permitted between November 1 and the end of the fall semester only. All lighting must be UL (Underwriter's Laboratories) approved and designated as indoor lighting. Only "miniature" lights may be used. Lighting within residence hall rooms must be hung in ways that will not cause wires to wear thin. Lighting cannot be mounted on doors or doorframes. Electricity powering lights must not cross doorways or go through windows. Lights must be unplugged when unattended. Avoid overloading electrical circuits. The use of extension cords is prohibited. Students are permitted to use UL rated surge protectors only.

### **Emergency Hospital Transports**

The College reserves the right to enforce legitimate safety requirements necessary at any time for our program to operate in a manner that protects the well-being of our students, staff or other individuals on the premises. To this end, the College, in consultation with EMS and/or Mobile Crisis, will make a decision regarding our students' physical and psychological well-being. If it is necessary for a student to be transported to a local hospital or to the Capital District Psychiatric Center, the cost for the ambulance will be applied to the student's account. In some instances, students may be required to remain out of housing for a designated period of time. See the Policies and Procedures Section in the Handbook on the Policy for Mandatory Evaluation and Involuntary Withdrawal.

### **Fire/Fire Safety**

In the case of emergency, refusal to leave or prevention of a College official to evacuate a building is prohibited. Tampering with fire or safety equipment (i.e. fire alarms, door alarms, carbon monoxide detectors, fire extinguishers, exit signs, emergency phones, fire doors, sprinklers, or smoke or heat sensors) is a violation of law and can result in a criminal penalty as well as College disciplinary action. Failure to attend the mandatory fire safety/crime prevention meeting may result in disciplinary action and a fine. The use of a portable heater, potpourri or incense is strictly prohibited. Live Christmas trees are not permitted in the residence halls. Any



type of candle is not permitted in the residence halls. No curtains are permitted in the residence halls. Any student found with an item that is a fire safety violation faces a fine, disciplinary action and the item will be confiscated and disposed of by Residence Life or Security Staff.

## **Guests**

The philosophy of the College, given its history and heritage, dictates that students will adhere to all the norms and values associated with that tradition. In the proper context, hosting guests is a privilege that can facilitate personal and social development and enhance the quality of life on campus.

Because students live by a variety of schedules, the College sets no specific time for guest hours. The College does not encourage overnight guests but does recognize the need for not restricting opportunities for studying. Paramount in the goals of a residential community is the right of a student to privacy and the opportunity to sleep and study in one's room.

Rooms are private and this privacy is conditioned by the nature of living in a community. The right of a resident to privacy outweighs another's right to guest privileges. If the presence of a guest is an invasion of a roommate's privacy, the guest must leave.

A guest is any person who intends to visit or sleep in a residence hall room and is not a resident of that room. Residents may have no more than 2 guests per resident in their room, to the extent that it does not negatively affect the shared living environment created by the residence hall atmosphere. Resident students are responsible for the conduct of their guests, and for making their guests aware of College policies. Guests who do not observe College policies may be asked to leave and may be denied the privilege of visiting the campus again. Resident students must escort their guests at all times.

The Resident Assistant must be notified of an overnight guest 24 hours prior to the guest's arrival. In addition, the permission of the room's other occupant(s) must be obtained by the hosting student for an overnight guest. Overnight guests may stay only a maximum of 5 nights per 30-day period; no more than 2 consecutive nights are allowed.

No guests are permitted the week preceding an exam period, during exams or during any College recess.

Sleeping in student lounges and other public spaces is prohibited. The College does not condone, nor will it allow, cohabitation. Members of the campus community are responsible for the behavior, action, and/or damage of their guests. The Residence Life Staff has full authority to limit guests in a room, reject guests or evict guests if the health and safety of students is being jeopardized and/or reasonable behavior standards are being violated.

### ***Brubacher and Lima Hall Guest Sign-in Procedures***

\*All guests must sign in whether they are an on-campus resident guest or an off-campus guest.\*

A Saint Rose Student Guest is defined as any student that attends The College of Saint Rose and does not reside in the building they are signing into. (Anyone with a valid College of Saint Rose ID Card – resident or commuter.)

Saint Rose Student Guests must sign in and present a valid College of Saint Rose ID Card

to Security. No Saint Rose Student Guests will be allowed in the building without a valid Saint Rose ID Card being presented to Security.

A Non-Saint Rose Guest is defined as any person that is NOT a College of Saint Rose student.

Non-Saint Rose Guests must sign in and present a valid photo ID (Driver's License or Student ID Card) to Security. No Non-Saint Rose Guests will be allowed in the building without proper photo ID being presented to Security.

Failure to sign a guest in or out of the building will be considered a violation of the guest policy, and all violators will be subjected to student conduct action.

No resident student will be allowed to sign a guest into a building who is under the influence of alcohol or drugs.

### ***All Other Residence Hall Guest Sign-In Procedures***

All students are required to sign their guest in on the sheet hanging on their RA's door 24 hours prior to the guest arriving. Residents with a roommate(s) are still also required to obtain the permission of their roommate(s) to bring a guest into the room.

Failure to sign-in a guest will be considered a violation of the guest policy, and all violators will be subjected to judicial action.

## **Hall Sports**

The use of any sports equipment and "hall sports" are not permitted. This includes all common areas and lounges.

## **Hold**

The Office of Residence Life reserves the right to place students on hold for failure to follow, or complete student conduct sanctions. Students placed on hold are not able to register for classes, request transcripts, receive semester grades, or participate in the Room Reservation process.

## **Housing Assignments**

The College reserves the right to plan for the most efficient, effective and safe use of the residence hall space. The Office of Residence Life makes all room assignments. Vacant spaces may be filled at any time by assignment of new or transferring students, or as a result of a room change request; therefore, residents must keep unassigned space available for occupancy. Students may not refuse another College-assigned student the use of an unoccupied bed. Students may not move their belongings into an empty space without the explicit permission of their Area Coordinator or the Assistant Director of Residence Life. Penalty incurred may be a student conduct hearing, reassignment to another space, or in the case of a student moving their belongings without permission, they may be required to move their belongings back to their original space and face student conduct action. Consolidation of students into unoccupied space may occur at the discretion of the Director of Residence Life or their designee. This includes during break periods when some students are required to be on campus and the residence halls are officially closed.

### ***Housing Contract***

The Housing Contract for room and board, available only on a combined basis, is binding for the academic year (Fall and Spring) except for students graduating at the end of the Fall semester or entering residence for the Spring semester. The contract shall not be construed as a lease of assigned accommodations for any period when the College is not in regular session. The Director of Residence Life reserves the right to remove a student from the residence hall system, when necessary, to protect the health, safety, and welfare of the campus community at large. If the student's behavior warrants immediate termination of the housing contract, the student will not be refunded any fees.

### ***Check-In Procedures***

Students may not move into their room before the official designated opening at the start of each semester and following vacation periods. All residents are responsible for checking in to their residence hall by completing the appropriate paperwork with their RA. Residents who fail to check-in beyond the first week of classes will be declared "no shows", forfeit their requested spaces, and are liable for room and board fees.

### ***Check-Out Procedures***

Students wishing to check-out from their residence are required to: 1) sweep floor and remove trash and all personal belongings; 2) request a check-out appointment with the Area Coordinator by the deadline communicated or 3) return their keys to the Office of Residence Life (or other designated area); 4) fill out a mail forwarding card in the Campus Mailroom; 5) fill out an official withdrawal form with the Office of Residence Life if not returning as a resident student. Failure to do any of these may result in additional fees being assessed to your account. A moving fee will be assessed for removal of privately owned furniture and/or non-assigned College furniture that has been left in a room following check-out.

### ***Reassignment from Temporary Accommodations***

First-Year students will be reassigned from triple rooms or expansion space in upperclass housing as soon as vacancies are confirmed. Students in these accommodations will be assigned to open spaces in Brubacher, Golub or Lima Hall as they become available.

### ***Room Changes***

Students should make every effort to work together to achieve a compatible living situation. If difficulties arise and students are not able to resolve them among themselves, they should seek assistance from their RA who will make every effort to aid in the solution. The Assistant Director of Residence Life will consider room change requests after consultation with the RA and/or Area Coordinator. **Room changes do not occur for the first three weeks of each semester.** Requests will be decided on an individual basis. Moving to a new space without approval by the Assistant Director of Residence Life and/or Area Coordinator will result in student conduct action. Residents must keep unassigned space available for occupancy and must welcome new students in a hospitable manner. Students are expected to maintain the space in such a manner as to allow another student to move in immediately. Students may not refuse another College-assigned student the use of an unoccupied bed. The penalty incurred may be a student conduct hearing and/or reassignment to another space.

### ***Supplemental/Vacation Housing***

For periods when classes are not in session, additional room charges will be assessed for students who are approved by the Office of Residence Life to live on-campus. If students

are required to be on campus as part of a College-related academic requirement, College-sponsored program, or College-sponsored athletic requirement, these fees will not apply during the times specified by the College.

During vacations and/or holiday recesses (referred to as Supplemental or Vacation Housing), the College reserves the right to use student rooms to house other students. This process of consolidation is used to help protect both the personal safety and property of those students who leave campus during these periods, and those who are required to stay on campus. Only those students who have submitted a Supplemental Housing application will be considered for housing during break periods, and the Office of Residence Life reserves the right to approve or deny any request, at the discretion of the Residence Life staff.

For students living in a residential area /on-campus during the vacation and holiday periods, there will be no meal plans active during these times, and students must plan accordingly. In addition, students staying in a residential area where damage is found will be held financially responsible and may face possible disciplinary action.

For those students not in a residential area during the vacation and holiday periods, access will be prohibited to all residential areas until posted arrival/move-in dates, unless otherwise approved by the Office of Residence Life. All students should plan accordingly. Students may leave personal belongings in assigned accommodations during periods of recess, except summer vacations, at their own risk.

### ***Room Reservation***

#### ***Returning Saint Rose Residents***

Students who are currently living in college-provided housing have the ability to participate in the Room Reservation process which occurs in the spring semester for the upcoming academic year. After students have paid their deposit to the Bursar's Office, they will receive a lottery number that is generated based on the number of the academic credits earned by the end of the Spring semester. This information is provided by the Registrar's Office. Students participating in the Room Reservation process should look for information regarding the deposit deadline as well as other important nights that are part of the selection process. This information will start to be communicated towards the end of January. Questions regarding the Room Reservation process can be sent to [resliferoomres@strose.edu](mailto:resliferoomres@strose.edu).

#### ***Students Studying Abroad***

We recognize that some of our resident students may look to take advantage of the rich opportunity to study abroad for one of their semesters at Saint Rose. For students who are planning to study abroad in the following fall semester, you should select housing through the Room Reservation process during the spring. Prior to leaving campus in May, you should come to the Office of Residence Life and fill out a Withdrawal from Housing Form indicating that you are studying abroad in the fall, but will be returning in the spring semester. We will be sure the space is available for you in the spring upon your return. Please understand depending on the interest in on-campus housing, we may temporarily need to house someone in your space for the fall semester.

For students who are planning to study abroad the following spring semester, you should participate in the Room Reservation process to reserve housing for the fall semester. As the end of the fall semester nears, students will need to come to the Office of Residence

Life and fill out a Withdrawal from Housing Form for the spring semester.

Students who are currently studying abroad in the spring semester and need to select housing for the fall should fill out a Proxy Form. This form will allow another student to select housing for you through the Room Reservation process. It is extremely important to clearly communicate with the person serving as your proxy where you are willing to live because once a room has been selected, it is final.

Questions regarding the Room Reservation process can be sent to [resliferoomres@strose.edu](mailto:resliferoomres@strose.edu).

### ***Returning Saint Rose Commuters***

Any Saint Rose student, who is currently living off-campus and is interested in living on-campus for the upcoming academic year, must pay their housing deposit to the Bursar's Office. Students will then participate in a separate Room Reservation Process. The Office of Residence Life will maintain a wait list for students to be placed in campus-provided housing should all other spaces be filled. Questions regarding the Room Reservation process can be sent to [resliferoomres@strose.edu](mailto:resliferoomres@strose.edu).

### **Keys**

Students living in residence are issued keys by the Office of Residence Life and Security Office. There is a \$30.00 charge for replacement keys and locks. Loaning, using or duplicating any keys is prohibited. Resident students must carry their key with them at all times.

### **Laundry Facilities**

All residence halls and Centennial Hall are equipped with washers and dryers. Problems with these machines should be reported to the Office of Residence Life or the Resident Assistant. Laundry facilities are only available to the residents of that specific residence hall. Students residing in other College-owned apartments are not provided with laundry facilities.

### **Lock-outs**

The Office of Residence Life reserves the right to allow Resident Assistants to institute a nominal fee for excessive lock-out requests.

### **Lofts**

Due to fire, safety and liability considerations, individually constructed lofts, decks, beds, etc., are prohibited in the residence halls. Students who violate these regulations by building a loft, bed, deck, etc., of their own design will be ordered to remove it immediately. Failure to remove the loft/construction will result in student conduct action. Disassembly or de-lofting College furniture is not permitted and may result in a fine being placed on the student's account for reassembly.

### **Mail**

Mailboxes for resident students are located in the lower level of the Events and Athletics Center. Each student is assigned their own mailbox. The student's mailing address is:

## Student Name

The College of Saint Rose  
Student's Mailbox Number  
366 Western Avenue  
Albany, New York 12203

Mail delivery is made in accordance with postal schedules. Packages which do not fit in the mailbox can be picked up from the mailroom during the posted hours. The student must present a student ID and the package slip in order to receive their package. Upon leaving residence, students are required to fill out a forwarding address card. Mail will be forwarded for one month after check-out. Mail will be returned to sender after the month is up.

## Meals/Meal Plan Changes

Every resident student is required to select a meal plan. Several options are available and it is suggested that you choose the plan that best accommodates your schedule. Requests for meal plan changes must be submitted, through [MyHousing](#), to the Office of Residence Life and are accepted only during the first week of each semester. No changes will be granted after that period.

## Musical Instruments

Musical instruments are allowed in the residence halls for the purpose of practicing. Students may practice between the hours of 10:00am and 10:00pm providing there is no disruption to any of their fellow residents. In general, sound should not travel outside the confines of your own room. Percussion instruments other than a drum practice pad are not allowed in any residence hall. Brass players must use a mute. In addition, electrical amplification of any instrument is not permitted. There will be no practicing of musical instruments permitted during final exam week. Students are under a continuous obligation to be respectful of each other at all times.

## Personal Property

The College accepts no responsibility for loss or damage of personal property due to theft, fire or other causes. Students are advised to carry insurance on their personal property, either through their family homeowner's policy or by separate coverage. Since most burglary insurance is collectable only when access is gained to a room by forcible entry, residents are encouraged to keep their rooms locked. Students who store personal property in attics or basements or common areas of buildings do so at their own risk. The college does not accept responsibility for any item left in these areas.

## Pets

No animals except fish (in properly maintained aquariums of 10 gallons or less), will be allowed in residence halls. Service Animals are excluded from any requirements. Please refer to the Policies section of the Handbook for a complete description of the Service Animal Policy. Tying pets to trees, posts or stair railings, or otherwise leaving a pet unattended is prohibited on campus. Unleashed and/or unlicensed animals are not permitted in residence halls or food preparation or service areas and are subject to removal from other areas of the campus.

## **Quiet Hours**

Courtesy and consideration hours are in effect 24 hours a day. The quiet hours for all residence halls and the outdoor surrounding areas are 11:00pm – 8:00am, Sunday – Thursday, and 1:00am – 9:00am Friday and Saturday. Electronic devices should be played at levels that do not disturb the sleep and study of other students. Conversations, discussions, etc., should also be kept at a low level. If residents of a hall wish to extend quiet hours or create study hours they may do so at a house/floor meeting. Quiet hours are automatically extended to 24 hours per day a week prior to, and during, finals week.

## **Refrigerators/Microwaves**

One refrigerator is permitted in each room. Small privately owned refrigerators may be used if the refrigerators do not exceed 115 volts and 3.1 cubic feet, are UL approved and are Energy Star rated. Microwaves are permitted in each room in Brubacher, Golub or Lima Halls only. Students residing in residence halls other than Brubacher, Golub or Lima Hall may not have privately owned microwaves in their space. Residence Halls other than Brubacher, Golub, or Lima Hall will have one microwave for use in the common kitchen of the building. Privately owned microwaves, allowed in Brubacher, Golub or Lima Halls, may be used if the microwave does not exceed 700 watts and .7 cubic feet and are UL approved.

## **Refunds**

Residence refunds, if eligible, are computed from the date on which the Office of Residence Life receives written notice of withdrawal and/or the date that the student officially vacates the residence hall and returns their key. Students who withdraw from housing during the first week of classes will receive 100% of their room charge back; during the second week of classes, the refund is 50%; after the second week, there is no refund. Board charges are refunded on a prorated basis.

## **Room Entry**

The College reserves the right to inspect a student's room for repair, maintenance, health and safety checks, and in cases of emergency. "Inspection," not to be confused with the term "search," refers to checking a room for cleanliness, damage, fire hazards, and the general order and well-being of the building. Any Residence Life staff may enter rooms to investigate possible violation of regulations and may confiscate contraband, such as alcohol or stolen property, when deemed appropriate by College staff. Confiscated items may be disposed of at the discretion of the Residence Life staff when possession of these items violates policies and regulations. When asked to open a room by College staff because of suspicion of a policy violation, the student must comply. Failure to cooperate may result in disciplinary action including dismissal from residence and/or the College. Housekeeping and maintenance may enter student rooms to make repairs or complete assigned work requests. A student may request, via the work request form and/or through the Assistant Director of Residence Life, that the repair/work be scheduled when the student is present in the room.

## **Room Painting**

Painting of any residence hall space is not permitted.

## **Solicitation**

Students are not permitted to use their rooms for any commercial purpose.

## **Telephones**

Due to the high volume of cell phone usage by our students, room phones will only be made available based on requests to Telecommunications. Each residence hall will have at least one house/floor telephone for students to make local calls and to call Security. All students are strongly encouraged to program the number for Security into their cell phones, 518-454-5187.

Any problems related to the house/floor phones should be reported to ITS.

## **Vacating Rooms**

Students must vacate their rooms by the official closing time or within 24 hours of any of the following events, whichever is earlier:

- their last exam.
- a student or school initiated withdrawal.
- completing their last scheduled class.

Failure to vacate a room according to above procedure and the aforementioned check-out procedures may result in a “late stay” fine of \$25.00/half hour. Additional sanctions including, but not limited to, removal from residence may occur.

## **Vending Machines**

Problems with the machines in residence halls or refunds for those machines are handled through the Office of Student Affairs located in the Events and Athletics Center.

## **Windows and Screens**

Screens may not be removed from windows at any time. Damage to screens or windows will be assessed at actual replacement, repairs and/or labor costs. Students may not suspend articles from windows or ledges, sit in windows or ledges, or throw objects from buildings.

## **Withdrawal**

Written notification of withdrawal from housing must be submitted to the Office of Residence Life so as to void a residence contract. Failure to provide this information and to properly check-out of a room may result in charges for cleaning, lock change or other services required to prepare that space for use by a new resident. Withdrawal From Residence Forms are available in the Office of Residence Life and on our website.



# COLLEGE POLICIES AND PROCEDURES

## Academic Grievance Procedure

### Policy on Academic Grievances

#### ACADEMIC GRIEVANCE PROCEDURE

To resolve academic grievances, students should complete this procedure no later than 60 days after the first day of the next regular (Fall or Spring) semester. (A summary checklist for this procedure is available on the Student Solution Center website under “Forms.”):

1. A student with a grievance must first identify the grievance and discuss the matter at issue with the faculty member who is the party to the grievance. Students who cannot locate the faculty member to discuss the grievance should meet directly with the chair of the relevant department. If a grievance arises against a department chair then the school’s faculty will select a faculty colleague to meet with the student.
2. If no resolution of the grievance was achieved during that first step, then, second, the student must request, in writing, a meeting with the chair of the relevant department (or an appointed representative in the case of grievances against a department chair) and the faculty member who is party to the grievance (and the student, him/herself). In the written statement, the student will make clear to the department chair that there is a grievance matter, and that the issue was unresolved in a meeting with the faculty member. The meeting will be set by the department chair for within two weeks of receiving the written request. At this meeting, the grievance issue(s) must be identified. The department chair will facilitate an attempt to resolve the grievance. Students and faculty members should complete the Academic Grievance Process form (available on-line under “Forms” on the Student Solution Center website) at the end of this meeting if the student intends to pursue the grievance to the next step.
3. If no resolution of the grievance is achieved at the second step, the student may make a request for a formal hearing of the grievance by the Academic Grievance Committee. The request must be in writing and presented to the chair of the Academic Grievance Committee within the 60 day time limit noted above. A detailed and clear statement with supporting evidence of the facts must accompany the hearing request. The Academic Grievance Committee will determine if the appeal is within its purview and if the facts warrant a hearing. Four affirmative votes of the Committee members are needed to call a formal grievance hearing.

The student has the responsibility to gather the appropriate signatures on the Academic Grievance Process Form at the end of each meeting of the grievance process. Additionally, the student must provide a signed copy of this completed form to the Academic Grievance Committee should the grievance not be resolved at steps 1 and 2 of the process. The Academic Grievance Process Form is available in the Student Solution Center.

The student and faculty member, and witnesses with direct knowledge of events germane to the grievance for either party, are permitted at the formal hearing of the Academic Grievance Committee. All pertinent documents and supporting written statements will be admitted into evidence at this time, and those that are determined to be relevant by the committee will be considered carefully. The chair will moderate the proceedings. The grievant may be assisted during the hearing by an advisor selected from the College community (faculty, staff or student) but that advisor will not address the committee directly... While all parties to the grievance are free to consult with and receive advice from attorneys concerning the grievance, no party shall be represented by an attorney during the hearing itself.

The Committee’s recommendations, in writing and within a reasonable time frame, typically within ten days of the formal hearing, and they will be forwarded for final deposition to the appropriate school dean (or directly to the Provost in situations where no dean is available). The school dean will notify all parties concerned, in writing, of his/her decision and the recommendations of the Committee.

The Academic Grievance Committee will be comprised of four faculty representatives elected by each of the four schools and three students selected by the Student Association (which should keep in mind the fact that a traditional, nontraditional and graduate student should be included). Two alternate students will also be selected annually by the Student Association. No person on the Academic Grievance Board shall hear his/her own complaint. Confidentiality must be maintained at all times.

*Approved by the full Faculty April 22, 2009*

## **Integrity Statement**

Honesty, trust, respect, fairness, responsibility, and the free exchange of ideas form the foundation of integrity that supports the entire community at The College of Saint Rose. Faculty, staff, administrators, and students embrace these ideals in all their interactions and communications. Members of the Saint Rose community are committed to developing and implementing clear and fair institutional policies, standards, and practices, applied equitably and humanely. In keeping with our mission, The College of Saint Rose creates a culture that continually fosters the development of personal integrity and promotes ethical behavior throughout the larger society.

## **POLICY ON PLAGIARISM AND OTHER INFRINGEMENTS OF ACADEMIC HONESTY**

### **Definition:**

Students at The College of Saint Rose are expected to be honest in every aspect of their academic work. All work presented as a student's own must be the product of her or his own efforts. Plagiarism, cheating, academic misconduct, or any other submission of another's work as one's own is unacceptable. Students working in groups are each individually responsible for the academic integrity of the entire group project.

Plagiarism includes but is not limited to:

- Purchasing, copying, down-loading, printing, or paraphrasing another's book, article, paper, speech, exam, portfolio, creative work, argument, or any other work and presenting it as one's own, either in whole or in part.
- Incorporating portions of another's work without proper acknowledgement and documentation. Academic misconduct includes but is not limited to:
  - Using means other than academic achievement or merit to influence one's academic evaluation.
- Knowingly providing assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation, including papers, projects, and examinations. A student who writes a paper or does an assignment for another student is an accomplice and must be held accountable just as severely as the other. A student who knowingly permits another student to copy from her or his own paper, examinations, or project should be held as accountable as the student who submits the copied material.
  - Receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation, including papers, projects, and examinations.
  - Presenting as one's own the ideas or words of another for academic evaluation without proper acknowledgement or documentation.

- Presenting the same, or substantially the same, papers or projects in two or more courses without the explicit permission of the instructor(s) involved.
- Obtaining and/or reporting research data in an unethical or intentionally misleading manner.

In sum, the work of others, regardless of origin, must be properly and accurately cited in an accepted style. Students avoid plagiarism by concentrating on their own words and ideas and by fully crediting others' work when used. Students are advised to always indicate another writer's exact words and ideas with appropriate references. Whenever in doubt, cite the source.

## **Procedures**

It is the responsibility of the course instructor to identify and act upon breaches of academic integrity according to her or his best judgment in conjunction with institutional guidelines.

- In cases where the instructor determines that a violation of academic integrity has been committed, she or he will attempt to inform the student and will inform the department chairperson\* of the charge and the consequence. Within 2 weeks of notification, the student may request an opportunity to present her or his defense to the instructor.
- The course instructor will file a report in the Registrar's office by either completing an Academic Dishonesty Report Form or by writing a letter.
- The report will be retained in a central file in the Registrar's office.
- If the student elects to appeal the sanction by following the steps outlined in the College's Academic Grievance procedure, the report will be kept by the Registrar in a "Pending File."
  - If the student's appeal is successful then the Registrar will remove the report from the files.
  - If the student chooses not to appeal or if the appeal is not successful then the report will be retained in a central file in the Registrar's office.
- The Registrar will refer repeated violations of the standards of academic integrity to the Provost.

A student who has more than one report filed in the Registrar's Office regarding a violation of the standards of academic integrity may receive sanctions up to, and including, dismissal from the College as determined by the Provost.

\*Department chairs will confer with a tenured colleague.

## **Copyright Policy**

It is the policy of The College of Saint Rose to promote legal and ethical use of information in all media. Clearly, information in the form of books, periodicals, web sites, videos and DVDs, music, television broadcasts, computer software, and multimedia is a resource central to the educational mission of the College. It is therefore the responsibility of all faculty, administrators, staff, and students to respect the rights of copyright holders when making use of these materials. Given the difficult task of interpreting copyright law as it applies to specific, local use, the College offers guidelines that follow to help faculty, administrators, staff, and students make informed decisions about using copyrighted materials. In every instance, these guidelines have been informed by both the law itself and a number of model statements that have been developed through the collaboration of Congressional committees, professional organizations and industry groups. The College's copyright policy and guidelines can be found online at <http://ets.strose.edu/copyright.asp>. Since copyright infringement can result in

significant monetary fines and/or imprisonment, it is important that students be familiar with copyright law, particularly as it pertains to music and movie file sharing.

## **Acceptable Use Policy**

It is the policy of The College of Saint Rose to maintain access for its community to local, national and international sources of information and to provide an atmosphere that encourages the free exchange of ideas and sharing of information. Access to this environment and the College's information technology resources is a privilege and must be treated according to the highest ethical standards.

The College expects all members of the community to use computing and information technology resources in a responsible manner and respect the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facility and controls, and all pertinent laws and College policies and standards.

This policy outlines the standards for acceptable use of Educational Technology Services and Information Technology Resources, which include, but are not limited to, equipment, software, networks and data whether owned, leased, or otherwise provided by The College of Saint Rose.

This policy applies to all users of Educational Technology Services and information technology resources, including faculty, staff, students, and guests accessing external network services, such as the Internet via College facilities.

Preserving the access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical computer use:

Use only those computing and information technology resources for which you have authorization.

Use computing and information technology resources only for their intended purpose.

Protect the access and integrity of computing and information technology resources.

Abide by applicable laws and college policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.

Respect the privacy and personal rights of others.

Failure to comply with the appropriate use of these resources threatens the atmosphere for the sharing of information, the free exchange of ideas and the secure environment for creating and maintaining information property. Any member of the College community found using information resources for unethical or unacceptable practices has violated this policy and is subject to disciplinary proceedings including suspension of system privileges, dismissal from the College, termination of employment and/or legal action as may be appropriate.

The College of Saint Rose reserves the right to limit or restrict the use of its computing and information technology resources based on institutional priorities and financial considerations, as well as when it is presented with evidence of a violation of College policies, contractual agreements, or applicable state and federal laws. Although all members of the College have an expectation of privacy, if a user is suspected of violating this policy, his or her right to privacy may be superseded by the College's requirement to protect the integrity of information

technology resources, the rights of all users and the property of the College. The College, thus, reserves the right to examine material stored on or transmitted through its facilities if there is reasonable cause to believe that the standards for acceptable and ethical computer use are being violated by a member of the College community. A reasonable attempt will be made to notify end users if a violation of these or other College policies is known or suspected before any specific action is taken.

### **Guidelines for Interpretation and Administration of the Acceptable Use Policy for Computing and Information Technology Resources:**

These guidelines are intended to assist the College community in the interpretation and administration of the Acceptable Use Policy for Computing and Information Technology Resources. They outline the responsibilities each member of the College accepts when using computing and information technology resources. This is put forth as a minimum set of standards for all areas of the College and may be supplemented with unit specific guidelines. However, such additional guidelines must be consistent with this policy and cannot supersede this document.

#### User Responsibilities

Use of Educational Technology Services and information technology resources is granted based on acceptance of the following specific responsibilities:

Use only those computing and information technology resources for which you have authorization.

For example: it is a violation

- to use resources you have not been specifically authorized to use
- to use someone else's account and password or share your account and password with someone else
- to access files, data or processes without authorization
- to purposely look for or exploit security flaws to gain system or data access

Use computing and information technology resources only for their intended purposes.

For example: it is a violation

- to use electronic resources for harassment or to stalk other individuals
- to send bomb threats or "hoax messages"
- to send chain letters
- to intercept or monitor any network communications not intended for you
- to use computing or network resources for consulting, advertising or other commercial purposes
- to attempt to circumvent security mechanisms
- to use privileged access for other than official duties
- to use former privileges after graduation, transfer or termination

Protect the access and integrity of computing and information technology resources.

For example: it is a violation

- to release a virus or worm that damages or harms a system or network
- to prevent others from accessing an authorized service
- to send email bombs that may cause problems and disrupt service for other users
- to attempt to deliberately degrade performance or deny service
- to corrupt or misuse information

- to alter or destroy information without authorization

Abide by applicable laws and university policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.

For example: it is a violation

- to make more copies of licensed software than the license allows
- to download, use or distribute pirated software
- to operate or participate in pyramid schemes
- to distribute pornography to minors
- to upload, download, distribute or possess child pornography

Respect the privacy and personal rights of others.

For example: it is a violation

- to tap a phone line or run a network sniffer without authorization
- to access or attempt to access another individual's password or data without explicit authorization
- to access or copy another user's electronic mail, data, programs, or other files without permission

### System Administrator Responsibilities

System Administrators and providers of Educational Technology Services and information technology resources have the additional responsibility of ensuring the integrity, confidentiality, and availability of the resources they are managing. Persons in these positions are granted significant trust to use their privileges appropriately for their intended purpose and only when required to maintain the system. Any private information seen in carrying out these duties must be treated in the strictest confidence, unless it relates to a violation or the security of the system.

### Security Caveat

Be aware that although computing and information technology providers throughout the College are charged with preserving the integrity and security of resources, security sometimes can be breached through actions beyond their control. Users are therefore urged to take appropriate precautions such as safeguarding their account and password, taking full advantage of file security mechanisms, backing up critical data and promptly reporting any misuse or violations of the policy.

### Violations

Every member of the College community has an obligation to report suspected violations of the above guidelines or of the Acceptable Use Policy for Educational Technology Services and Information Technology Resources. Reports should be directed to the area responsible for the particular system involved.

If a suspected violation involves a student, a referral may be made to the Director of Educational Technology Services at the College. The Student Handbook should be referenced regarding the College's student conduct process. If a suspected violation involves a staff or faculty member, a referral will be made to the individual's supervisor.

In addition to this document, specific computers and labs may have additional rules in association with their use. These rules should be posted clearly at the facility, or pointers included in the login message. Violations of those rules are considered violations of Acceptable Use, and may be reported using the procedure in this document.

### Specific Interpretations Interfering with Other Systems

Problems often occur when someone creates a program that does something many times. For example, if you write a program that looks at the same web page thousands of times, this will normally cause a problem. Both the servers that handle web pages, and the network that gets the pages to you, are designed for normal human use. They are not designed to cope with programs that ask for the same thing many times.

Similarly, sending the same request via email a large number of times (even in the same email message) will often cause problems. So will repeatedly opening and closing network connections, continuously sending "ping" packets, etc.

Networks can only handle a limited amount of traffic. If you start writing programs or scripts that use these tools repeatedly or in unusual ways, it is your responsibility to make sure that what you are doing will not cause trouble for the rest of the network.

### Commercial Use

Commercial use is covered in both the policy and guidelines document. It is being mentioned here simply because commercial use is one of the most common violations of Acceptable Use. Here are some of the most common examples of things we consider commercial use:

Using a Saint Rose system to host a web page for any business, including your private consulting practice, unless given permission to do so.

Referring people to a Saint Rose email address for commercial use (e.g. in print ads or commercial web pages).

### Email to Large Numbers of Users

Currently, the academic systems are not configured to handle bulk email. Sending email to large numbers of users can cause significant problems for the system. Bulk email (except to people who have requested it) is also considered a violation of good network citizenship. Therefore, it is considered a violation of acceptable use to send substantially the same email message to more than 50 users.

Exceptions are:

When the use has been approved by the system administrator.

When the mail uses majordomo, listserv, or another facility that has been specifically engineered to handle mailing lists without causing problems for the receiving system. In almost all cases these systems will also allow users to join and leave lists themselves.

Even for email to fewer than 50 users, you must abide by other restrictions. This includes the restriction against commercial use, and the general requirement that all activities must abide by the law. There are now laws against unsolicited commercial email in some areas.

## Chain letters

[This text is from the US Postal Inspection Service web site.]

A chain letter is a "get rich quick" scheme that promises that your mailbox will soon be stuffed full of cash if you decide to participate. You're told you can make thousands of dollars every month if you follow the detailed instructions in the letter.

A typical chain letter includes names and addresses of several individuals whom you may or may not know. You are instructed to send a certain amount of money--usually \$5--to the person at the top of the list, and then eliminate that name and add yours to the bottom. You are then instructed to mail copies of the letter to a few more individuals who will hopefully repeat the entire process. The letter promises that if they follow the same procedure, your name will gradually move to the top of the list and you'll receive money -- lots of it.

There's at least one problem with chain letters. They're illegal if they request money or other items of value and promise a substantial return to the participants. Chain letters are a form of gambling, and sending them through the mail (or delivering them in person or by computer, but mailing money to participate) violates Title 18, United States Code, Section 1302, the Postal Lottery Statute. (Chain letters that ask for items of minor value, like picture postcards or recipes, may be mailed, since such items are not things of value within the meaning of the law.)

Recent Internet chain letters often start out by saying "this is absolutely legal", or "I used to think this was illegal, but I checked with a lawyer and it's not". The USPS and FBI say that this is false.

These schemes (and various related ones, including some multilevel marketing scams) are considered to violate Federal Laws against both gambling and wire fraud.

### Cooperation with System Administrators

From time to time activities may interfere with operation of the system, even though they may not clearly be prohibited by the Acceptable Use Policy. In such cases, the system administrator or other College staff person may contact you and ask you to stop doing something. You are expected to comply with such instructions. Once you have received such a warning, any further activity of the same kind will be treated as a violation of Acceptable Use. If you think the staff member has acted inappropriately in asking you to stop something, you may ask either the Director of Administrative Information Systems or the Director of Educational Technology Services to review the decision. However you will be expected to comply with the ruling of the staff while this review occurs.

### How to Report Infractions Involving Educational Technology Services Systems

The majority of reports should be made through normal College support channels. (e.g, the Educational Technology Services web site). For more serious incidents, you may prefer to contact the Director of Educational Technology Services or the Director of Administrative Information Systems.

For certain kinds of incidents, special reporting channels are appropriate. However if you have trouble determining what approach to use, it is always appropriate to consult Educational Technology Services information channels, the Director of Educational Technology Services, or The College of Saint Rose Director of Safety and Security.



## **Policy on AIDS**

The College of Saint Rose will not discriminate against individuals on the basis of HIV infection. The College shall endeavor to guarantee the legal rights of infected individuals. The College encourages the utilization of all its appropriate support services for infected individuals. Any and all cases of HIV infection will be treated on an individual basis.

In affirming the rights of privacy of an individual who is infected with HIV, the College recognizes that certain Federal and State statutes restrict the disclosure of confidential AIDS or HIV related information regarding such infected individuals. In accordance with such statutes, the College will not disclose such confidential information and will take all reasonable steps to safeguard the confidentiality of such information.

## **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, bong, 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 arson, 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.

## **Animals**

The College has a responsibility to keep its buildings and grounds as free as possible from health hazards and nuisances. In order to maintain these safety standards, the agriculture and markets law and the applicable laws of the City of Albany will be enforced.

As authorized by these laws, unleashed and/or unlicensed dogs are subject to removal by the animal shelter and pets are not permitted in any residence hall, food preparation or service area. No animals except fish (in properly maintained aquariums of 10 gallons or less), will be allowed in residence halls. Service Animals are excluded from any requirements. Please refer to the Policies section of the Handbook for a complete description of the Service Animal Policy. Tying pets to trees, posts or stair railings, or otherwise leaving a pet unattended is prohibited. Unleashed and/or unlicensed animals are not permitted in residence halls or food preparation or service area and are subject to removal from other areas of the campus.

## **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 Bulletin Boards/Posters**

On-campus publicity must be confined to bulletin boards and must be removed in a timely fashion. Saint Rose has an all-campus poster policy which must be followed when posting flyers, posters or announcements. There is ample bulletin board space in all campus buildings and thus all printed material must be posted on bulletin boards only.

“For Sale,” “For Rent,” and “Ride Board” bulletin boards are located in the Events and Athletics Center.

All signs (flyers, posters, announcements) must be approved by the Student Affairs Office. Signs without approval stamps will be removed. For complete policy information contact the Office of Student Affairs.

## **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 annual report 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 <http://ope.ed.gov/security>

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.

## **Campus Lawn**

Any playing of sports (i.e. football, wiffleball) must take place on the Campus Center lawn to prevent damages or disturbances in surrounding areas. Loud events, such as band parties on the lawn, are not allowed when they will interfere with classes, other academic events or be in violation of local or state laws. As of this writing, local noise ordinances prohibit any loud events between 8:00pm and 6:00am.

Use of the lawn for an event that will include live music must be approved by the Office of Student Life. A college administrator must be in attendance for the entire event. All music events must end by 9:00 p.m.

### **Cell Phone/Communication Devices**

As a member of the Saint Rose learning community, each student has a responsibility to other members of the campus community. When cell phones ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the use, by students, of smart phones, cell phones, pagers, PDAs, or similar communication devices is prohibited during scheduled classes, unless allowed by the instructor for educational purposes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the College's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a college emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away.

Use of cell phones, similar communication devices, or any unauthorized electronic data storage device in testing situations, other than to receive College emergency notifications, may constitute a violation of Academic Honesty and lead to sanctions under the *Policy on Plagiarism and Other Infringements of Academic Honesty*.

The use of these devices is prohibited in locker rooms, bathrooms, other private areas, and while driving a College owned, leased or rented vehicle. Students that violate this policy will be subject to disciplinary actions and possible expulsion/termination as well as criminal or civil penalties for related violation of federal, state, or local laws.

**Approved by Cabinet 08/7/2012**

### **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.

## **Credit Cards**

The College prohibits the advertising, marketing and merchandising of credit cards on campus. Any advertising or application materials found posted on campus will be removed and discarded. An exception is that the Alumni Association is allowed to market a Saint Rose Credit Card to Alumni of the College.

## **Dangerous Substances/Weapons**

Possessing firearms, explosives, explosive devices, or any other dangerous weapon is prohibited. The possession of a New York State weapons permit does not authorize that person to have a firearm on campus.

For safety and legal reasons, the use or possession of fireworks on campus is prohibited. Any or all chemicals which can either be made to possess, or which inherently possess, volatile, explosive or dangerous properties are prohibited on campus, except under the academic supervision of a member of the College faculty or a College official.

Written authorization from the Vice President for Student Affairs and/or the Director of Safety and Security is needed to possess a weapon on campus. Authorization may be provided when possession of a weapon is warranted for an academic reason.

## **Emergency Administrative Action**

Should an individual pose an immediate danger to, or severely disrupt the College Community or endanger any individual, Emergency Administrative Action may be taken to relocate an individual within on-campus housing, restrict activities of the individual on campus, or to remove the individual from the College Community (i.e., residence halls, classroom) pending the outcome of disciplinary procedures. Within five (5) business days of the Emergency Administrative Action, preliminary disciplinary charges will be filed followed by formal charges once the investigation has been completed. The student must receive written notification of the charges as specified in the Student Conduct Referral Process. The decision whether or not to take Emergency Administrative Action will be at the sole discretion of the Assistant Vice President for Student Affairs or designee.

## **Financial Aid Appeal Policy**

Should a student desire to appeal the loss of financial aid due to the pertinent policy provisions governing aid eligibility, such appeal may be submitted. Any appeal must be submitted in written form to the Financial Aid Office. Any appeal for reinstatement of financial aid that has been canceled must be submitted within three weeks of notification to the student that eligibility has been terminated.

The Financial Aid Office will determine the appropriate action to be taken regarding all financial aid appeals. Appeal submissions shall be reviewed and evaluated on a case-by-case basis. Decisions regarding appeal submissions will be made in accordance with the pertinent law, regulation, and policy governing the aid award(s) involved. Students are responsible for understanding the various policies regarding financial aid eligibility.

If it is deemed necessary by the Director of Financial Aid, any appeal submission may be reviewed by the Financial Aid Board (FAAB). The FAAB consists of administrators from various offices who possess an understanding of financial aid policy. The FAAB may require an interview with the applicant or other parties involved (i.e., faculty, administrators, etc.) to assist in the decision making process. The FAAB may not determine appeals regarding the Satisfactory Academic Progress policy for financial aid.

The Financial Aid Administrator or the FAAB reserves the right to request documentation supporting the appeal submission. Students will receive written notification of the appeal decision. The decision of the Financial Aid Office or the FAAB are considered final decisions regarding the appeal submission.

The Financial Aid Appeal Process may not impact the College's policy for admission, academic standing, dismissal, grading, or campus residence concerns. While policy relating to these issues will impact financial aid eligibility, students must pursue appeals in these areas by taking the appropriate action through Academic Affairs, Undergraduate Admissions, Graduate, Adult, and Continuing Education, or Student Affairs.

## **Fire and Fire Safety**

In cases of fire on campus, pull an alarm and call Security at 518-454-5187. If the building does not have an alarm, call the Albany Fire Department at 438-4000 and then call Security.

If you become aware of a fire or a fire alarm, including drills, please vacate the building as quickly and as safely as possible. All individuals in the building must evacuate when an alarm sounds.

## **Free Speech**

The College of Saint Rose considers freedom of inquiry and discussion essential to a student's educational development. Thus, the College recognizes the rights of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely on any subject in accordance with the guarantees of our state and national constitutions. It feels this broad principle is a cornerstone of education in a democracy.

Further, the College endeavors to develop in its students a realization that all citizens not only have the right but the obligation to inform themselves regarding these issues and to give expression to them. However, in discharging the right and obligation of citizenship, students must also recognize their responsibilities to individuals, to the College and to the state and nation. Consequently, orderly and dignified expression is expected. Responsible behavior would seem to indicate that the names of individuals or organizations sponsoring literature or other material distributed should appear on the material. No individual or group may state or imply that they are a College group or committee without going through the recognition process.

Student groups may freely select persons, films and other programs they wish to invite. A clear and present physical danger is the only basis for rejection of a program.

There are no restrictions to control the point of view expressed by a guest other than those imposed by state or federal laws. Approval of a program does not necessarily imply College agreement or sponsorship of any view(s) presented.

In order to provide for appropriate hospitality for representatives of state, federal or foreign governments, the Office of the President should be notified when such invitations are confirmed.

## **Freedom from Harassment Policy – See Sexual Misconduct Policy**

## **Fund Raising and Solicitation**

Any club, team, house, floor or other Saint Rose student group wishing to participate in fund raising must first obtain permission from the Assistant Vice President for Student Affairs, Director of Residence Life, Director of Athletics or the Office of Institutional Advancement. A Fund-Raising Form must be completed and provided to the appropriate administrator.. Only recognized College organizations may solicit funds on College property.

## **Good Neighbor Policy**

It is inappropriate and against residence policy and in violation of the city noise ordinance to play stereos, TV's or create noise in a manner that is too loud for a residential neighborhood setting. The College considers rude, loud and other inappropriate off-campus behavior a violation of campus policy. We feel strongly about being responsible neighbors. The City of Albany prohibits between, 8:00PM and 6:00AM, "any noise that annoys, injures or endangers the comfort, repose, health or safety of a reasonable person of normal sensitivities."

## **Hazing**

The Student Association, as well as all student organizations and groups in accepting permanent or temporary recognition from the Student Association and/or the College, agrees to obey the state Anti-Hazing Law and the College regulations which prohibit any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Organizations and groups will be subject to appropriate action, including possible rescission of permission to operate on campus or suspension or termination of recognition status. Individual violators of these regulations will be subject to appropriate College disciplinary action, including possible suspensions or dismissal.

## **Identification Cards**

The student identification card is furnished by the College as a means of personal identification as a student and represents your membership in the College community. Each student is issued an ID at his/her first enrollment in the College. This card is the property of the College and is only valid while a student is enrolled and in good standing. The card is required for admission to College functions, checking out material from the library and use of other facilities and services. ID cards must be produced upon demand by a college official. Loss of this card should be reported to The Golden Knights Card Office which is located in the Student Solution Center on the 3<sup>rd</sup> floor of Saint Joseph Hall.

ID cards are issued or revalidated through The Golden Knights Card Office during the hours of 8:30am-3:00pm. Replacement of a student ID is \$30.00.

## **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 [Technology Guide for Students](#).
- The College's [Acceptable Use Policy](#) 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:

[http://www.strose.edu/officesandresources/technology\\_services/computerhelpdesk/downloads/article1853](http://www.strose.edu/officesandresources/technology_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.

## **Insurance**

The College strongly recommends that students have adequate accident and illness insurance before starting classes. Information about optional plans is available in the Student Affairs Office or Health Services. Students from countries other than the United States studying at the College on a student visa must carry health insurance. International students must contact the International Student Office and they will be billed by the Bursar's Office.

All student interns placed in an internship in an agency or site outside the College will be required to have both health and accident insurance where the agreement or contract between the College and the agency or site requires the College to indemnify the agency or site for workers' compensation claims involving injury or illness to the student intern while performing internship duties at the agency or site.

Students may also be interested in purchasing optional tuition refund insurance, which would provide reimbursement if a student is forced to withdraw from all classes due to a medical reason. Please refer to the College's website for further information.

## **Lead-Based Paint Hazard**

Buildings owned by The College of Saint Rose constructed before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. It is the College's intention to reduce risk associated with lead exposure by informing the community that all state and local health and safety requirements are adhered to and appropriate risk assessment procedures are being utilized. Additional information regarding the hazards of exposure to lead paint can be obtained in the Office of Safety and Security.

## **Lost and Found**

The College is not responsible for any books or personal articles left in buildings or elsewhere on the campus. Articles left in buildings while the College is in regular session, or on the campus overnight, will be turned in daily to the lost and found located in Campus Security. Lost items and other personal articles not properly labeled in designated storage areas will be deemed abandoned and disposed of at the discretion of the College.

## **Name and/or Address Change**

Current students who wish to change their names on college records may do so by producing evidence showing that the change of name is official. A certified copy of a court order or a marriage certificate or a dissolution decree reflecting the new name in full is required to support an official name change.

Students changing their address and/or names by legal means must report such changes to the Registrar's Office in St. Joseph Hall. Resident students should report changes to the Office of Residence Life as well.

### **Non-Discrimination Policy**

The College of Saint Rose, sponsored by the Sisters of St. Joseph of Carondelet, is fully accredited by the Board of Regents and the University of the State of New York and the Middle States Association of Colleges and Secondary Schools.

The College admits students without regard to race, color, sex, creed, disability, national/ethnic origin or sexual orientation to all the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, sex, creed, disability, national/ethnic origin or sexual orientation in administration of its educational policies, admission policies, scholarship and loan programs, athletics and other school-administered programs.

If any student or employee has a complaint of non-compliance of the above they are strongly encouraged to contact Rita McLaughlin, Assistant Vice President for Student Affairs, Office of Student Affairs, EAC, 420 Western Ave., (518)454-5170; Jeffrey Knapp, Assistant Vice President for Human Resources, Human Resources Office, Cabrini Hall, 399 Western Ave., (518)454-5138. For disability related complaints, refer to the grievance procedure outlined in the policy of non-discrimination on the basis of disability

### **Grievance Procedures**

Effective affirmative action requires the development of procedures which will prevent discrimination and which will provide avenues of resources for those who believe there is discrimination. Employees or students who feel that they are victims of discrimination should first discuss their concerns or dissatisfactions with their immediate supervisors. If the matter is not thus resolved there is an informal procedure to attempt resolution and if that fails, a formal grievance procedure.

The informal grievance procedure is commenced by filing a verbal or written grievance with the Assistant Vice President for Student Affairs or the Vice President for Student Affairs. Employees should use the Assistant Vice President for Human Resources or Vice President for Finance and Administration. That official shall attempt, within two weeks, to resolve the grievance in an informal and fair manner as possible.

The formal grievance procedure is commenced by filing a written request with either the Assistant Vice President for Student Affairs, the Assistant Vice President for Human Resources, the Vice President of Finance and Administration, or the Vice President for Student Affairs. In a timely manner, that person will establish and chair a hearing board consisting of at least one administrator, one faculty member and one student. This board shall recommend action to the appropriate Area Head of the College.

**COLLEGE OF SAINT ROSE**  
**DISABILITY DISCRIMINATION GRIEVANCE PROCEDURE PURSUANT TO THE**  
**REHABILITATION ACT**

The College of Saint Rose (“College”) has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging discrimination based on disability. The College encourages any individual<sup>1</sup> who believes that he or she has experienced discrimination to attempt to resolve the issue informally. To this end, the College encourages aggrieved students to bring their concerns to the Assistant Vice President for Student Affairs: Academic and Student Support Services, St. Joseph Hall, 2nd floor, Albany, NY (518) 454-5299.

If the grievant remains dissatisfied with the resolution of his/her concerns or wishes to forego informal resolution, the grievant may elect to file a formal complaint pursuant to this procedure. Any student who wishes to file a formal complaint alleging discrimination based on disability may do so by submitting it to Rita McLaughlin, Assistant Vice President for Student Affairs, Events and Athletic Center 420 Western Ave., Room 210 (disability-related assistance will be provided upon request):

1. A complaint must be submitted in writing, be signed, contain the name and address of the complainant, and a description of the allegation(s) of discrimination. The complainant must set forth specific facts in support of the allegation(s).
2. A complaint must be filed within 120 calendar days of the alleged discrimination.
3. An investigation, as may be appropriate, shall be conducted by the Assistant Vice President (or his/her designee) following receipt of a discrimination complaint. This procedure affords the complainant and the person(s) against whom the allegation(s) of discrimination have been made an opportunity to submit information and documentation regarding the complaint allegations.
4. The investigation will be completed with written results of the investigation issued and a copy forwarded to all parties within 45 working days from receipt of the complaint. If the investigator determines that any of the allegations raised by the complaint warrant a remedy, the investigator will set forth what actions the College must take in order to address the substantiated concern(s).
5. The complainant or the affected department/unit may request reconsideration of the investigator’s findings and/or resolution by filing a written request with the Vice President of Student Affairs, 432 Western Ave., Albany, NY 12203 (Office location: Events and Athletic Center, 420 Western Ave., Room 210) Albany, NY (518) 454-5170.
6. The party seeking reconsideration must set forth with particularity the irregularities of the investigator's determination such as inaccurate findings of fact or incorrect conclusions of law, the correction of which would likely change the outcome of the determination of an investigation. The request for reconsideration must either be postmarked or received within 14 calendar days of the date of the determination. The Vice President of Student Affairs (or his/her designee) will accept or deny reconsideration and issue a final written determination

to the complainant and the affected department/unit within 15 working days of the Office of the Vice President's receipt of the request.

The College does not entertain grievances initiated by applicants seeking admission or applicants seeking employment. 34 C.F.R. § 104.7(b).

7. Although the College will make reasonable efforts to comply with these timelines, circumstances such as school breaks, witness unavailability and other factors may justify an extension to a time reasonable.
8. The College prohibits retaliation against any person who files a complaint of alleged discrimination, participates in an investigation, or opposes a discriminatory employment or education practice or policy.

### **Right of Independent Action**

Although the College hopes that people will avail themselves of the internal mechanisms provided to resolve complaints of discrimination, they also have the right to file complaints with appropriate state and federal agencies, including the Office of Civil Rights of the U. S. Department of Education.

### **Parking**

Parking permits are required for students using all College parking facilities. They are available in the Security Office for a fee, as are complete copies of the parking regulations. It should be understood that parking is a privilege and not a right. The acceptance of parking privileges and the presence of any vehicle on campus is, in effect, an agreement by the motorist to abide by these rules and regulations, and it also acknowledges the fact that the College is in no way liable for personal injury, damage or loss of parts or contents of vehicles. Freshmen resident students may not register a car or have one on campus. Obtaining parking permits fraudulently will subject the person to revocation of parking privileges, attachment of a vehicle immobilizer device, towing, fines and other sanctions.

### **Personal Property**

The College accepts no responsibility for loss of personal property due to theft, fire or other causes. Students are advised to carry insurance on their personal property, either through their family homeowner's policy or by separate coverage. Since most burglary insurance is collectable only when access is gained to a room by forcible entry, residents are encouraged to keep their rooms locked.

Students who store personal property in attics or basements of buildings do so at their own risk. The College does not accept responsibility for any item left in these areas. The College offers personal property coverage which can be purchased. Brochures can be found in the Office of Student Affairs.

## **Prior Criminal Conviction Application and/or Disciplinary Dismissals Policy**

**Please note that this policy applies only to those applicants who have met all other admissions criteria and might otherwise be offered an opportunity to enroll in the College of Saint Rose.**

New York State Corrections Law does not allow discrimination against individuals with prior criminal convictions. The College of Saint Rose (“College”) has a duty to all current students and employees to maintain a safe learning/work environment, and to those living on campus, a safe living environment. Consistent with these obligations, the College maintains the following policy regarding applicants with previous criminal convictions or disciplinary dismissals from the College or any other academic institution.

Each application will be initially reviewed by the Vice President for Enrollment Management , who in turn will consult with the Behavior Assessment Team (BAT) and advisors within the College community to determine the risk posed to the college community should the applicant be admitted. If the Vice President for Enrollment Management determines that there is little to no risk posed to the college community then the applicant may be admitted to the College, should all other admissions criteria be met.

If, after reviewing the application, the Vice President for Enrollment Management has additional questions regarding the nature of the crime or the individual applicant, then the College reserves the right to seek additional information from the applicant. This information includes, but is not limited to, records of the charges filed and the dates of occurrence, parole information and recommendations from parole officers from those applicants convicted of a crime. Additionally, for those applicants who have been dismissed from other academic institutions due to disciplinary reasons, the College reserves the right to seek additional information including but not limited to records of the disciplinary dismissal, recommendations from employers and additional character references. This additional information will be reviewed by the Vice President for Enrollment Management who may, in his/her discretion consult with the other staff members, the BAT and advisors within the College community. The Vice President for Enrollment Management may also ask for a personal interview with the applicant to further determine the risk posed to the college community should the applicant be admitted. The applicant may be required to sign a “Release and Authorization” form to permit the College to obtain information sought under this policy. Failure of the applicant to comply in a timely manner with requests for such cooperation will result in a denial of the application.

Based on this review, a determination will be made to deny the applicant, admit the applicant or admit the applicant with certain restrictions.

This decision will be made based on:

1. The type of offense;
2. The risk posed to the college community as a whole or any individual who is a part of the college community;
3. The length of time which has passed since the conviction/disciplinary dismissal;
4. Recommendations made by current or former parole officers or employers.

If, after analyzing all of the above factors, the College believes that the risk posed to the campus community, or to any one individual who is a part of the college community, is larger than the benefit to the applicant to be admitted to the College, then the applicant will be denied admission to the college. Additionally, if there is little to no risk posed to the college community, or any

one individual who is part of the college community, then the applicant may be admitted to the College, so long as all other admissions criteria are met. Finally, the College reserves the right to admit an applicant with restrictions. These restrictions include but are not limited to:

1. Placing limitations on on-campus housing availability;
2. Placing limitations on access to residence halls;
3. Placing limitations on contact, including enrollment in classes, with current students who may have had a past or currently have an existing conflict with the applicant; and
4. Placing limitations on major field of study availability after consulting with department heads and considering possible professional licensure restrictions as determined appropriate by the Vice President for Enrollment Management

The College may require mandatory academic or other counseling sessions.

The applicant will be notified in writing of the College's decision regarding his or her application. A copy of the letter will be put in the applicant's admission file. Additionally, a statement will be written and placed in the applicant's admission file outlining the basis for the decision to deny, admit or admit with restrictions and specifically state what the restrictions are, if any.

Only admissions employees, excluding student employees, College counsel, and any other College personnel deemed necessary to assist with the decision making process by the Vice President for Enrollment Management will be allowed access to the information obtained from this review process. All information obtained through this review process will stay in the student's admission file and will not become a part of the student's academic file should the student enroll in the College.

### **Policy for Mandatory Evaluation and Involuntary Withdrawal**

The College of Saint Rose seeks to establish a safe and supportive academic and residential environment for all College of Saint Rose students, faculty, and staff. To this end there are times when students experience serious medical or mental health conditions that necessitate separation from the institution. During these times and with the intent to foster appropriate health or mental health care, most students will be offered support and the opportunity to voluntarily withdraw from classes and/or residence.

#### **(1) Mandatory Evaluation**

At times students face emotional or mental health conditions that bring into question their ability to maintain personal safety or safety of other College community members. In these instances the Vice President for Student Affairs is empowered to take necessary action to protect the safety and well being of individuals and of the campus community as a whole. In the event the Vice President is presented with credible information that a student presents a potential danger to self or others, the College reserves the right to require a mandatory mental health evaluation. For the purpose of this policy, the term "mandatory" refers to the obligation of the student to provide good faith participation in the evaluation process. Generally, students will be expected to leave campus for a one week (7day) period during which time a mental health evaluation shall be performed. Specific circumstances that may lead to a mandatory evaluation may include, but are not limited to:

- Engaging in or threatening to engage in overt or covert behavior that could reasonably cause physical or emotional harm to self or others;

- Demonstrating an inability or pattern of inability to employ reasonable personal health and safety practices including insuring appropriate shelter and nutrition, and avoiding dangerous or potentially dangerous situations;
  - Behaving in ways that are significantly disruptive to the campus community, the surrounding public community, or College operations;
  - Engaging in behaviors that obstruct the College's ability to manage crisis situations or respond to emergency situations;
  - Drug and/or alcohol abuse including overdose or misuse of over-the-counter or prescription drugs.
- (2) If the Vice President for Student Affairs deems a mandatory evaluation is necessary the student will receive written notification which will identify the behavior or incident that led to the decision and outline a specific timeline within which the evaluation must be performed. In cases where serious concern regarding safety occur, the Vice President reserves the right to suspend a student from classes and/or residence hall until an evaluation is performed. When a need for a mandatory evaluation is determined the Vice President will notify the Director of Counseling and Psychological Services and the student will be required to:
- Submit to a comprehensive evaluation from a psychologist, psychiatrist, or other licensed mental health provider who has specific expertise in the appropriate area of concern and is not a relative of the student. The evaluation must reflect the student's good faith participation and addresses readiness to remain in residence and classes. Such evaluations must meet the standards set forth in this policy document and shall serve as an advisory opinion to the College. The College is not required to utilize the evaluation in any instance and may initiate involuntary withdrawal without an evaluation. Completed evaluations should be sent to the Director of Counseling and Psychological Services and should specifically address the following areas:
    - Provide detail regarding the specific behavior or incident outlined in the notice of mandatory evaluation;
    - Outline recommendations regarding readiness to remain in both classes and, if applicable, campus housing and/or athletics. Student readiness shall not be dependent upon a requirement that the College monitor a student's participation in a treatment program or compliance with treatment recommendations;
    - Specify, if appropriate, ongoing treatment or testing recommendations;
    - Identify conditions or accommodations the College would need to impose or provide to enable return;
  - Following submission of an evaluation, within three business days meet with the Director of Counseling and Psychological Services;
  - Submit a signed release of information agreement to the Director of Counseling and Psychological Services providing permission to contact the mental health professional who completed the evaluation for clarification and updates on an as needed basis;
- (3) Once each of the above steps have been completed the Director of Counseling and Psychological Services will present all pertinent information to the Behavior Assessment Team (BAT) for review. The student shall have an opportunity to present documents or speak in person if practicable to the BAT before the Team provides a recommendation to the Vice President of Student Affairs. Provided a minimum of five members of the BAT participate in the review the Team will forward a recommended course of action to the Vice President who reserves the right to fully determine or condition a student's continued

attendance to classes and/or residence status. Such conditions may include, but are not limited to:

- Requiring the student to, if appropriate, adhere to a treatment plan outlined by the mental health professional that performed the evaluation until said professional deems that services are no longer necessary;
- Request for supplementary information;
- Approve a student's return to classes but not residence.

(4) In the event a student is required to undergo a mandatory evaluation and fails to satisfy any or all of the provisions above, the student may be subject to an involuntary withdrawal from the College. Failure to follow a prescribed treatment plan may constitute violation of the Student Code of Conduct.

#### **(4) Involuntary Withdrawal**

The College of Saint Rose offers a variety of support services. In most cases when students experience distress, even significant episodes, the services offered by the College are effective in helping students access the personal, academic, and/or community resources necessary to cope with a range of challenges. The College, however, is neither designed nor prepared to assist students to address pervasive mental health conditions or significant episodes of emotional trauma including, but not limited to:

- Serious suicide ideation or suicide attempts;
- Expressed intent to harm another individual or group of individuals; or
- Behavior that poses a significant risk to the health and safety of the student or others.

(5) In cases such as these, the Vice President for Student Affairs is empowered to take steps necessary to immediately remove a student from campus housing and/or bar the student from attending classes, and/or to invoke the mandatory assessment policy outlined above. If applicable, students will receive written notification from the Vice President that will specify these requirements. In any case, the policy expressly authorizes the Vice President to initiate involuntary withdrawal in his/her discretion without a mandatory assessment. Any recommendation contained within a student's evaluation is advisory to the Vice President who shall give such suggestions due consideration, yet is free in his/her discretion to take action inconsistent with the recommendation/s. The Vice President may also inform the student's parent/s or legal guardian/s of the existence of a health and/or safety concern.

(6) Prior to return to campus or classes the Behavior Assessment Team will assist the Vice President to evaluate the student's status. Utilizing the evaluation provided by the student and other available objective evidence, the committee will seek to ascertain:

- The nature, duration, and severity of the risk;
- The probability that the potential injury will actually occur; and
- Whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

(7) The student shall have an opportunity to present documents or speak in person if practicable to the BAT before the Team provides a recommendation to the Vice President of Student Affairs. Provided a minimum of five members of the BAT participate in the review the committee will recommend a course of action to the Vice President. Here again such recommendations are advisory and the Vice President may accept or reject suggestions at his/her discretion. The decision made by the Vice President for Student Affairs will be final.



### **Behavior Assessment Team members**

Assistant Vice President of Student Affairs

Assistant Vice President of Student Affairs, Academic and Student Support

Director of Counseling and Psychological Services (Chair)

Director of Residence Life

Director of Health Services

Director of Services for Students with Disabilities

Director of Safety and Security

### **Procedures Pertaining to Anonymity**

Anonymity will be granted: a) when there is reasonable cause to believe that the physical or psychological welfare of the witness is in jeopardy, or b) the witness might be subject to harassment. Upon request of the witness, the Assistant Vice President for Student Affairs, or designee, will investigate the incident and make a recommendation on the granting of anonymity, subject to the concurrence and approval of the Vice President for Student Affairs.

### **Service Animals**

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition. The work or tasks performed by the service animal must be directly related to the individual's disability. Examples of such work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The care and supervision of the service animal is the responsibility of the individual with a disability. The service animal must be under the control of the handler through voice commands, signals and/or a harness, leash or tether. An animal who is not under the control of the handler, or whose behavior poses a direct threat to the health and safety of others, may be denied access. The animal must be housebroken and utilize designated outdoor relief areas. The handler is responsible for cleaning up after the animal. Service animals must be clean' free of fleas and in good health. Animals must be current on all vaccinations, as required by local laws.

The College may only ask the individual if the animal is required because of a disability and what work or task the animal has been trained to perform. The College may not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. The College may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability.

In general, individuals with disabilities shall be permitted to be accompanied by their service animals in all areas where other students or patrons are permitted access. However, in order to ensure the safe operation of the College's programs, activities and services, the College reserves the right to restrict access and impose other necessary safety limitations.

## **Sexual Misconduct Policy**

The College of Saint Rose is committed to creating and maintaining a safe environment for all of its students. All forms of sexual misconduct offenses and other non-consensual sexual contact will not be tolerated by the College. Violation of the College's policy on sexual misconduct will result in strict disciplinary action including possible dismissal or suspension from the College. This policy applies to an action taken by a student against another student. An action taken by an Administrator, Support Staff, or Faculty member is covered by the College's Freedom from Harassment Policy.

## **Definitions**

### **Sexual Misconduct:**

1. **Non-Consensual Sexual Contact:** Any intentional sexual touching without effective consent. This includes any contact with the breasts, buttocks, groin, genitals, mouth or other bodily orifice of a person upon another person, as well as the touching of another with any of these body parts, , without effective consent.
2. **Non-Consensual Sexual Intercourse:** Any sexual intercourse (anal, oral, or vaginal) however slight, with any object or body part, by a person upon another person without effective consent.
3. **Forced Sexual Intercourse:** Any sexual intercourse (anal, oral or vaginal), by any object or body part, by a person upon another person, that occurs as a result of physical force.
4. **Sexual Exploitation:** Sexual exploitation occurs when an individual takes non-consensual, unfair, or abusive advantage of another for his/her own advantage or benefit, even though that behavior does not constitute one of the other sexual misconduct offenses. Examples include, but are not limited to:
  - a. Non-consensual video or audio taping of sexual activity.
  - b. Stalking with a sexual component. Stalking may take many forms, including persistent calling, texting, or posting on a social networking site as well as physical stalking. When the content of the messages or the nature of the physical stalking is of a sexual nature sexual misconduct has occurred.
  - c. Voyeurism is a form of sexual exploitation in which one individual engages in secretive observation of another for personal sexual pleasure or engages in non-consensual video or audio taping of sexual acts. Although the source for the secretive viewing or taping may be unaware of the observation, this behavior is a form of sexual misconduct and violates the integrity of the unaware student.
  - d. The disrobing or exposure of another person without their consent.
  - e. Inter-personal or intimate partner violence (relationship violence)
5. **Sexual Harassment:** Sexual harassment is defined under this policy as severe, pervasive and objectively offensive unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature that limits or denies

a student's ability to participate in or benefit from the college's educational programs or activities. when:

- a. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's academic or other advancement (quid pro quo harassment);
- b. Submission to, or rejection of, the conduct is used as the basis for academic decisions affecting the individual (quid pro quo harassment); or
- c. The conduct has the purpose or effect of unreasonably interfering with a student's work, professional or educational performance, productivity, physical security, participation in living arrangements; or extracurricular activities, academic or career opportunities, services or benefits—or of creating an intimidating, hostile, or offensive learning environment.

### **Relationship Violence**

A pattern of abusive behavior that one person uses to obtain and maintain power and control over their intimate partner. Physical and/or sexual abuse may or may not be present. Coercive control is always present. Relationship Violence is purposeful and systematic, involves a fixed imbalance of power that has been created over time, and is driven by a sense of entitlement.

### **Incapacitated Sex**

To have sex with someone whom you know to be, or reasonably should know to be, incapable of making a rational, reasonable decision about a sexual situation is a violation of The College of Saint Rose Code of Conduct and New York State Law. Incapacity to make rational decisions about a sexual decision might result from the taking of a date rape drug, other drugs, alcohol, or as a result of illness. Intoxication on the part of the initiator is not an excuse for the violation of this policy or the law.

### **Stalking**

Stalking is an unwanted pursuit. It is an effective tactic of control used by relationship violence abusers. It is a crime that can cause tremendous fear without the slightest physical injury as it has no real identified beginning and seemingly no end. Often includes the use of technology such as phones, texting, cameras, social networking sites, and email.

### **Verbal Assault**

Verbal Assault, without accompanying physical contact, is not sexual assault, but may fit the criteria for sexual harassment. Sexual harassment is also prohibited by the College's Code of Conduct.

### **Effective Consent**

Informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not effective if it results from the use of physical force, threats, intimidation or coercion, or if the non-initiating partner is incapacitated. Consent for one sexual act is not consent for another act of sex.

**Consent can be established if the following four conditions are present (Berkowitz, 2002):**

1. Both participants are fully conscious;
2. Both participants are equally free to act;
3. Both parties have clearly communicated their willingness/permission; and

4. Both parties are positive and sincere in their desires.

### **What Do I Do If I Am a Victim of Sexual Misconduct?**

1. Get to a safe place—a friend’s house or any place where people can give you emotional support. Call the Rape Crisis Hot Line.

2. If you are the victim of sexual violence, seek medical help immediately for the treatment of any injuries and for tests to check the possibility of pregnancy or sexually transmitted diseases. If you do plan to report the incident to authorities, there is an additional reason to seek medical attention. Medical evidence can be collected. Don’t douche, bathe, shower or change your clothes before seeking medical attention.

3. Report the incident to a campus counselor or victim advocate if you feel comfortable doing so. Seek counseling, whether or not you decide to report the crime or participate in legal action. Professional counseling is available through the Counseling and Psychological Services Center at Saint Rose. Counseling can be beneficial as you work through your reaction to sexual assault.

You may also choose to file a report with campus security or the Albany Police Department. This is your decision. (See “Procedures for Dealing with Sexual Offenses” Section)

4. If you wish, file a complaint with the Student Conduct Office, if the perpetrator is part of the Saint Rose community. An investigation for appropriate disciplinary action under the College’s prohibition against sexual misconduct will occur with the Student Conduct Office.

5. Tell your story soon to avoid forgetting details. Alternatively, write out the details for yourself or use a tape recorder.

6. Take whatever steps are necessary to work through the assault. This might include talking to your partner, friend or counselor about your feelings. Resume your normal routine as much as possible.

8. Go with your instincts. Whatever you decide to do is a decision you must feel comfortable with. Your goal is to survive and escape safely. You will react to the crime in the way that makes the most sense to you at the time.

### **Ways to Protect Yourself**

There are some practical steps you can take that may decrease the risk of sexual assault.

- Express your expectations and limits clearly before you get into a sexual situation.
- Limit alcohol and drug use. They make it more difficult for you to be in control. Never ride with someone who has used alcohol or drugs.
- Find someone nearby and ask for help
- Avoid meeting in secluded places and walking alone. If you are concerned, ask campus security to escort you.
- Try to be aware of attitudes that your date expresses concerning women or men: hostility, unrealistic views of women or men and/or viewing people as "sex objects."
- Use assertive language such as, "I feel uncomfortable when you don’t listen to me or when you touch me like that."
- Scream "fire" (rather than "rape" or "help"), if you need assistance.
- Be alert to what is happening around you.

- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do

These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

## Confidentiality, Privacy and Reporting Policy

Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the college and upon college policy. All parties should be aware of confidentiality, privacy and mandatory reporting, when consulting campus resources, in order to make informed choices. On campus, some people can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other people are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. Finally, some people can speak with you without having to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these college officials without starting a formal process that is beyond the victim's control, or violates her/his privacy. The following explains each of these types of reporting.

### Confidential Reporting

Confidential reporting resources are those individuals who, by law and/or professional ethics, maintain confidentiality of the disclosure of sexual misconduct. These individuals are not required to re-disclose information **shared** with them other than in very extreme and unusual circumstances involving evidence of a serious and imminent threat to identifiable individuals, or by subpoena. Confidential reporting resources include:

- Counseling Center, Madison Hall, 947 Madison Ave., (518)454-5200, [http://www.strose.edu/officesandresources/academic\\_and\\_student\\_support\\_service/counseling\\_services](http://www.strose.edu/officesandresources/academic_and_student_support_service/counseling_services)

- Health Services, 1 Lima Circle, (518) 454-5244, [http://www.strose.edu/officesandresources/academic\\_and\\_student\\_support\\_services/health\\_services](http://www.strose.edu/officesandresources/academic_and_student_support_services/health_services)
- Spiritual Life, Hubbard Interfaith Sanctuary, (518) 454-5250, [http://www.strose.edu/officesandresources/spiritual\\_life](http://www.strose.edu/officesandresources/spiritual_life)
- Equinox, 95 Central Ave., Albany, (518) 432-7865 [Domestic Violence Hotline],
- Albany County Crime Victims and Sexual Violence Center, 112 State St., Albany, (518) 447-7716 (hotline), [www.albanycounty.com/cvsvc/](http://www.albanycounty.com/cvsvc/)

### **Administrative (Mandatory) Reporting**

Individuals who by law (Title IX), are “Responsible Employees” who have remedial authority to address sexual misconduct complaints on behalf of the institution. Administrative (mandatory) reporting resources are required to report all details of an incident of sexual misconduct, including the identity of the victim and the perpetrator, if known, to the appropriate office for purposes of initiation of an investigation and appropriate action. Administrative reporting resources are trained to provide information and support and appropriate referral to confidential or private reporting resources. Administrative reporting resources are also required to provide Clery Act statistical information and/or information for a Timely Warning if the circumstances warrant. The college has designated the following as Administrative reporting resources: Members of President’s cabinet, School Deans, Faculty Members, Residence Life Professional Staff, Human Resources Staff, Assistant Vice Presidents of Student Affairs, Resident Assistants (RA), student club advisors, admissions staff, career center staff, student activities personnel.

### **Designated Officials**

For the purpose of this policy, specific administrative officials are designated to receive sexual misconduct complaints.

- Jeffrey Knapp, Assistant Vice President for Human Resources (458-5374).  
Office: 366 Western Ave.
- Rita McLaughlin, Assistant Vice President for Student Affairs (454-5117).  
Office: Events and Athletic Center
- Dennis McDonald, Vice President for Student Affairs/Title IX Coordinator (454-5126) will ensure that they are investigated per Title IX policy, should they meet the criteria of a Title IX infraction. Office: Events and Athletic Center

### **Trained Investigators**

The College has identified members of the Administration who have gone through extensive training to serve as investigators of Sexual Misconduct complaints. The investigators will receive annual training on issues related to:

- The four types of cases: domestic violence, dating violence, sexual assault, and stalking, as well as other forms of sexual misconduct as outlined in this policy.
- How to conduct an investigation “the protects the safety of victims and promotes accountability”.
- How to conduct a investigation (hearing) “process that protects the safety of the victim and promotes accountability”.

### **Immunity from Campus Conduct Process**

The College strongly encourages the reporting of incidents of sexual misconduct. Students may be hesitant to seek help in such matters because of fear of potential conduct and disciplinary consequences for themselves, the person in need of attention or the organization

hosting the event where the incident occurred. A student who seeks assistance on behalf of her- or him-self, another student or individual in distress will not be subject to disciplinary action.

To encourage reporting incidents of sexual misconduct, The College of Saint Rose offers victims immunity from being charged with college policy violations related to the sexual misconduct incident.

## **Procedures for Dealing with Sexual Offenses**

### **On-Campus**

All incidents of sexual misconduct, as outlined above, should be reported as provided in the section titled, **CONFIDENTIALITY, PRIVACY AND REPORTING POLICY**. To initiate a formal investigation into an alleged violation of this policy, complainants file a sexual misconduct complaint, in writing with ANY OF THE designated officials.

Complaints should be filed promptly after an incident of alleged sexual misconduct. To ensure the prompt and thorough investigation of a complaint, the complainant should provide as much of the following information as possible:

- the name of the person or persons allegedly responsible for the action; if a college employee the department and position of said person(s); if a student the address of that person, if known.
- a description of the incident(s), including the date(s), location(s), and the presence of any witnesses;
- the alleged effect of the incident(s) on the complainant's position, academic standing or other conditions of enrollment (student status);
- the names of other individuals who might have been subject to the same or similar action;
- the steps the complainant has taken to try to stop the behavior; and
- any other information the complainant believes to be relevant to the complaint.

1. **Investigation:** The Title IX Coordinator is responsible for ensuring that an impartial investigation begins within a reasonable time (the goal is two working days) after a complaint has been filed. The College of Saint Rose attempts to complete investigations within twenty working days. In certain circumstances the investigation time frames may need to be extended and the Title IX Coordinator has full authority to extend or modify all time frames set forth in this Policy. In such instances, all parties to the complaint will be notified.

Upon receipt of a complaint the Office of Student Conduct will open a formal case file and assign a designated investigator who will direct the investigation and confer with the Title IX Coordinator on interim action, accommodations for the alleged victim, or other necessary remedial short-term actions.

One of the trained investigators conducts the investigation. However, the designated investigator might work cooperatively with another trained investigator. In any case, a second person - possibly an individual from the Human Resources Department or Office of Residence Life - should accompany the primary investigator during all interviews with the complainant, respondent and witnesses so that information obtained during the interviews can be corroborated. In certain cases, the College may appoint a third party to conduct the investigation. Witnesses will be directed not to disclose the fact that they have been interviewed or the nature of the inquiry to others. Violation of this directive shall be a basis for disciplinary action or other sanctions as may be determined by the College. The investigator contacts the respondent, gives

him or her a copy of the complaint, solicits the respondent's account of the alleged incident(s) and informs the respondent that a report will be prepared at the end of the investigation.

The investigator will then take the following steps:

- In coordination with the campus Title IX Coordinator, initiate any necessary remedial actions;
- Determine the identity and contact information of the complainant (whether that be the, the alleged victim, the person who filed the College Incident Report, or a College representative);
- Identify the policies allegedly violated;
- Conduct a preliminary initial investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint;
- If there is insufficient evidence to support reasonable cause, the complaint should be closed with no further action;
- Meet with the complainant to finalize the complaint and
- Prepare the notice of charges on the basis of the initial investigation;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual, who may be given notice prior to or at the time of the interview;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- Present the findings to the accused individual, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings;
- Share the findings and update the complainant on the status of the investigation and the outcome.

**Report:** The designated official or designated investigator prepares a written report following the completion of the investigation. Except in certain circumstances, the report should be completed within twenty working days after the completion of the investigation.

The report, at a minimum, must include:

- a. a summary of the complaint;
- b. a summary of the response by the individual charged with the harassment;
- c. a summary of the statements and evidence obtained during the investigation;
- d. a recommendation on whether a violation of this policy occurred and an explanation to support the finding. If a violation occurred, the recommendation must include a statement about the severity of the violation;
- e. a summary of prior settlements or substantiated complaints against the respondent;
- f. a recommendation as to the disciplinary action to be taken, if appropriate.

The finding will be forwarded to the Title IX Coordinator who will issue a decision on the finding.

Where the accused individual is found not responsible for the alleged violation(s), the investigation should be closed. Where the accused individual accepts the finding that s/he violated college policy, the Office of Student Conduct will impose appropriate sanctions for the violation, after consultation



with the Title IX Coordinator. The College will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the college community.

**Privacy:** All inquiries, complaints and investigations are treated with privacy. Information is revealed strictly on a need-to-know basis. Information contained in a formal complaint is kept confidential. However, the identity of the complainant and respondent usually is revealed to the respondent and witnesses. The College prohibits retaliation of any form toward complainants or witnesses.

A copy of the investigation report and the final decision is included in the student file of the respondent only if the investigation concludes that the respondent engaged in prohibited conduct. All information pertaining to a harassment complaint or investigation is maintained by the Title IX Coordinator and the Assistant Vice President for Human Resources in secure files. These secure files will be kept separate from all other human resources or student files maintained by the College.

Where the respondent is found not responsible for the alleged violation(s), the investigation should be closed.

No record of a complaint is kept in the complainant's human resources or student file unless the investigation concludes that the complaint was reckless or frivolous. The college prohibits retaliation in any form for complainants and witnesses.

### **3. Hearing:**

In the event that the accused individual rejects the findings in part or entirely, the Office of Student Conduct will convene a hearing under its respective procedures to determine whether the accused individual is in violation of the contested aspects of the complaint. At the hearing, the findings of the investigation will be admitted, but are not binding on the decider(s) of fact. The case officer(s) may give evidence. The hearing will determine whether it is more likely than not that the accused individual violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.

The Office of Student Conduct has final decision making authority with regard to formal complaints, subject to appeal. Where an accused individual is found in violation, the Office of Student Conduct will impose appropriate sanctions for the violation, after consultation with the Title IX Coordinator. The college will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the college community. Appeal proceedings as described in this *Code* will apply to all parties to the complaint.

### **4. Appeal Process**

In the event that an accused individual accepts the findings of the investigation, those findings cannot be appealed. Sanctions imposed by the Office of Student Conduct post-investigation can be appealed by any party according to the grounds, below. Post-hearing, any party may appeal the findings and/or sanctions only under the grounds described, below.

All sanctions imposed as an outcome of the investigation will be in effect during the appeal. A request may be made to the Office of Student Conduct for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. Graduation, study abroad, internships/externships, etc. do NOT in and of themselves

constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

The decision may be appealed by petitioning the Student Conduct Office. Accused students or complainants must petition within 2 working days of receiving the written decision for a review of the decision or the sanctions imposed. Any party who files an appeal must do so in writing to the Student Conduct Office (SCO). The SCO will share the appeal with the other party (e.g., if the accused student appeals, the appeal is shared with the complainant, who may also wish to file a response), and then the SCO will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the Appeals Hearing Board for initial review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. The party requesting appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately. The **ONLY** grounds for appeal are as follows:

1. A procedural error occurred that significantly impacted the outcome of the hearing
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

All appellate decisions are final.

### **Off-Campus Reporting**

A student who is a victim of sexual assault has an independent right to file a complaint with the Albany Police Department. The College, by way of the Offices of Safety and Security or Student Affairs will support and assist the student's decision to pursue off-campus legal action.

### **Non-Retaliation**

Retaliation against the individual who initiates a sexual misconduct complaint, participates in an investigation, or pursues legal action, or any witness is prohibited. This includes behavior on the part of the accused or other related persons, including acquaintances, friends, and family members. Although independent action will be taken against anyone engaging in retaliation for making a report of sexual misconduct, the accused individual is responsible to discourage such actions and will also be held responsible to the extent of his/her involvement in the retaliation.

### **Campus Resources**

The College of Saint Rose is concerned about a victim's physical and mental well-being, and will be ready to assist them in dealing with the aftermath of an act of sexual misconduct.

A victim may request a change to their academic or living arrangements through the Assistant Vice President for Student Affairs. The College will honor such a request as long as such other arrangements are reasonably available. Also, the Counseling Center is available if a student desires to process what has occurred and seek professional assistance in coping with the effects of an assault.

## **Reporting Agencies**

Campus Security 518-454-5187

Albany Police 911 or 518-462-8000

## **Confidential Counseling, Assistance and Referral**

Counseling and Psychological Services – (518) 454-5200/454-5298/458-5389

Campus Ministry – (518) 454-5250

Health Service – (518) 454-5244

Albany County Crime Victims & Sexual Violence Center Hotline – (518) 447-7716

Equinox Domestic Violence Services Hotline – (518) 432-7865

The Legal Project (offers legal advice and representation) – (518) 435-1770

## **Information and Workshops**

The College offers a number of programs over the course of the academic year, addressing sexual assault, domestic/dating violence, stalking, and related topics. A specific program is presented to all new incoming students during summer orientation. Further programming is offered by various offices and student organizations including residence life, the counseling center, and campus safety and security.

Pursuant to federal law, students and employees will be educated and updated about security procedures, personal safety, crime prevention and sexual assault, domestic/dating violence, and stalking in all ways that are necessary and appropriate to alert the College community. This may include: posting appropriate flyers, mass e-mail messages, placing articles in the student newspaper, classroom announcements and emergency meetings.

## **New York State Law**

Article 130 of the New York State Penal Code defines sexual offenses. It lists the sections and degrees of sex crimes. Sexual assault is a criminal act carrying a penalty of varying degrees.

**Sexual Misconduct**--Sexual misconduct is defined as engaging in sexual intercourse with another person without such person's consent or engaging in deviate sexual intercourse (sodomy) with another person without that person's consent. **Penalties**--The maximum penalty is a \$1,000 fine and/or one year in jail.

**Rape and Sodomy**--Rape is defined as engaging in sexual intercourse or deviate sexual intercourse (sodomy) by forcible compulsion or by engaging in such action with a person who is incapable of consent due to age, physical helplessness or mental handicap. **Penalties**--Rape and sodomy are classified as felonies with penalties of up to 25 years imprisonment and/or a fine of up to \$5,000.

**Sexual Abuse and Aggravated Sexual Abuse**--Sexual abuse and aggravated sexual abuse are defined as subjecting another person to sexual contact by forcible compulsion or subjecting another person who is incapable of consent due to age, physical helplessness or mental handicap to sexual contact. **Penalties**--The penalty for a sexual abuse offense may range from three months imprisonment and/or a \$500 fine to 25 years imprisonment and/or a \$5,000 fine. Some types of sexual abuse may be classified as felonies.

For more detailed information on this article of the New York State Penal Code, contact Campus Security at 518-454-5187.

**N.B.** Portions of this policy are attributed to the National Center for Higher Education Risk Management (NCHERM)

## **State and Federal Regulations**

If a student has any questions regarding the College's compliance with state, federal or local regulations they should consult the Office of Student Affairs.

## **Tobacco-Free Campus**

1. Smoking and the use of any other tobacco product is strictly prohibited in all College campus buildings, on the grounds of the campus, and on off-campus properties owned, leased, or rented by the College.
2. Smoking and the use of any other tobacco product are strictly prohibited in all College owned, leased, or rented vehicles.
3. Organizers and attendees at events, such as conferences, meetings, public lectures, social and sporting events, using College facilities will be required to abide by the College's Tobacco Free Policy. Organizers of such events are responsible for communicating and enforcing this policy.
4. The sale of tobacco products on campus is prohibited. The free distribution of tobacco products on campus is prohibited. Tobacco advertisements are prohibited in College-produced (run) publications.

For the purpose of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes (commercial, handmade, or electronic) cigars, cigarillos, pipes, hookahs, oral tobacco (spit and spitless, smokeless, chew, snuff), or any other smoking material or device.

All areas of The College of Saint Rose campus are designated as tobacco free. Signs about the policy will be posted appropriately throughout campus and on other properties owned, leased, or rented by the College.

The College will provide concerted programming to educate the community of the policy, and offer accessible cessation programs to administration, faculty, staff and students who wish to quit the use of tobacco products.

Effective implementation of the Tobacco Free Policy depends upon the courtesy, respect, and cooperation of all members of The College of Saint Rose community.

## **Use of College Facilities**

College facilities are available for use by registered student organizations and are to be used only by the student organization for which they have been scheduled.

Room reservations may be made in the Office of Events Scheduling and Administration. A room reservation form must be completed. Rooms are assigned on a first-come basis. The Office of Events Scheduling and Administration reserves the right to adjust space assignments so that as many groups as possible may be accommodated. The Office of Events Scheduling and Administration also makes arrangements for off-campus organizations. Guidelines regarding procedures may be obtained from that office.

# **STUDENT RESPONSIBILITY AND SOCIAL CONDUCT**

## **I. Definitions**

- a. The terms “College” and “institution” mean The College of Saint Rose.
- b. The term “student” means any person registered for enrollment in any College course; or any person enrolled in a College course at the time of the alleged violation, or any person on the College premises for any purpose related to registration or enrollment.
- c. The term “College premises” means buildings or grounds owned, leased, operated or controlled by The College of Saint Rose.
- d. The term “designated College official” means any person authorized by the College to act in a prescribed manner.
- e. The term “College property” means all property owned, leased or on loan to the College.
- f. The term “College document” means any College record, written communication, or form.
- g. The term “personal property” means anything of value to which a person has legal possession or title.

## **II. Rights and Responsibilities**

### **Conduct Rights and Responsibilities**

The College of Saint Rose is an academic community which promotes both the rights and responsibility of individuals within that community. The following rights and responsibilities govern the conduct of students, faculty, administration, staff and visitors on campus and College property:

#### **A. Rights**

- 1. Constitutional rights include freedom of speech, press, political belief and affiliation, freedom from discrimination, freedom to peaceful assembly and an appeal for redress of grievances.
- 2. The right to pursue lawful activities.
- 3. The right to freedom from verbal and physical force, violence, harassment, assault and abuse, either as individuals or groups.
- 4. The right to privacy of personal information as provided by law.

## **B. Responsibilities**

(Compliance with Article 129-A of Education Law)

1. All persons must conduct themselves in a manner which will contribute to the achievement of the purpose of the College. The primary purpose of the College is the cultivation of the intellect. The College cannot condone behavior inconsistent with its purpose or which the College deems inappropriate for the College community.
2. So that the College may achieve its purpose, maintenance of public order on the College campus and College property must be ensured. The laws regarding public order must be enforced by the proper public officials. When laws regarding public order are violated the person designated by the President must call the proper law enforcement officials to the campus to assist in maintaining public order. Ejection of violators of laws of public order may be necessary. In the case of a student or faculty violator, other penalties may include suspension, expulsion or other appropriate disciplinary action.
3. No person, student, faculty or staff member may have in his possession upon the College property any rifle, shotgun, pistol, revolver or other firearm or weapon without the written authorization of the Vice President for Student Affairs and Director of Safety/Security.
4. Nothing contained in these rules and regulations is intended to limit the freedom of speech or peaceful assembly.
5. Any action or situation which recklessly or intentionally endangers mental or physical health, or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
6. Any persons, students, faculty, or other staff who violate the prohibition contained in paragraph 5 will be subject to appropriate College discipline, including possible suspension or expulsion.
7. Any organization which authorizes such conduct shall be denied permission to operate on campus. A copy of these regulations shall be given to all students upon enrollment in the College and shall be deemed to be part of the Bylaws of all organizations operating on the campus. Such organizations shall review annually with a representative of the College administration to assure the continuance of such prohibition.

## **III. Student Conduct Process**

The student conduct process outlined here applies to student conduct and behavior other than that associated with academic regulation, performance or standing. The College has established regulations and procedures which it considers to be consistent with its purpose as an educational institution within the society at large. In the spirit of fairness, the disciplinary process is intended to be as flexible as possible and chiefly concerned with the best interest of both the student involved and the College community. The process was designed to guarantee a student's rights while assuring responsibility for one's own actions.

## Hearing Procedures

A student charged with violating a College policy is subject to a hearing and possible disciplinary action. The Student Conduct Coordinator will assign a hearing officer to adjudicate student conduct charges.

### **A. Organization of Campus Student Conduct System; Mutual Settlement Without Hearing**

#### 1. Student Conduct Coordinator

The Student Conduct System at The College of Saint Rose is under the direction of the Student Conduct Coordinator. The Student Conduct Coordinator is charged with the responsibility for seeing that students who allegedly have violated College policy are assured individual rights and fairness. To accomplish this task, the Student Conduct Coordinator:

- a. Acts as a Officer and supervises other Student Conduct Officers. The Student Conduct Coordinator assigns student conduct cases among the Student Conduct Officers.
- b. Receives reports concerning individual students for alleged violations of College policy.
- c. Maintains the official student conduct records.

#### 2. Student Conduct Officers

The Student Conduct Officer:

- a. Receives cases referred by the Student Conduct Coordinator for adjudication.
- b. Sets up an administrative hearing or offers mutual settlement (summer only) for students to determine if College policy has been violated.
- c. Determines appropriate sanction(s) in cases of College policy violations.
- d. Notifies student(s) in writing of alleged College policy violation(s) and result of hearing or mutual settlement (summer only).

#### 3. Student Conduct Officers

The Student Conduct Coordinator will designate the appeal officer who will review each appeal request and determine if criteria are met that warrant further investigation.

#### 4. Mutual Settlement Without Hearing (Summer Only)

At any time up to two business days before the hearing, the Student Conduct Officer may offer or accept mutual settlements of any violation(s). Students agreeing to a mutual settlement must accept responsibility for the violation(s) and must communicate with the Student Conduct Officer to review the settlement.

## **B. Student Conduct Referral**

1. Any person may refer a student for judicial action when it is believed that the student has violated a College policy.
2. Referrals are made to the Student Conduct Coordinator by completing an Incident Report on which the alleged offense(s) will be described in detail. The form will be signed by the individual initiating the report.
3. The Student Conduct Coordinator will assign the case to a Student Conduct Officer.
4. The Student Conduct Officer sends a written letter of notification of alleged policy violation(s) to the student(s). Hearing date, time and location are included as well as a copy of the Incident Report. If the student is unable to attend due to a scheduled class, he/she must contact the Student Conduct Officer within 24 hours, to reschedule. Failure to do so will result in a hearing being conducted in his/her absence.
5. The Student Conduct Officer conducts the hearing following the guidelines set forth by the College.
6. Decisions regarding alleged policy violation(s) will be communicated in written form by the Student Conduct Officer, including sanctions if warranted.
7. Student may appeal the decision of the Student Conduct Officer to designated appeal officer only if appeal criteria are met.

## **C. Referred Individual Rights**

The following guidelines are intended to assure individual rights and fairness. Deviations should be carefully considered to allow for unique and individual needs. The referred individual has a right to and thus may request:

- a. Notice of specific charges.
- b. The names of individual(s) making charges and witnesses.
- c. Prepare and present defense in his/her behalf.
- d. Obtain legal counsel in an advisory, non-representative capacity.
- e. Make a verbatim record of the hearing (not deliberations) at his/her own expense.
- f. Decisions and sanctions, if any.
- g. An appeal, if criteria are met.

In addition:

- a. Consideration may be made to bypass any or all of a-g above when:
  1. The charge is criminal in nature and is referable to local, state or federal officials.
  2. There is concern for the personal safety of others.
  3. The persons making the referral may select procedures outside the College.
  4. The case is particularly sensitive, i.e., involving confidential materials; sexual harassment/assault.
- b. Hearings are closed. Individuals having a bearing on the case will be called as needed.
- c. The hearing officer may question referred individual and witnesses either together, in groupings, or individually as the officer deems appropriate.
- d. Regular channels are not available during the summer and vacations.



## **D. Victims Rights**

- a. An explanation of all procedures.
- b. Be accompanied by an advisor throughout all proceedings.
- c. A comfortable waiting area prior to the hearing.
- d. Remain in the hearing throughout the proceedings.
- e. Request that discussion of past history or behavior be limited to that which is relevant to the case.
- f. We cannot disclose the outcome of the hearing, but we can let them know the incident went through the Student Conduct process.

## **E. Appeals**

A student may appeal the outcome of a student conduct hearing by following the procedures below.

1. Student reviews criteria for appeal and identifies grounds for an appeal based on those criteria.

### Criteria for Appeal

- a. Student was not accorded his/her rights as outlined in the Referred Individual Rights, and this failure significantly affected the student's right to a fair hearing.
  - b. Failure by the hearing officer to follow established procedures.
  - c. New evidence has appeared subsequent to the initial hearing which could have affected the original findings.
  - d. The sanction is grossly inappropriate to the proven violation.
2. Student requests an appeal, in writing, within two working days of receipt of Student Conduct decision letter. Appeals will only be considered if the letter contains specific reasons and justification based on the criteria for appeal.
  3. The Student Conduct Coordinator will determine if the appeal will be reviewed by an individual appeal officer or the Appeals Hearing Board. The Board consists of 3 members (1 Faculty, 1 Student, 1 Administrator). They will only handle appeals concerning sanctions of removal from housing, suspension or dismissal from the College. The assigned appeal officer or board will review the written appeal request, the incident file, and the decision letter. Following this review, the appeal officer or board may elect to (a) uphold the Student Conduct decision, (b) modify the decision, or (c) conduct a formal hearing and render a decision that upholds the original decision, modifies the original decision, or dismisses the case.
  4. All appellate decisions are final.

## **IV. Parental Notification**

When it has been determined that a student has committed a violation of College policy with respect to regulations regarding the use or possession of alcohol or a controlled substance, the College may disclose to parents or legal guardians such information if the student is less than 21 years of age. Parents or guardians of students under the age of 21 can be notified of such determinations regarding violations of College narcotic or other controlled substance policies and those alcohol violations that result in disciplinary probation, an assessment for chemical dependency or more severe sanctions. Parents will be notified after a student's first alcohol or drug policy violation.

## **V. Jurisdiction**

The jurisdiction of the College discipline system can include both on-campus and off-campus incidents at the discretion of the Assistant Vice President for Student Affairs. This includes both College related Exchange and Study Abroad programs. This means that any incident involving a student that harms the College's interest will be reviewed to determine if College judicial action is warranted. Any off-campus incident that endangers another member of the College community (i.e.: Sale or Dispensing of Illegal Drugs, Infliction or Threat of Bodily Harm, Rape, Assault, Aggravated Harassment, or Threat with a Deadly Weapon) would be considered harmful to the interest of the College.

## **VI. Violations**

### **3.01 Alcohol**

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.

### **3.02 Animals/Pets**

No animals except fish (in properly maintained aquariums of 10 gallons or less), will be allowed in residence halls. Service Animals are excluded from any requirements. Please refer to the Policies section of the Handbook for a complete description of the Service Animal Policy. Tying pets to trees, posts or stair railings, or otherwise leaving a pet unattended is prohibited. Unleashed and/or unlicensed animals are not permitted in residence halls or food preparation or service area and are subject to removal from other areas of the campus.

### **3.03 Appliances/Cooking**

The kitchen is the primary place in the building where students are allowed to cook. Prohibited appliances/items in the residence halls include, and may not be limited to, hot pots, electric coils, any heat producing cooking appliances and any electrical appliance used to cook food. One-cup coffee makers with automatic shut-off are permitted in student residence hall rooms; any other coffee maker with an automatic shut-off, as well as a blender, may be stored in the kitchen. In addition, Electric percolators, sun lamps, air conditioners, heaters, halogen lamps, and lava lamps are prohibited in the residence halls.

Small Refrigerators are permitted but may not exceed 3.1 cubic feet and 115 volts, must be UL approved and Energy Star rated. Only one refrigerator is permitted in each room.

Microwaves are permitted in each room in Brubacher, Golub and Lima Halls only and may not exceed 700 watts, may not exceed 0.7 cubic feet and must be UL approved. Students residing in residence halls other than Brubacher, Golub or Lima Hall may not have privately owned microwaves in their space. Residence Halls other than Brubacher, Golub or Lima Hall will have one microwave for use in the common kitchen of the building.

### **3.04 BBQ Grilling**

Using a grill is allowed on campus, provided students have received prior approval from the Office of Student Affairs. Any use of grills must follow the established procedures, as determined by the Student Affairs policy. Grills are not intended for individual usage, and requests must be submitted within a two week timeline for approval.

Any illegal items will be confiscated and disposed of by College staff.

### **3.05 Building Access/Security**

The following actions are prohibited:

- No person may:
  - be on the roof of any campus building
  - be on a porch or balcony adjacent to a student bedroom
  - climb into windows on campus
  - sit in windows or on ledges
  - sit on heating/cooling units

All entrance/exit doors to residence halls must be closed and locked at all times. Propping of these doors is prohibited. Damage to Card Access Readers is prohibited.

Knowingly loaning, using, or duplicating any key or ID card, as well as changing or adding locks to any door, is prohibited. Residents must carry their keys and ID card with them at all times.

### **3.06 Candles**

Candles, burned or unburned and with or without a wick, are prohibited from all buildings. In addition the use of potpourri and incense is also strictly prohibited. Any illegal items found will be confiscated and disposed of by Residence Life Staff or Security.

### **3.07 Cell Phones**

The College of Saint Rose prohibits the use of cellular telephones and other electronic communication devices with text messaging and camera features in classrooms or testing locations unless allowed by the instructor for educational purposes or if a campus-wide emergency notification is being received. The use of these devices is banned from use in locker rooms, bathrooms, other private areas, and while driving a College owned, leased or rented vehicle. Students who violate this policy will be subject to disciplinary actions and possible expulsion/termination as well as criminal or civil penalties for related violation of federal, state, or local laws.

### **3.08 College Documents**

Forging, transferring, altering or otherwise misusing any student record, identification card or other college identification is prohibited.

### **3.09 Community Responsibility**

Students are members of their residence hall or apartment community and are expected to act responsibly and not interfere with the rights, comfort or safety of their roommate(s) or other students.

### **3.10 Computer Equipment/Facility Usage**

The College reserves the right to suspend or revoke the privilege of system access if a user's system activity threatens to overload the system network, threatens the security or integrity of the College, threatens the computer system, or if the user has violated institutional policies or committed a violation of law. A College official may enter a student's room to verify a threatening activity.

### **3.11 Disorderly Conduct**

Conduct which disrupts or disturbs the normal routine of campus and/or the neighboring community, such as behavior which is loud, boisterous or destructive is prohibited. The playing of any sports in the halls is prohibited. Continued behavior which is disruptive or destructive in nature can result in removal from campus housing and/or the College.

### **3.12 Drugs**

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, bong, 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.

### **3.13 Furnishing False Information**

Furnishing to a College official, a written or oral statement known to be false is prohibited. This includes falsely reporting a bomb, fire, or any other emergency by means of activating an alarm or by any other method.

### **3.14 Federal/State/Local Laws**

Conduct which allegedly violates federal, state and/or local laws is considered a violation of College policy and is prohibited.

### **3.15 Fire/Fire Safety**

In the case of emergency, or emergency drills, refusal to leave or the prevention of a College official to evacuate a building is prohibited. Tampering with fire or safety equipment (i.e. fire alarms, door alarms, fire extinguishers, exit signs, emergency phones, fire doors, sprinklers, or smoke or heat sensors) is a violation of law and can result in a criminal penalty as well as student conduct action. The use of a portable heater or the burning of potpourri or incense is strictly prohibited. Candles (burned or unburned) as well as live Christmas trees are also prohibited. Curtains of any type are not allowed in the residence halls. Lamps with plastic light fixtures are not permitted. Storage or use of flammable or explosive liquids or gases, including lighter fluid is prohibited in the residence halls. Any illegal items will be confiscated by Staff or Security. Attendance at annual fire safety/crime prevention meetings is mandatory for all resident students.

### **3.16 Gambling**

Gambling is strictly prohibited on campus or within College facilities in accordance with civil law.

### **3.17 Harassment**

Students shall not:

- a. Take any action with the intent to alarm or disturb another individual, or to breach the peace of an individual.
- b. Threaten to subject another person to physical harm or unwanted physical contact.

- c. Engage in, or participate in, any action which is unwanted and results in an individual being fearful for imminent bodily harm and/or the emotional/mental disruption of a person's daily life or educational environment.
- d. Intentionally follow another person in or about a public place or places.
- e. Direct obscene language at another person or group of people.  
This includes willful and repeated harm inflicted through the use of computers, cell phones, cameras, and other electronic devices.

### **3.18 Hazing**

Students shall not:

- a. Engage in any act which endangers the mental, emotional, or physical health or safety of a student for the purpose of initiation, admission into, affiliation with, or continued membership in any organization or team whose members are or include students of The College of Saint Rose.
- b. Engage in any action where an individual is encouraged to engage in conduct of an unbecoming or humiliating nature, or which in any way detracts from an individual's academic pursuits for the purpose of initiation, admission into, affiliation with, or continued membership in any organization or team whose members are or include students of The College of Saint Rose.
- c. Engage in any acts such as paddling, creating excessive fatigue, work sessions, physical or psychological shock, wearing apparel which is conspicuous and not in good taste, public stunts, morally degrading or humiliating games or events, or that encourage the illegal or abusive use of alcohol and/or other drugs.

For the purpose of this policy, hazing includes any activity that is inconsistent with regulations or policies of The College of Saint Rose or the laws of the State of New York. Acts of this nature are considered hazing whether or not a person willingly participates in such activities.

### **3.19 Identification**

Failure to show proper student identification or other identification to a College representative, or lending of identification is prohibited. Students are required to carry their student identification with them at all times.

### **3.20 Infliction or Threat of Bodily Harm**

Inflicting bodily harm, taking any action for the purpose of inflicting bodily harm, taking any action that creates a substantial risk such that bodily harm could result, or threatened use of force upon any person is prohibited.

### **3.21 Musical Instruments**

Musical instruments are allowed in the residence halls for the purpose of practicing. Students may practice between the hours of 10:00am and 10:00pm providing there is no disruption to any of their fellow residents. In general, sound should not travel outside the confines of your own room. Percussion instruments other than a drum practice pad are not allowed in any residence hall. Brass players must use a mute. In addition, electrical amplification of any instrument is not permitted. While storage of electrical amplification is

allowed, electrical amplification cannot be used nor plugged in while stored in a student's space. There will be no practicing of musical instruments permitted during final exam week and at the start of 24 hour quiet hours. Students are under a continuous obligation to be respectful of each other at all times.

### **3.22 Noncompliance with a Reasonable Request**

Failure to comply with reasonable and lawful requests or directions by a designated College official, or interference with students, faculty, or staff acting in the performance of their official duties is prohibited.

### **3.23 Parking**

Freshmen resident students may not register a car or have one on campus. Obtaining parking permits fraudulently will subject the person to revocation of parking privileges, towing, fines and other sanctions.

### **3.24 Property**

Damage, destruction, or defacement of College property or property of any member of the College community is prohibited. Misuse or damage to elevators is strictly prohibited. Resident students are financially responsible for any loss or damage to their room. Students will be held equally responsible for damages to the residence hall when it cannot be ascertained who is responsible for the damage or loss. The removal of College furniture from lounges, public areas, or other rooms is prohibited and will be treated as theft. Students may not remove items furnished by the College from their room. Possession of water beds, lofts (except those provided and installed by the College), as well as any illegal elevation or stacking of beds, is prohibited.

### **3.25 Quiet Hours**

The quiet hours for all residence halls are 11pm – 8am on Sunday – Thursday, and 1am – 9am on Friday and Saturday. 24 hour courtesy hours are enforced daily. Residents are expected to be considerate of their neighbors during all hours of the day and help keep an atmosphere conducive to both sleep and study. To help keep this atmosphere, electronic devices, etc. must be kept at a level where they cannot be heard outside of the residents' room. Additionally, a week prior to Final Exams, quiet hours are extended to a 24 hour basis. Residents should always comply with requests from their neighbors to cease bothersome noise or activity.

### **3.26 Residence Hall Regulations**

Students shall not violate any regulation established within the housing contract or any supplemental rules communicated by the Office of Residence Life. Engaging in any other activity determined to be in violation of health, fire, safety, and/or maintenance codes is prohibited.

### **3.27 Room Changes**

Changing or switching rooms without approval from the Office of Residence Life is prohibited. Residents must keep unassigned space available for occupancy and must welcome new students in a hospitable manner. Students are expected to maintain the space in such a manner as to allow another student to move in immediately. Students may not refuse another College-assigned student the use of an unoccupied bed. Penalty incurred may be a student conduct hearing and/or reassignment to another space.

### **3.28 Sexual Misconduct**

Students shall not engage in any physical act that is sexual in nature and which is committed under pressure, force, threat, or coercion, or without the full and informed consent of all persons involved. Sexual exploitation occurs when a student takes non-consensual, unfair, or abusive advantage of another for their own advantage or benefit, even though that behavior does not constitute one of the other sexual misconduct offenses.

Sexual harassment is defined under this policy as severe, pervasive and objectively offensive unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature. Verbal Assault, without accompanying physical contact, is not sexual assault, but may fit the criteria for sexual harassment.

For the purpose of this policy, consent must be freely and actively given through mutually understandable terms or actions. A person is deemed incapable of giving consent when that person is a minor, is mentally disabled, mentally incapacitated, physically helpless, under the influence of alcohol or drugs to the point of being unable to make a rational decision, unconscious or asleep. A person always retains the right to revoke consent at any time during a sexual act.

Please refer to the College Policies and Procedures section of the Handbook for a complete description of the Sexual Misconduct Policy

### **3.29 Smoking**

Smoking and the use of any other tobacco product is strictly prohibited in all College campus buildings, on the grounds of the campus, and on off-campus properties owned, leased, or rented by the College. Smoking and the use of any other tobacco product are strictly prohibited in all College owned, leased, or rented vehicles. The sale of tobacco products on campus is prohibited. The free distribution of tobacco products on campus is prohibited. Tobacco advertisements are prohibited in College-produced (run) publications.

For the purpose of this policy, tobacco is defined as any type of tobacco product, including, but not limited to, cigarettes (commercial, handmade, or electronic), cigars, cigarettos, pipes, hookahs, oral tobacco (spit and spitless, smokeless, chew, snuff), or any other smoking material or device.



### **3.30 Stalking**

Stalking is a pattern of knowingly unwanted behavior directed towards a specific person that would cause a reasonable person to fear harm to physical, mental, or emotional health, safety, employment status, or property of such person, a member of such person's immediate family, or a third party with whom the person is acquainted. Such behaviors include, but are not limited to: telephone calls; voice/text messages; following to residence hall, class, work, or other daily activities; letters; emails; gift giving; instant messaging; using AIM or social networking communities to collect information about person; creating shadow accounts or monitoring key strokes; taking pictures of person; and befriending person's friends. Please refer to the Policies section of this Handbook for complete information on the Sexual Misconduct policy.

### **3.31 Terms and Conditions**

Failure to observe the terms and conditions of any imposed sanction may result in further student conduct action.

### **3.32 Theft**

Students shall not:

- a. appropriate or attempt to appropriate or possess public or private property without the consent of the owner or person legally responsible.
- b. obtain or attempt to obtain any service by devious means.
- c. maintain possession of public or private property that is stolen.

### **3.33 Unauthorized Entry**

Forcible entry or any unauthorized entry into any room or building on the College premises or at any College related function is prohibited.

### **3.34 Visitation**

Residents may have no more than 2 guests per resident in their room, to the extent that it does not negatively affect the shared living environment created by the residence hall atmosphere. A guest is any person who intends to visit or sleep in a residence hall room and is not a resident of that room. Rooms may not be used by any person(s) without a resident of the room present. Overnight guests may stay only a maximum of 5 nights in a one month period. An overnight guest may stay no more than 2 consecutive nights during one visit. The Resident Assistant must be notified of an overnight guest 24 hours prior to the guest's arrival. In addition, the permission of the room's other occupant(s) must be obtained by the hosting student for an overnight guest.

No Non-Saint Rose guests are permitted the week preceding an exam period, during exams or during any College recess. Guests who do not observe College policies may be asked to leave and may be denied the privilege of visiting the campus again.

Sleeping in student lounges and other public spaces is prohibited. The College does not condone, nor will it allow, cohabitation. Members of the campus community are responsible for the behavior, action and/or damage of their guests. The Residence Life Staff has full authority to

limit guests in a room, reject guests or evict guests if the health and safety of students is being jeopardized and/or reasonable behavior standards are being violated.

The philosophy of the College, given its history and heritage, dictates that students will adhere to all the norms and values associated with that tradition. In the proper context, hosting guests is a privilege that can facilitate personal and social development and enhance the quality of life on campus.

Because students live by a variety of schedules, the College sets no specific time for guest hours. The College does not encourage overnight guests but does recognize the need for not restricting opportunities for studying. Paramount in the goals of a residential community is the right of a student to privacy and the opportunity to sleep and study in one's room.

Rooms are private and this privacy is conditioned by the nature of living in a community. The right of a resident to privacy outweighs another's right to guest privileges. If the presence of a guest is an invasion of a roommate's privacy, the guest must leave.

No Non-Saint Rose guests are permitted the week preceding an exam period, during exams or during any College recess. Guests who do not observe College policies may be asked to leave and may be denied the privilege of visiting the campus again.

Sleeping in student lounges and other public spaces is prohibited. The College does not condone, nor will it allow, cohabitation. Members of the campus community are responsible for the behavior, action and/or damage of their guests. The Residence Life Staff has full authority to limit guests in a room, reject guests or evict guests if the health and safety of students is being jeopardized and/or reasonable behavior standards are being violated.

No resident may sign a guest into a building who is under the influence of alcohol or drugs.

### **3.35 Weapons and Firearms**

Possessing firearms, explosives, explosive devices, or any other dangerous weapon is prohibited. The possession of a New York State weapons permit does not authorize that person to have a firearm on campus. This is including, but not limited to: martial arts displays, knives, hunting bows, slingshots, launching devices, pellet guns, water pistols, BB guns, paint guns, soft air rifles, chukka sticks, billy clubs or night sticks, black jacks or metal knuckles. This also extends to any projectile objects, firecrackers, gunpowder and other explosives or potentially dangerous objects. Students shall not use any instrument to simulate a weapon in a manner that endangers or intends to endanger any person.

## **VII. Disciplinary Sanctions**

When students are found in violation of College regulations, sanctions shall be imposed. The purpose of sanctioning is to educate a student as to why her/his behavior is inappropriate, as well as to make the student aware of and sensitive to all the possible consequences of the behavior in question. Sanctions for misconduct will be determined on a case by case basis, utilizing three main criteria: a) the nature of the offense; b) the precedent established at the College for similar offenses, and; c) the previous disciplinary history of the student, as well as the student's attitude and behavior throughout the disciplinary process.

Sanctions may be comprised of two components: a) an “inactive sanction” or written sanction (Censure, Disciplinary Probation, Disciplinary Suspension, or Disciplinary Dismissal), as well as; b) an “active sanction” or educational sanction, requiring the student to complete some form of service or assignment requiring the student’s active participation. Exceptions may be granted when students are found to have only “technically” violated College policy.

A. The following sanctions may be imposed upon any student found to have violated the Code:

1. Technical

A technical violation is an official statement that the student has inadvertently violated a College regulation.

2. Censure

A censure is an official statement that the student has violated a College policy, and serves as a formal reprimand. A censure also indicates that future violations will likely result in a more serious level of sanctioning.

3. Disciplinary Probation

Disciplinary Probation is a serious encumbrance on the student’s good standing in the College community, and serves as a “near removal” status. Disciplinary Probation will last at least one semester and any subsequent violations during the probationary period will be viewed as both a violation of College regulations and a violation of the probation. No more than three Disciplinary Probation sanctions shall be imposed on a student prior to that student being removed from the College community, though the student may be removed prior to this condition.

4. Removal from College Housing

Removal from College Housing is a loss of the privilege of living in campus housing. Removal will be for a fixed period of time (but not less than the remainder of the semester). The student may petition the Director of Residence Life for restoration of the right to apply for campus housing.

5. Interim Suspension

When the College determines that the continued presence of a student poses a substantial threat to himself or to herself, or to others, or to the stability and continuance of normal College functions, the Student Conduct Coordinator may suspend the student for an interim period. An interim suspension becomes effective immediately without prior notice. The Student Conduct Coordinator may terminate the suspension at any time prior to the outcome of disciplinary proceedings.

6. Disciplinary Suspension

Disciplinary Suspension establishes a fixed period of time during which the student may not participate in any academic or other activities of the College. At

the end of the suspension period, the student may be readmitted only upon the recommendation of the Assistant Vice President for Student Affairs.

#### 7. Disciplinary Dismissal

Disciplinary Dismissal denies the student the right to participate in any academic or other activities of the College. This is a permanent exclusion from the College community.

#### 8. Restrictions

A restriction takes away a privilege that the student may or may not otherwise have had, including but not limited to:

- A. the ability to host guests on campus
- B. the ability to attend athletic and extracurricular events
- C. the ability to possess various types of electronic equipment in a residence hall room
- D. the ability to have contact with specified individuals or organizations in the College community
- E. the ability to attend the Room Reservation Process
- F. the ability to restrict movement on campus (including any College-owned or leased building/property)

Student Conduct Hearing Officers are strongly encouraged to impose “active” and educational sanctions that promote learning and understanding. Among the previously established educational sanctions are:

- A. Alcohol Education Program and/or Assessment
- B. Anger Management Program
- C. Attendance at Educational Programs
- D. Behavioral Contract
- E. Conflict Management Training
- F. Educational Service Hours
- G. Placement of College records on hold
- H. Reflective Exercises
- I. Restitution

#### 9. Persona Non Grata Recommendation

In some instances, a student may be restricted from all College owned or controlled properties, or from any section of those properties. Such instances are forwarded in the form of a request to the Vice President of Student Affairs, who is authorized to make the final decision on these requests..