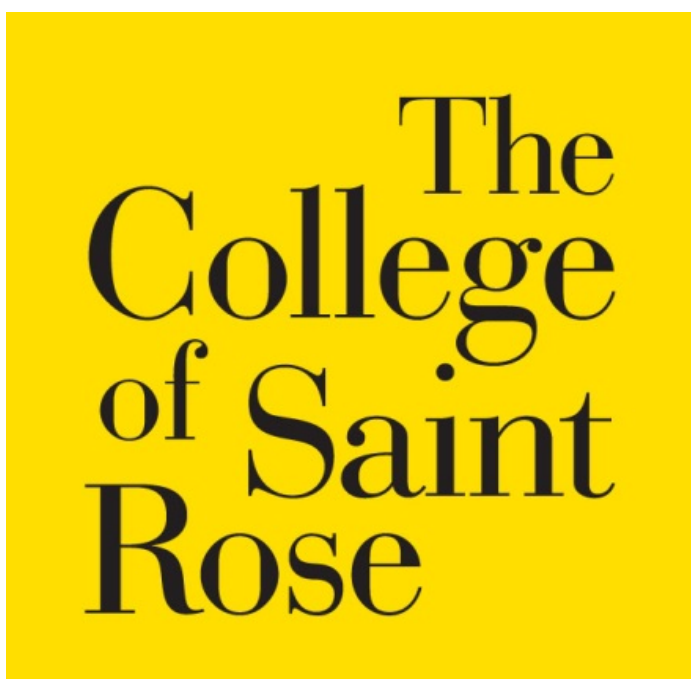


# **Student Handbook**

**2018 – 2019**



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## **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*

*Reprised 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 Advising

**518-454-5217**

**advisement@strose.edu**

The Office of Academic Advising is a central source of academic information at The College of Saint Rose. Here, students receive advice on choosing a major, minor, or concentration, as well as information on College policies and procedures in general. Students wishing to change their advisors should also contact the Office of Academic Advising. (Please note: the following majors have their own, separate advising office: Childhood Education, Communication Sciences and Disorders, Early Childhood Education, and Special Education. Students majoring in one of these four fields should turn to The Field Placement and Advising Office.)

### Academic Advisors

In their first year at the College of Saint Rose, all incoming students have two advisors—an *Academic Advisor* (in the Office of Academic Advising or the Field Placement and Advising Office), and a *Faculty Advisor* (in their major). *Academic Advisors* help students transition to the College, making sure they know how to access campus resources, read degree requirements, prepare for course registration, and, in general, get connected to campus. Though *Faculty Advisors* provide assistance in many of these same areas, their primary focus tends to be on course-selection in, and questions about, their advisees' major. In addition, *Faculty Advisors* act as important resources as students prepare for internships, graduate school, research opportunities, and/or their first professional position.

Early in the Fall and Spring Semesters of their first year, new students meet with their *Academic Advisors* (for “Pre-Advisement”), and, then—some weeks later—with their *Faculty Advisors* (for “Advisement Day”). “Pre-Advisement” serves as an important “check-in” moment (“How are you transitioning? Is there anything you need?”), and helps students prepare to make the most of their first meeting with their *Faculty Advisor*. “Advisement Day” is set aside for students and *Faculty Advisors* to meet and prepare a schedule for the next semester. Please note that, while it is the advisors' responsibility to guide and counsel, it is the student's responsibility to make knowledgeable, final decisions. Ultimately, the student is responsible for her/his education.

The College of Saint Rose is strongly committed to the intellectual, emotional, social, and spiritual development of our students. Students are encouraged to stay in regular contact with their advisors (Academic and Faculty) for academic support, and to resolve issues in a timely fashion. For more information about academic advisement, please see the Academic Advising page on The College of Saint Rose website.

## **Academic Success Center**

The Academic Success Center partners with students and faculty to enhance student academic skills outside of the classroom and provide equal access to information presented in the classroom. Our focus is to support students in becoming independent learners and to assist in the achievement of individual learning goals. We are committed to working with students to promote their academic success and ultimate goal of graduation.

**Drop-in Tutoring:** The Academic Success Center (ASC) offers students open-group tutoring sessions in the academic areas of math, accounting, business, computers, and the natural sciences (biology, chemistry, and physics). These sessions do not require an appointment. Since tutoring schedules change every semester, students are encouraged to stop by the Academic Success Center or check the ASC website to get the updated information.

**Study Clusters:** Tutorial study clusters give students the opportunity to work through rigorous course work, with the support of classmates and a peer tutor. Students experiencing difficulty with a particular course may contact the Academic Success Center to inquire about creating a study cluster.

## **The Writing Center**

The Writing Center welcomes all student writers, from first-year students to those in graduate programs, from students who find writing challenging to strong writers looking to be even more effective. Every writer can benefit from feedback and individual attention. Tutors are trained to support both native speakers of English and English Language Learners to develop and enhance writing skills. During half-hour and hour-long one-on-one tutoring sessions, trained tutors assist students with any stages of the writing process: selecting a topic, brainstorming, outlining, drafting, organization, research, documentation, and revision. Call 518-454-5299 or stop by the Academic Success Center, on the second floor of Saint Joseph Hall, to schedule a session. In Writing Lab, students work on computers, on writing assignments for any subject areas, while tutors act as consultants. Students determine how much interaction and consultation they require.

## **Math Skill Development**

The Academic Success Center offers learning enrichment programs and academic support for students with math concerns, focusing on content from the Math Placement. Appointments are strongly encouraged to provide the most appropriate individual help. Students should call (518) 454-2177 or stop by the Academic Success Center to speak with the Assistant Director/Student Development Specialist.

## **Services for 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.

### **Registering:**

Students interested in securing accommodations will need to present appropriate documentation of a disability to the Director of Services for Students with Disabilities.

Prospective students are encouraged to meet with the Director early in the application process to obtain a copy of the documentation guidelines and to learn about the services provided.

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

- a. Faculty notification
- b. Alternative testing arrangements
- c. Note-taking
- d. E-text
- e. Referrals to appropriate campus and/or community resources
- f. Student advocacy

**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 offers a variety of educational opportunities, including over 40 Master's degree programs and graduate certificates programs. The office also provides non-credit programs for professional development, personal enrichment, career exploration, and acquisition of special skills. Information about the Summer Academy for Youth in grades 6 – 10 is also available through this office.

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 e-books are available via the web through library supported subscriptions. Other collections are housed in 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-4:30pm

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.

**Overdue Materials:** 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.

## **Center for International Programs**

### **Mission Statement**

The Center for International Programs 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 Center's 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, Center for International Programs aims to (1) Recruit international students to choose Saint Rose for their undergraduate and graduate studies; (2) Maintain visa, governmental, and legal requirements for international students; (3) Advise international students on academic, personal, cultural, medical, governmental, and developmental concerns; (4) Provide needed services and programs for international students to assist with their acculturation and holistic development; (5) Assist international students to find a "home away from home" by becoming integrated into campus and community life at The College of Saint Rose, and (6) Conduct ESL courses to prepare incoming international students for degree programs.

### **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 Center for International Programs website for a list of all study abroad opportunities offered in upcoming semesters: <https://www.strose.edu/academics/international-programs/study-abroad-study-away-for-students/>.

### **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 US academic experience, and (2) to encourage Saint Rose faculty to expand their global or field 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 US 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 Center for International Programs 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

## **International Student Services and Programs**

The Center for International Programs 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 Center 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 Brazil Science Mobility Program). The Center 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 42,000 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.), 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.

### KnightWire

A team of highly motivated and enthusiastic student ambassadors, the members of KnightWire team 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 Institutional Advancement 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, please e-mail [saintrosefund@strose.edu](mailto:saintrosefund@strose.edu).

## **Athletics, Recreation and Intramurals**

The College of Saint Rose takes pride in its 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 (EAC) serves as a focal point for a wide variety of indoor activities at Saint Rose while the Plumeri Sports Complex (PSC) 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 home games and special events. The PSC includes NCAA-standard baseball field, softball field and all-weather turf soccer/lacrosse field for varsity and intramural use. There is also a grass field and adjacent building which houses concessions, athletics training room, and a meeting room. The building at the softball field includes the softball press box, SR Security office, 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 19 varsity men's & women's teams include: m/w Soccer, m/w Cross Country, w Volleyball, m/w Golf, m/w Swimming & Diving, m/w Basketball, m/w indoor & outdoor Track & Field, Baseball, Softball and m/w Lacrosse (WLAX starts in 2019-2020). Saint Rose also sponsors club baseball, club w tennis, and a cheerleading club that performs 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.gogoldenknight.com](http://www.gogoldenknight.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.gogoldenknight.com](http://www.gogoldenknight.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.gogoldenknight.com](http://www.gogoldenknight.com) for information on locations for our home and local competitions for swimming & diving, golf, cross-country, and track & field.

You may also want to follow your teams electronically:

<http://www.gogoldenknight.com>

<http://twitter.com/gogoldenknight>

<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 five convenient campus dining locations to choose from; the Camelot Room, the Main Dining Room, the Brubacher Café, the Lally Café and MidNight Eats in Centennial Hall.

All resident students may select from any of four meal plans designed to meet their varied needs. Commuter students may enjoy the benefits of purchasing a Commuter meal plan or 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, 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 8:00a.m.-4:00p.m.; Fri. 9:00a.m.-4:00p.m.; Sat. 11:00a.m.-2:00p.m. (the first week of fall and spring semesters the store will be open until 5:00p.m. Tuesday through Thursday; Friday until 4). 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 [saintroseshop.com](http://saintroseshop.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 development 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 and resources include individual appointments and walk-ins, a career management system, employer recruiting program, job and internship postings, networking opportunities and programs, print and online career resources, as well as a variety of career-related programs and events.

We strongly encourage all students to login to **HireStRose**, our online career management system, to access:

- **Jobs and Internships:** full-time, part-time, on-campus, off-campus, internships, volunteer, caregiving, tutoring, Saint Rose work-study and graduate assistantship positions
- **Events:** Career Carnival, Career Development Month, Career Roundtables, Education Expo, Etiquette Dinner, Graduate School Workshops, LinkedIn Headshots, Resume Critique Week, plus more
- **Recruiting:** employers interested in connecting with Saint Rose students and alumni via Information Tables, Information Sessions, Resume Collections, and On-Campus Interviews
- **Resource Library:** Career Center Handbook, Business Review Portal, eBook Collection, GoinGlobal, Vault, What Can I Do With This Major, plus more
- **Outcomes:** employment, internship, and continuing education information for Saint Rose alumni

It is never too early or too late to explore career interests and options, gain experience through employment and/or internship 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 9:00AM-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/proginfo/SFA/StudentGuide/](http://www.ed.gov/proginfo/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 five days a week during the academic year to full-time and part-time students registered for more than six credits who have paid a health service fee. 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.

New York State law requires documentation of the immunizations described above. A student's continued ability to register and attend classes rests on providing the required documents.

### **Health Evaluation and Tuberculosis Screening**

Health Evaluation and TB screening/PPD are required for all international students, students living on campus, and student athletes.

- The health evaluation must have been completed within one year of arrival on campus.
- If a PPD is necessary, it must have been done within six months of arrival on campus.

### **Medical History**

All students are required to complete and return the Report of Medical History.

Health forms must be submitted to the Health Services office in accordance with the following timelines:

- New York State Residents by September 16th for the fall semester and February 6th for the spring semester.
- International and Out-of-State Students by October 1st for the fall semester and February 21st for the spring semester.

Students who fail to submit the necessary forms in accordance with the timelines above will be assessed a nonrefundable \$100.00 late fee. If students are not in compliance within 30 days from the start of the semester for New York State Residents and 45 days for International and Out-Of-State Students they will be subject to immediate exclusion from their courses and removal from residence halls, when applicable.

Students will be considered "in process" and will be allowed to attend classes if he/she has presented a Certificate of Immunization that shows the student is in the process of completing the immunization requirements of PHL Section 2165. To be in process the student must have received at least one dose of the MMR vaccine and have an appointment to return to a health practitioner for the second dose within ninety (90) days. A student will also be considered "in process" if they have had blood titers drawn and are awaiting results to prove immunity to measles, mumps and rubella.

A student can be considered “in process” of complying with PHL Section 2167 regarding meningococcal disease through a thirty (30) day grace period. If the student is not in process and/or goes beyond the 30 day grace period, he/she will be subject to exclusion from classes.

Students who provide proof of honorable discharge from the armed services within ten years from the date of application to an institution shall qualify as in process, enabling a student to attend the institution pending actual receipt of immunization records from the armed services by the end of that semester. To enroll in future semesters, the student must supply the immunization records from the armed services.

Students who fail to comply with the timelines in this Policy will be excluded from attending classes and residing in their residence hall, when applicable, until such time as all immunization records are complete in Health Services. Faculty will be notified that the student is not permitted to attend class, complete coursework, or submit assignments until the student is in full compliance with this Policy. Once in full compliance, the student will be required to pay a \$200 fee to be permitted to return to class and their residence hall, when applicable, and then the faculty member will be notified accordingly.

Correspondence related to insufficient records will be communicated via Saint Rose student email accounts and phone numbers 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.

Immunization records are kept for a period of six years. A copy of a student’s health records will be released by Health Services only upon written request from the student. Records are released in person or through the US Postal Service; we are unable to fax or email medical records. Please allow twenty-four hours to process a request for immunization records.

### **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 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 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 Saint Joseph Hall 016, 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: <https://www.strose.edu/campus-offices/its/about-its/policies/acceptable-use-policy/>

ITS Technology Support 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 "Need Technology?" portion of the ITS web site ([its.strose.edu](https://www.strose.edu)) for the policy on advanced notice for equipment and staff reservations, and for a list of our services. ITS Technology Support 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 Technology Support Services is located in Saint Joseph Hall 016 and can be reached at x4357(HELP) or (518-454-2190).

The College provides all-digital, high-definition cable TV service. Bring a 25' coaxial TV cable to connect your TV to the wall jack. Your TV will need to have a QAM tuner built-in (most TVs made after 2006 have this, except a handful of newer low-end models). Once connected, using the "channel search" or "auto program" function on your TV.

The College's Copyright Policy regarding the use of technology can be found at: <https://www.strose.edu/academics/academic-resources/academic-integrity/copyright-policy/>

For in-depth information on all of the services that ITS offers to students, please visit [its.strose.edu](https://www.strose.edu) and look for "Student Info."

### **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 IT Policies at: <https://www.strose.edu/campus-offices/its/about-its/policies/>

### **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

<https://www.strose.edu/academics/academic-resources/academic-integrity/copyright-policy/>. 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.

## **Intercultural Leadership**

[intercultural@strose.edu](mailto:intercultural@strose.edu)

**(518) 454-2050**

### **Office of Intercultural Leadership's (OIL) Mission Statement**

The mission of the office is to assist the college in providing the campus community an opportunity to engage cross culturally around activities targeting leadership development.

The Office of Intercultural **LEAD**ership (OIL) provides direct services to underrepresented students [i.e. ALANA – (African, Latino/a, Asian, & Native American) & LGBTQI (Lesbian, Gay, Bisexual, Transgender, Questioning, & Intersex)] while presenting opportunities for all members of the community to engage in cross cultural educational and social programs targeting leadership development. Through the first-year mentoring program, ALANA is Leadership; we encourage students to collaborate with their Peer/Professional Mentor to promote academic success and retention at Saint Rose. We support all student-based organizations in their efforts to create diverse interactions through sponsored activities, excel in scholarship, leadership development, and social responsibility.

## **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 and spiritual beliefs. 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. In addition, the building serves as a site for yoga classes, guided meditations, cultural events and lectures, as well as spiritually-based student organizations 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 are offered to

students who wish to develop their personal and spiritual lives. Student organizations – Better Together, our campus multi-belief organization; and the Catholic Student Organization are available to students who want to get together with other students for whom spirituality and faith are important. There are also opportunities to develop one's faith and spiritual life through service, outreach trips and social justice programming.

Information is available on the website and at the Office of Spiritual Life for the times and locations of religious services for the various religious 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 communion service 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 give form to their commitment to the community around them; for some, that is a chance to put their faith into action and for others, a chance to give expression to their personal dedication to people in need and taking action out of compassion and working to create a more just world. Opportunities to serve locally, nationally, and internationally, especially in developing 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 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 promotes community involvement through leadership education, student organization involvement, and campus programming. Student Life is responsible for the coordination of student activities programming, specifically Late Knight, L.E.A.D. Program, and Project Discovery: A Leadership Experience.

Late Knight events occur Thursdays to Saturdays on and off campus, providing students with alcohol/drug-free alternative programs. Students are encouraged to join the Late Knight programming committee to assist in the planning and sponsoring of events. The Director of Student Life and a programming graduate assistant advise the Late Knight programming committee. Along with offering social activities to bolster involvement and connectedness on campus, Student Life sponsors educational workshops through the L.E.A.D. Program: Learn. Apply. Engage. Dedicate. The mission of the program is to employ students with both foundational knowledge and practical application of leadership skills. Project Discovery: A Leadership Experience, sponsored with Student Association, is open to all students, faculty, staff, and administration to attend. Each one day off campus retreat provides includes workshops, networking opportunities, and various activities. The retreats are themed around important areas of discussion and development for students, including teambuilding, diversity/inclusivity, professional development, self-care, and more.

Our programs are aimed at creating innovative learning environments outside of the classroom, aiding the transition to college and beyond, and helping students stay connected to campus through social events. Student Life is located in the Events and Athletics Center, main level and may be reached by calling 518.454.5170. Students are welcomed to stop in to discuss how to get involved on campus through social programming or leadership opportunities.

## **Student Success**

### **Mission**

Student Success at The College of Saint Rose is committed to helping students shape an educational experience that will prepare and empower graduates for life. Our primary responsibility is to support progress toward earning a degree in a manner that educates the whole individual by providing opportunities to apply what is learned both inside and outside of the classroom toward the intellectual, cultural, social, and spiritual development of all students. At the core of this approach is the development of programs, policies, and practices designed to improve student outcomes through indicators that measure engagement, retention, persistence, graduation, and post-graduate employment rates.

### **Offices**

The Center for Student Success is a collaboration of the following departments: Academic Opportunity Experience (AOE), Academic Success Center, First-Year Experience, and Intercultural Leadership.

## **Programs & Services Targeting First Year Students**

### **Coaches & Guides**

#### Campus Coach

Administrators from Student Success & Student Affairs will each be assigned a group of incoming students to serve as a campus resource, answer questions and provide assistance to first year students transitioning to Saint Rose. You will receive an email prior to the start of class from your assigned Coach. When you hear from them, we ask that you respond with an introduction.

#### FLIGHT Guides

Flight stands for - FLIGHT- First-Year Leaders Influencing Generations with High Tenacity

FLIGHT is a program for First Generation Students on campus. So if you are the first in your family to attend College, instead of a Coach you will have a FLIGHT guide, which consist of faculty, administrators and staff, many of whom themselves were the first in their families to go to College. The purpose of FLIGHT is to

- To assist first-generation freshmen in making a successful academic and personal adjustment to Saint Rose
- To assist first-generation during the first years in getting acclimated to campus
- To provide new students with the opportunity to develop a meaningful connection with a faculty, administrator or staff member

### **Commuter Assistants**

Student Success & Student Association will be partnering on a new initiative in the Fall that reaches out to Commuter students. Commuter Assistants are leaders from the Student Association who will be contacting you and introducing themselves as a resource to help in your transition to Saint Rose, get you connected with other students and campus events and also be a resource to answer any questions that you may have as a commuter. Be on the look out for an email in early fall from your CA.

**Location**

The Center for Student Success main office is located on the second floor of Saint Joseph Hall with satellite offices at Avila Hall for Intercultural Leadership and Wellworth Hall for the Academic Opportunity Experience. You can find us online at <http://www.strose.edu/academics/centerforstudentsuccess> and email us at [success@strose.edu](mailto:success@strose.edu)

**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 40 different student groups. Each coordinates various programs, services, and activities. The Executive Board consists of a 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 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, comedians, coffeehouse performers, trivia nights, annual Dodge Ball Madness tournament, Senior Week, off campus trips, and much, much more. SEB events are held on and off campus, with programming in Main Lounge, Saint Joseph's Auditorium, and Midnight Eats. All programs and events are open to the entire student body (with the exception of certain senior events). The majority of events are free or minimal cost to students.

SEB seeks the assistance and input of many students to run successful events. Students are welcomed to join one of five committees, which plan, promote, and host programs: Entertainment, Novelties, Semi-Formal, Senior Week, and Trips. For information about events, or how to join SEB, contact the SEB office at 518.454.5192, or stop by the office. SEB is 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.

# COLLEGE POLICIES AND PROCEDURES

## Academic Grievance Procedure

### Policy on Academic Grievances

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 on 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 Information 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 Information 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 Information 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 Information 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 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 Executive Director of Information 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 Executive Director of Information 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 Information Technology Services Systems

The majority of reports should be made through normal College support channels. (e.g, the Information Technology Services web site). For more serious incidents, you may prefer to contact the Executive Director of Information 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 Information Technology Services information channels, the Executive Director of Information Technology Services, or The College of Saint Rose Director of Safety and Security.

## **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.

## **Alcohol**

### ***Alcohol as it Relates to Underage Students***

If a student is under the age of 21 (hereafter referred to as an "underage student"), the possession, consumption, or distribution of any amount of alcohol is prohibited.

- a. Underage students shall not possess, consume or distribute alcoholic beverages.
- b. Underage students shall not furnish or sell any alcoholic beverage.
- c. Underage students shall not be in the presence of alcohol.
- d. Underage students shall not allow guests to bring alcohol into the residence halls.
- e. Underage students shall not be incapacitated by the influence of alcohol or another drug or substance.

### ***Alcohol as it Relates to Of-Age Students***

If a student is at least 21 years of age (hereafter referred to as an "of-age student"), they are permitted to possess and consume a "reasonable amount" of alcohol in their College-assigned room, or in the College-assigned room of another of-age student. A reasonable amount of alcohol is defined here as no more than a six pack of beer, a liter of wine, or a half-liter of liquor.

- a. Of-age students shall not possess, consume, or distribute any alcoholic beverage(s) if any underage person is present.
- b. Of-age students shall not furnish or sell any alcoholic beverage to any person not 21.
- c. Of-age students shall not possess, consume, or distribute large quantities of alcohol, including, but not limited to, kegs or beer balls.
- d. Of-age students shall not possess or consume alcohol in any common area of the residence halls including suite living rooms and kitchens.
- e. Of-age students shall not allow guests to bring alcohol into the residence halls.



- f. Of-age students shall not be incapacitated by the influence of alcohol or another drug or substance.

***Alcohol as it Relates to Excessive Drinking***

Excessive drinking (or “binge-drinking”) is prohibited. Of-age students are expected to drink responsibly and never in excess.

***Alcohol as it Relates to Paraphernalia***

Underage students shall not possess any drinking paraphernalia.

- a. This includes, but is not limited to: funnels, beer mugs, flasks, game tables, shot glasses, steins, margarita glasses, and wine glasses.

Although Of-age students are permitted to possess and consume alcohol on campus, they shall not possess drinking paraphernalia that is intended to be used for, or otherwise could be used for, excessive drinking.

- a. This includes, but is not limited to: funnels, flasks, game tables, and shot glasses.

Regardless of age, students shall not collect, display, or store empty alcohol containers.

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, bongos, hookahs, 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.

### **Immunity Statement**

The College of Saint Rose strongly encourages students who witness another student in physical or mental distress (i.e. sick, overdosing, injured, etc.) to immediately contact the Department of

Safety and Security at 518-454-5187 or 911 from a campus phone. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that they are a witness to another student in physical distress may be hesitant to call for help during such incidents due to fear of potential consequences for their own conduct. However, as the health and safety of every student at the College is of utmost importance, a reporting student acting in good faith who alerts the College to a student in distress will not be subject to the College's Student Conduct process for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the incident.

## **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. Students are responsible for unplugging tanks and/or water heaters during break periods when the residence halls are closed. Service Animals and Emotional Support Animals are excluded from this. Please refer to the Policies section of the Handbook for a complete description of the Service Animal and Emotional Support Animal Policies. 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)**

### **Disclosure of Student Records Policy**

#### **I. Introduction:**

A. The College of Saint Rose (the College) complies with the Family Educational Rights and Privacy Act (FERPA), as amended. FERPA is commonly known as the “Buckley Amendment” and provides students with the following rights:

1. To inspect and review their education records,
2. To seek an amendment of their education records, when appropriate,
3. To limit disclosure of education records and the personally identifiable information contained therein without a student’s written consent, and
4. To file formal complaints alleging a violation of FERPA with the Family Policy Compliance Office of the U.S. Department of Education.

B. Each of these rights is detailed further below.

#### **II. Definitions:**

A. Directory Information: The College defines directory information as a student’s

1. Name,
2. Local, home, and email addresses,
3. Local and home telephone numbers,
4. Major field of study,
5. Dates of attendance,
6. Anticipated degree and degree date,
7. Degrees, honors, and awards received,
8. Enrollment status (such as undergraduate, graduate, full-time, part-time),
9. Participation in officially recognized activities and sports,
10. Height and weight of members of athletic teams,
11. Undergraduate student grade level (first year, Sophomore, Junior, Senior),
12. Most recent educational agency or institution attended before the College, and
13. Photographic image.

B. Education Records: Records directly relating to a student that are maintained by the College or by a party acting for the College. Education records do not include:

1. Records kept in the sole possession of the maker of that record for use as a personal memory aid;
2. Records of the law enforcement unit of an educational agency or institution;



3. Employment records that are made and maintained in the normal course of business, relate solely to that individual's capacity as an employee, and are not used for any other purpose;
4. Treatment records made or maintained by a physician, psychiatrist, psychologist, or other professional disclosed only to individuals providing the treatment; and
5. Records created or received by an institution after a student is no longer a student;
6. Grades on peer graded papers before they are collected and recorded by a teacher.

C. Personally Identifiable Information: Information related to the student including which would identify a student including, but not limited to:

1. The student's name,
2. The student's address,
3. A personal identifier such as a social security number or student's identification number, or
4. A student's date of birth

D. School Official: A "school official" is:

1. 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);
2. Any person or company with whom the College 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);
3. Any person serving on the College's Board of Trustees;
4. 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.

E. Student: An individual who has or is attending the College.

### III. Inspect and Review Their Education Records:

- A. Students have a right to inspect and review their education records (with certain limited exceptions) within 45 days of when the College receives a request for access.
- B. A student seeking access should submit a request to the Registrar's Office in writing, identifying the records he/she wishes to inspect.
- C. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
- D. Records that are customarily open for student inspection will be accessible without written request.

### IV. Request Amendments of Education Records

- A. Students who believe that an education record is inaccurate, misleading, or otherwise in violation of the student's rights under FERPA should submit a request for an amendment of that record to the Registrar's Office in writing, clearly identifying the record(s) that he/she wants to have amended and specifying the reasons he/she believes them to be inaccurate. The Registrar's Office will notify the student of its decision and, if the decision is negative, of his/her 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.
- B. If the student requests a hearing, it will be conducted by a College official who does not have a direct interest in the outcome.
  1. 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.
  2. The College official conducting the hearing will, after considering all relevant information, make a recommendation to the Vice President for Academic Affairs and Provost.
  3. 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.
  4. 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.
  5. If the College decides that the information is not inaccurate, misleading, or otherwise in violation of the student's FERPA rights, 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.
- V. Disclosures of Education Records and Personally Identifiable Information Contained Within Those Education Records. The College will maintain records of all disclosures made pursuant to this Policy. Such disclosures may include the following:
  - A. Student's Written Consent: The College will disclose Education Records and/or Personally Identifiable Information as provided by the student on a written consent or "FERPA Waiver". That document must:
    1. Specify the records that may be disclosed,
    2. State the purpose for the disclosure,
    3. Identify to whom the disclosure is to be made, and

4. Be signed and dated.
- B. School Officials: The College may disclose Education Records and/or Personally Identifiable Information to School Officials with “legitimate Educational Interests”. 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.
- C. Directory Information: Directory Information may be disclosed without a student’s consent unless the student notifies the Registrar’s Office in writing. Students who do not want to have their information published in the student directory, must notify the Registrar’s Office no later than September 30<sup>th</sup> of each year.
- D. Subpoenas or Judicial Orders: Subpoenas or judicial orders for Education Records are provided to the Registrar’s Office for handling in coordination with the College’s General Counsel. Unless expressly prohibited by the subpoena, the College will make a reasonable attempt to notify the student of the order or subpoena in advance of compliance in order to give the student time to seek protective action. The College will not notify the student of the subpoena or order if:
  1. The subpoena is issued by a Federal grand jury and the court ordered that the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or
  2. The subpoena is issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
- E. Health or Safety Emergency: The disclosure is in connection with a health or safety emergency or to protect the health or safety of a student or other individuals. In a health or safety emergency, the College’s written records will include information about the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure and the parties to whom the information was disclosed.
- F. Victims of Crimes: Disclosures may be made in the following limited circumstances:
  1. The disclosure is to an alleged victim of any crime of violence or non-forcible sex offense, of the results of any disciplinary proceeding conducted by the College against the alleged perpetrator of that crime or offense with respect to that crime or offense.
  2. The disclosure is to an alleged victim of any crime of violence of the results of any disciplinary proceeding conducted by the College against the alleged perpetrator of that crime with respect to that crime.
- G. Sex Offenders: The disclosure concerns sex offenders and other individuals required to register under 42 U.S.C. 14071 and the information was provided to the College under that federal law or applicable federal regulations.

H. Terrorism: The disclosure is to comply with an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.

I. Other Disclosures:

1. The disclosure is to officials of other schools in which a student seeks to enroll or is enrolled, for purposes related to the student's enrollment or transfer. Upon his or her request and at his or her expense, the student is provided with a copy of the records that have been transferred.
2. The disclosure is to authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, or state or local educational authorities.
3. The disclosure is to authorized persons and organizations in connection with a student's application for, or receipt of, financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms and conditions.
4. The disclosure is to State and local officials to whom, according to effective state law adopted prior to November 19, 1974, such information is specifically required to be reported.
5. The disclosure is to organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, pursuant to a written agreement. The studies shall be conducted so as not to permit personal identification of students or parents to individuals other than the representatives of the organization conducting the study who have legitimate interests in the information, and the information is destroyed or returned to the College when it is no longer needed for those purposes.
6. The disclosure is to accrediting organizations for purposes necessary to carry out their functions.

VI. File a Complaint with the U.S. Department of Education. If a student believes that the College failed to comply with the requirements of FERPA, the student may file a complaint with the:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**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 (collectively referred to as “weapon”). The possession of a New York State weapons permit does not authorize that a student or any other person to have a firearm on campus.

Written authorization from both the Vice President for Student Affairs and the Director of Safety and Security is needed to possess a weapon on campus.

The following is a list of weapons that are prohibited:

#### ***Weapons as it Relates to Firearms, Projectiles, & Explosives***

Students shall not possess, sell, furnish, or distribute:

- a. Firearms,
- b. Ammunition,
- c. Any projectile objects,
- d. Firecrackers,
- e. Gunpowder, and/or
- f. Other explosives or potentially dangerous objects.

Additionally, the following items are prohibited:

- a. Airsoft rifles,
- b. Archery bows,
- c. BB guns,
- d. Launching devices,
- e. Mace,
- f. Paintball guns,
- g. Pellet guns,
- h. Slingshots,
- i. Tasers,
- j. Water pistols,
- k. Toy guns,
- l. Nerf guns, and
- m. Cap guns

#### ***Martial Arts Weapons***

Students shall not possess, sell, furnish, or distribute:

- a. Martial arts displays;
- b. Bladed weapons, such as knives or swords;
- c. Nunchaku, or “chukka” sticks;
- d. Billy clubs, black jacks, or night sticks; and
- e. Metal knuckles.

### ***Weapons as it Relates to Simulated Weapons***

Students shall not use any object or instrument to simulate a weapon in a manner that endangers or intends to endanger any person.

### **Dangerous Substances**

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.

### **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 & Fire Safety**

### ***Fire & Fire Safety as it Relates to Building Evacuation***

In the case of emergency or emergency drills, failure to leave or preventing a College official from evacuating a building is prohibited.

### ***Fire & Fire Safety as it Relates to Fire Safety Equipment***

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 and a fine.

Activation of fire alarms due to reasons including, but not limited to, cooking, hair spray use, smoking, candles, incense, etc. will result in a fine. Disciplinary action may be taken if repeated alarm activations occur in same location by the same student.

### ***Fire & Fire Safety as it Relates to Prohibited Items***

Due to fire safety regulations, the following items are prohibited in the residence halls:

- a. Candles (burned or unburned, and with or without a wick)
- b. Curtains or fabric decorations of any type
- c. Extension cords
- d. Flammable or explosive liquids or gases, including lighter fluid
- e. Incense
- f. Live Christmas trees
- g. Portable heaters not provided by the College
- h. Potpourri
- i. Wax burners

Any illegal items will be confiscated by Staff or Security.

### ***Fire & Fire Safety as it Relates to Mandatory Fire Safety Prevention Meetings***

Attendance at annual fire safety/crime prevention meetings is mandatory for all resident students.

## **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 Harassment and 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**

Hazing includes intentional or reckless conduct in the course of a person's initiation into or affiliation with an organization which creates a substantial risk of physical injury, whether or not an injury actually occurs. Acts of this nature are considered hazing whether or not a person willingly participates in such activities.

Specifically, 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/or containing language or graphics which another individual might find offensive, public stunts, morally degrading or humiliating games or events, or that encourage the illegal or abusive use of alcohol and/or other drugs.

In addition to being in violation of the Student Code of Conduct, hazing is in violation of New York State Penal Law. Hazing in the first degree is a class A misdemeanor and hazing in the second degree is a violation.

Any allegations of hazing will be handled under the Student Conduct Process.

### **Hoverboard Policy**

Due to safety concerns regarding fire safety and operator safety, hoverboards are not permitted to be stored or used anywhere on campus. The term "hoverboards" includes but is not limited to self-balancing scooters, battery or gas operated scooters, hands-free Segway's and electric powered skateboards.

Here is a link to a safety statement related to Hoverboards by the Consumer Product Safety Commission

<http://www.cpsc.gov/en/About-CPSC/Chairman/Kaye-Biography/Chairman-Kayes-Statements/Statements/Statement-from-the-US-CPSC-Chairman-Elliot-F-Kaye-on-the-safety-of-hoverboards/>

### **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 for lost, stolen or damaged cards. The replacement charge is applied to the students account.

### **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 on its website.
- 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 Technology 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.

### **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 health insurance before starting classes. Information about optional plans is available in the Student Affairs Office or Health Services.

International students studying at the College on a student visa must carry the College's health insurance unless they meet the criteria to be waived. The criteria are:

1. Student's home country provides and pays for health insurance that is commensurate with that of the Affordable Care Act.
2. Student is covered as a dependent by a relatives U.S. Health Insurance Policy.

If an international student believes they meet one of these two criteria they need to provide documentation to that effect. The documentation should be taken to the Center for International Programs.

Charges for the insurance premium will be posted on the student's account.

All student interns placed in an internship in an agency or site outside the College will be required to have health 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 studying abroad should contact the Center for International Programs to make sure that they have adequate coverage for their program and location.

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 visit the Bursar's Office or 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 does not discriminate on the basis of age, race, color, sex, religion, creed, disability, national/ethnic origin, gender identity or expression, sexual orientation, familial status, marital status, military status, domestic violence victim status, or other protected statuses in the administration of its educational policies, admissions policies, scholarship and loan programs, athletics and other school-administered programs. The College's Notice of Non-Discrimination is available at <https://www.strose.edu/wp-content/uploads/2016/09/Notice-of-Non-Discrimination.pdf>.

### **Grievance Procedures**

#### **I. Purposes:**

These Procedures provide the grievance process for Students to follow when they believe they have been discriminated against or harassed on the basis of any of the protected statuses listed in the Non-Discrimination Policy above.

These Procedures do not apply to Students who believe that they have been subjected to sexual harassment, assault, or misconduct. In these situations, the College's Sexual Harassment and Misconduct Policy applies. See [www.strose.edu/titleix](http://www.strose.edu/titleix).

#### **II. Definitions:**

- A. Designated Official – A College Employee who is designated to receive and investigate complaint of discrimination and/or harassment.
- B. Discrimination – Treating a Student or applicant for admission unfavorably because of that individual's Protected Status.
- C. Employee – In this Policy, Employee refers to individuals who hold full-time and part-time positions as faculty members, administrators, or staff members.

- D. Harassment – Severe, persistent or pervasive conduct towards or about a Student or applicant on the basis of that Student’s or applicant’s Protected Status that creates a hostile working environment.
- E. Respondent – The individual who the complaint is filed against under this Policy.
- F. Retaliation – Treating someone differently or subjecting that individual to an adverse employment action because the individual:
1. Filed a complaint alleging discrimination or harassment,
  2. Reported an incident of discrimination or harassment, or
  3. Participated in an investigation of discrimination or harassment
- G. Sexual Harassment – Severe, persistent or pervasive and objectively offensive unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature that creates a hostile working environment.
- H. Student – An individual who is currently attending the College or has applied for admission to the College.

### III. Procedures:

#### A. Informal Process:

1. Students who believe that they have been harassed or discriminated against on the basis of a Protected Status shall contact the applicable Designated Official:

**Complaints Filed About Non-Faculty Employees:**

Jeffrey Knapp

Associate Vice President for Human Resources and Risk Management

[knappj@strose.edu](mailto:knappj@strose.edu)

518-458-5374

**Complaints Filed About Faculty Employees:**

Dr. Margaret McLane

Dean of the School of Education

[mclanem@strose.edu](mailto:mclanem@strose.edu)

518-454-2147

**Complaints Filed About Student:**

Rita McLaughlin

Assistant Vice President for Student Affairs

[mclaughr@strose.edu](mailto:mclaughr@strose.edu)

518-454-5170

2. In most instances, Students should contact the Designated Official promptly and within 30 days from the date in which the alleged discrimination or harassment took place. If the Student is unable to contact the applicable Designated Official, the Student may contact the Chief Diversity Officer, General Counsel, or another Designated Official so the College can determine who should handle the matter.

3. The Designated Official will meet with the Student and collectively they will determine if an informal review may be appropriate. This could include mediation, discussions with a supervisor, or another potential resolution.

B. Formal Process:

1. If the informal process is unsuccessful or if the Designated Official determines that an informal process should not be utilized, the Student may file a formal complaint by providing as much information as possible about the alleged discrimination and/or harassment.
2. Within 10 days of receiving a formal complaint, the Designated Official or a third party appointed by the College (the “Investigator”) will begin an investigation. If needed, the Investigator will consult with the College’s General Counsel or Human Resources Office throughout the investigation. A second person will accompany the Investigator during all meetings with the Student filing the complaint (the “complainant”), respondent, and witnesses.
3. The investigation will include meeting with the complainant, respondent and any identified witnesses or other individuals who may have knowledge about the matters in the complaint and any supporting documentation/evidence associated with the complaint.
4. At the conclusion of the investigation, the Investigator will prepare a written report which must include the following components:
  - a. A summary of the complaint,
  - b. A summary of the respondent’s response,
  - c. A summary of the statements and evidence obtained during the investigation,
  - d. A recommendation on whether or not this Policy was violated with an explanation to support that recommendation,
  - e. If the Investigator believes that a violation occurred, a statement about the severity of the violation, and
  - f. A recommendation with respect to any disciplinary action that should be taken.
5. The Investigator will forward the completed report to one of the following division heads:
  - a. For complaints filed against administrators, staff, or third parties – to the Vice President for Finance and Administration,
  - b. For complaints filed against faculty – to the Provost and Vice President for Academic Affairs, or
  - c. For complaints filed against Students – to the Vice President for Student Affairs.
6. The applicable division head will consult with the Vice President for Student Success/Chief Diversity Officer, Associate Vice President for Human Resources, and/or General Counsel, as needed, and issue a final decision regarding the complaint. If termination is recommended, the applicable employee handbook, student handbook, or union contract will be followed.

#### IV. Confidentiality:

- A. All inquiries, complaints and investigations are confidential and any information obtained is revealed strictly on a need-to-know basis.
- B. 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.
- C. A copy of the investigation report and the final decision is included in the respondent's personnel or Student file only if the investigation concludes that the respondent violated this Policy.
- D. All information pertaining to allegations under this Policy are maintained in secure files by the Associate Vice President for Human Resources and Risk Management for complaints against employees and by the Vice President for Student Affairs for complaints against Students. These secure files will be kept separate from all other human resources and Student files maintained by the College. 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.

#### V. Retaliation:

- A. The College does not condone Retaliation against anyone who participates in a review or investigation under this Policy and will take adequate steps to ensure that the complainant and any witnesses are protected from retaliation throughout the processes in this Policy.
- B. If any Employee retaliates against an individual who follows or participates in the processes under this Policy, that Employee shall be subject to disciplinary action.

#### **Right of Independent Action**

Although the College hopes that Students and applicants will avail themselves of the internal mechanisms provided to resolve complaints of discrimination and harassment, 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 a temporary or permanent separation from the College. 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 campus housing.

#### **A. Mandatory Evaluations:**

- (1) 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 ("Vice President") is

empowered to take necessary action(s) 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 minimum of a one week (7 days) period during which time the mandatory 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; and/or
- Drug and/or alcohol abuse including overdose or misuse of over-the-counter or prescription drugs.

(2) If the Vice President for Student Affairs determines that a mandatory evaluation is necessary, the student will receive written notification identifying the behavior(s) or incident(s) that led to the decision and outlining a specific timeline within which the evaluation must be performed. When a need for a mandatory evaluation is determined, the Vice President will notify the Director of Counseling 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 address readiness to remain in classes and campus housing, if applicable. Such evaluations must meet the standards set forth in this policy and shall serve as an advisory opinion to the College. Completed evaluations should be sent to the Director of Counseling 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, the student must meet with the Director of Counseling Services, or designee, within three business days.
- Students will be required to submit a signed release of information agreement to the Director of Counseling 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 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 BAT provides a recommendation to the Vice President. Provided a minimum of five members of the BAT participate in the review, the BAT 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 deem that services are no longer necessary;
  - Requesting for supplementary information; and/or
  - Approving 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.

**B. Involuntary Withdrawals:**

- (1) The College of Saint Rose offers a variety of support services. In most cases when students experience distress or significant emotional or self-harming 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.
- (2) 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 if there is an immediate threat of harm to self or anyone else. 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 recommendations. The Vice President may also inform the student's parents or legal guardians of the existence of an immediate health and/or safety concern, in compliance with the College's Disclosure of Student Records Policy.
- (3) Prior to returning to campus or classes, the BAT will assist the Vice President in evaluating 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.

(4) 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.

### **C. Behavior Assessment Team Members**

- Assistant Vice President for Student Affairs (Chair)
- Executive Director, Student Success Center
- Director of Academic Advisement
- Director of Counseling and Psychological Services
- Associate Director of Counseling and Psychological Services
- Director of Health Services
- Director of Residence Life
- Director of Safety and Security
- Director of Services for Students with Disabilities
- General Counsel
- Vice President for Student Affairs

### **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 Harassment and Misconduct Policy**

### **I. Policy**

The College of Saint Rose (the "College") is a private, independent, coeducational institution that reflects the values and heritage of our founders, the Sisters of St. Joseph of Carondelet. The values instilled by our founders include: creating an inclusive community, responding to the needs of the times, educating the whole person, and striving for excellence in all endeavors.

The College is committed to creating and maintaining a safe environment for all of its students and employees. All forms of sexual misconduct offenses and other non-consensual sexual contact by members of the Saint Rose community will not be tolerated by the College and represent a violation of College policy and the law. Violation of the College's Policy on Sexual Harassment and Misconduct will result in the responsive action, as prescribed under Title IX including investigation of what occurred; action to stop the prohibited conduct; remedial support for the victim of the conduct and, as necessary, for the broader community; and action to reasonably prevent the re-occurrence of the behavior. This may result in possible suspension, dismissal or termination from the College.

This Policy applies regardless of race, color, religion, creed, ethnicity, national origin, gender, age, sexual orientation, gender identity or expression, familial status, veteran status, disability, predisposing genetic characteristics, domestic violence victim status or other basis identified in federal or state law.

### **II. Scope of Policy**

This Policy applies to all concerns and complaints brought by the College's students against any of the College's students, employees, and campus visitors. This Policy applies on all property owned by the College, on all property at which the College holds educational programs or activities, and on all airplanes, buses, or other vehicles used to transport the College's students. This policy applies to all of the College's educational programs and other activities whether they

are held on or off campus.

Employees who have concerns or complaints about sexual harassment should follow the College's Policy on Non-Discrimination and Unlawful Workplace Harassment for Employees. <http://assets.strose.edu/Hr/Nondiscrimination.pdf> .

### **III. Definitions**

#### ***A. Affirmative Consent:***

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- a) Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- b) Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- c) Consent may be initially given but withdrawn at any time.
- d) Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- e) Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- f) When consent is withdrawn or can no longer be given, sexual activity must stop.

#### ***B. 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 College's 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.

#### ***C. No Contact Order:***

An interim protection measure where the College's Department of Safety and Security prohibits a student, employee or third party from contacting another student, employee or third party on campus when there is a behavior that represents a risk of violence, threat, pattern, or predation.

#### ***D. Order of Protection:***

An order of protection is issued by a court to limit the behavior of someone who harms or threatens to harm another person. It is used to address various types of safety issues, including, but not limited to situations involving domestic violence.

#### ***E. 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.

#### ***F. Responsible Employees:***

Responsible Employees are mandatory reporters and include all employees (faculty, administrators, and staff) as well as student employees such as Resident Assistants, unless exempted as outlined in the Confidential and Privileged Reporting section of this Policy below. As mandatory reporters, Responsible Employees are required to report all details of an incident of sexual misconduct, including the identity of the victim and the perpetrator, the date and location of the incident and details regarding the incident if known, to the appropriate office for purposes of initiation of an investigation and appropriate action. Responsible Employees are trained to provide information and support and appropriate referral to confidential or private reporting resources. Responsible Employees are also required to provide Clery Act statistical information and/or information for a Timely Warning as warranted. Any failure to report an incident of sexual misconduct may result in disciplinary action being brought against the Responsible Employee, up to and including termination of employment.

#### ***G. Sexual Misconduct:***

- a) **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; or other intentional contact of a sexual nature without consent or after consent is withdrawn.
- b) **Non-Consensual Sexual Intercourse:** Any sexual intercourse or penetration (anal, oral, or vaginal) however slight, with any object or body part, by a person upon another person without effective consent or after consent is withdrawn.
- c) **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 force. The prohibited force may be physical in nature, or represented by threats, intimidation or coercion. Intercourse obtained by any form of force impacts the free will of the victim and thus removes the opportunity for effective consent
- d) **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:

1. Non-consensual photo-taking, video or audio taping of sexual activity.
  2. 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.
  3. 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 photo-taking, 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.
  4. The disrobing or exposure of another person without their consent.
  5. Inter-personal or intimate partner violence (relationship violence)
- e) **Sexual Harassment:** Sexual harassment is defined under this policy as severe or persistent or 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, or creates a hostile working environment. when:
1. 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);
  2. Submission to, or rejection of, the conduct is used as the basis for academic decisions affecting the individual (quid pro quo harassment); or
  3. 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.

## ***H. Sexual Violence:***

The term used to include all sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking.

## ***I. Stalking:***

Stalking is an unwelcome pursuit. It is an effective tactic of control exerted by one party upon another. When gender is the basis for the stalking behavior, it would be a violation of the Saint Rose Sexual Harassment and Misconduct Policy. It is also a crime that can cause fear without physical injury as it has no real identified beginning and seemingly no end. Stalking often leads to physical contact and is generally on a trajectory toward violence. Stalking often includes the use of technology such as phones, texting, cameras, social networking sites, and email.

## ***J. Preponderance of the Evidence:***

This standard of evidence means that there must be a determination of whether the alleged sexual misconduct “more likely than not” to have occurred or 51% likely to have occurred.

## ***K. Title IX Coordinator***



1. The Title IX Coordinator manages the College's response to reports of gender inequity and discrimination, which includes reports of sexual violence including, but not limited to, sexual assault, sexual harassment, dating violence, domestic violence, and stalking. Informed by current federal and state law and guidance, the Title IX Coordinator aims to ensure that the College's responses promptly and effectively stop problem behavior, prevent its recurrence, and remedy its effects.
2. The Title IX Coordinator's responsibilities include:
  - a. Overseeing the College's response to gender discrimination, which includes all forms of sexual violence, to ensure prompt and equitable resolution of all complaints.
  - b. Providing a central place to report an incident and overseeing the reporting process.
  - c. Providing information about College policies and procedures.
  - d. Providing referrals to campus and community resources and victim advocates.
  - e. Facilitating accommodations to address safety concerns and to support victims and complainants so that academic and professional pursuits may continue unimpeded.
  - f. Collaborating with community partners to assist with a resolution that balances the needs of the individuals involved with those of the larger community.
  - g. Keeping records to ensure patterns of behavior are identified.
  - h. Overseeing investigations of misconduct to ensure fairness, impartiality, and equity.
  - i. Coordinating and providing training, education, and prevention programs for the entire College community.
3. The Title IX Coordinator receives and responds to gender equity and sexual violence concerns. In addition to the Title IX Coordinator, the Deputy Title IX Coordinators have the responsibility for either coordinating the College's Title IX compliance efforts and/or assisting in sexual misconduct investigations in collaboration with the Title IX Coordinator. Collectively, the Title IX Coordinator, Deputy Title IX Coordinators, and Trained Investigators serve as the College's Title IX team. The Title IX Team is charged with handling known instances of gender based misconduct or sexual violence with fair and efficient processes that are intended to support the entire College community.

Title IX Coordinator	Dennis McDonald Vice President for Student Affairs Events and Athletic Center, Room 210 420 Western Ave. Albany, New York 12203 <a href="mailto:mcdonald@strose.edu">mcdonald@strose.edu</a> (518) 454-5170
Deputy Title IX Coordinators	Rita McLaughlin Assistant Vice President for Student Affairs Events and Athletic Center, Room 210 420 Western Ave. Albany, New York 12203 <a href="mailto:mclaughr@strose.edu">mclaughr@strose.edu</a> (518) 454-5170
	Jeff Knapp Associate Vice President for Human Resources and

	<p>Risk Management  Cabrin Hall  399 Western Ave.  Albany, New York 12203  <a href="mailto:knappj@strose.edu">knappj@strose.edu</a>  (518) 454-5138</p>
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#### ***L. 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 receive annual training on issues related to:

1. 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.
2. How to conduct an investigation “that protects the safety of victims and promotes accountability”.
3. How to conduct an investigation (hearing) “process that protects the safety of the victim and promotes accountability”.

#### ***M. Verbal Harassment:***

Verbal Harassment, 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.

### **IV. Information and Resources for Victims of Sexual Violence**

#### **A. If you are the victim of sexual violence:**

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

Do not clean up. It may be difficult to keep from cleaning yourself up, but if you do you may destroy evidence that could be useful should you decide to report the assault to the police. Don’t wash up, douche, change clothes, eat, brush your teeth, go to the bathroom or brush your hair. Even if you are not sure about reporting the assault, it makes sense to preserve the option of reporting until you make a final decision.

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

Report the incident to a campus counselor or victim advocate if you feel comfortable doing so.

- a. 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 The College of Saint Rose. Counseling can be beneficial as you work

- through your reaction to sexual misconduct
- b. You may also choose to file a report with campus security, the Albany Police Department, or the NYS Police. This is your decision. (See “Procedures for Dealing with Sexual Offenses” Section).
  - c. If you wish, file a complaint with the Student Conduct Office, if the accused person is part of The College of Saint Rose community. An investigation for appropriate disciplinary action under the College’s prohibition against sexual misconduct will occur with the Student Conduct Office.
  - d. Tell your story soon to avoid forgetting details. Alternatively, write out the details for yourself or use a tape recorder.
  - e. Take whatever steps are necessary to work through the incident/assault. This might include talking to your partner, friend or counselor about your feelings. Resume your normal routine as much as possible.
  - b. 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.

## **B. Students’ Bill of Rights:**

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process

including during all meetings and hearings related to such process;

11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

### **C. Ways to Protect Yourself:**

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

1. Express your expectations and limits clearly before you get into a sexual situation.
2. 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.
3. Avoid meeting in secluded places and walking alone. If you are concerned, ask campus security to escort you.
4. 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."
5. Use assertive language such as, "I feel uncomfortable when you don't listen to me or when you touch me like that."
6. Scream "fire" (rather than "rape" or "help"), if you need assistance.
7. Be alert to what is happening around you.

### **D. To reduce your risk for being accused of sexual misconduct:**

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. **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.
4. 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.
5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
6. 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.

7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. 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.

#### **E. Resources:**

There are trained on- and off- campus advocates and counselors who can provide an immediate confidential response in a crisis situation:

##### **1. On-Campus:**

On Campus Health Provider and Contact Information:	Sandra Frese Health Services 190 Partridge St., Albany, NY 12203 (518)454-5244 Hours: 8 am – 5 pm
On Campus Mental Health Care Provider and Contact Information:	Dr. Jay Hamer 441 Madison Ave, Albany, NY 12203 (518) 454-5200
On Campus Pastoral Counselor and Contact Information:	Joan Horgan Hubbard Interfaith Sanctuary 959 Madison Ave. Albany, NY 12203 (518) 454-5250

##### **2. Off-Campus:**

Off Campus Resource for Mental Health and Advocacy:	Albany County Crime Victims and Sexual Violence Center 112 State St., Albany, NY 12207 24-Hour Sexual Assault Hotline: (518) 447-7716
Off-Campus Domestic Violence Services:	Equinox – Domestic Violence Services 95 Central Ave., Albany, NY 12206 24 Hour Hotline – (518) 432-7865
Health Care Providers, Sexual Assault Nurse Examiners (SANE), Rape Kits:	St. Peter's Hospital Manning Blvd., Albany, NY 12208 (SANE Exams are free)
	Albany Medical Center New Scotland Ave., Albany, NY 12208 (SANE Exams are free)

#### **F. Memoranda of Understanding:**

The College of Saint Rose has entered into a memoranda of understanding (MOU) with the following agencies, in order to provide additional support services:

- a. Albany County Crime Victim and Sexual Violence Center
- b. Albany Medical Center Sexual Assault Forensic Examiner (SAFE) Program
- c. Albany Police Department
- d. Equinox, Inc.
- e. The Legal Project
- f. St. Peter's Health Partners Sexual Assault Nurse Examiner (SANE) Program
- g. University at Albany Police Department, The State University of New York

#### **V. Criminal Complaints:**

In addition to filing an internal complaint, students may file a – criminal complaint with local law enforcement officials. The College is not involved in that process, but will assist a student in filing a complaint if they so desire. Criminal complaints can be filed with the following agencies:

Albany Police Dept., Western Ave., Albany, NY 12203  
(518) 438-4000

University at Albany Police Department, 1400 Washington Ave., Albany, NY  
(518) 442-3130

NYS Police 24 hour hotline  
1 (844) 845-7269

#### **VI. College Complaint Process:**

##### **A. Filing an Institutional Complaint:**

1. Once the College is in receipt of a complaint, the College will initiate an investigation in accordance with this Policy. Every effort will be made to maintain the privacy of the individuals involved in a complaint under this Policy and will only be shared with others who need to know in order to investigate a complaint and/or seek a resolution.
2. Students who wish to file an internal complaint under this Policy should contact one of the following:

Title IX Coordinator	Dennis McDonald EAC, Room 210 420 Western Ave., Albany, NY 12203 (518) 454-5170
Student Affairs	Student Affairs, EAC, Room 210 420 Western Ave., Albany, NY 12203 (518) 454-5170
Campus Safety & Security	Campus Safety & Security 340 Western Ave. Albany, NY 12203 (518) 454-5187

3. Student Reports to Responsible Employees – Responsible Employees are mandatory reporters by law and policy. Accordingly, reports made to Responsible Employees will

be relayed to the College's Title IX Coordinator who will initiate an investigation by the College in accordance with this Policy. Even if a student does not want the College to initiate an investigation, once it is reported to a Responsible Employee, the College, through the Title IX Coordinator, will weigh any request for confidentiality against the College's obligations to provide a safe, non-discriminatory environment for all members of the College's campus and community.

4. Privileged and Confidential Reporting – Either as an alternative to the reporting options listed above or in lieu of reporting sexual misconduct to the individuals or offices listed above, students may make privileged and confidential reports of sexual misconduct to certain health or mental health providers or pastoral counselors. While criminal complaints, institutional complaints, and reports to Responsible Employees likely will result in the initiation of an investigation, reports to health or mental health providers or to certain pastoral counselors are privileged and will remain confidential so long as the student filing the report does not represent a threat to his or her self or to other, or there is a continuing threat to the health and safety of the College community. (see Page 61 to 62 for list of confidential resources)
5. Anonymous Reporting - Anonymously disclose a crime or violation to the Safety and Security through the anonymous tip line (518) 454-5275 or online form, <https://onlineforms.strose.edu/anonymous-report/submit> . The College may have a duty to investigate anonymous disclosures to the extent possible, based on the information disclosed.

## **B. Protection and Accommodations for All Involved Parties:**

Individuals reporting sexual misconduct and individuals accused of or responding to allegations of sexual misconduct are afforded the following protections and accommodations:

1. When the accused or respondent is a student, to have the College issue a "no contact order" consistent with the College's policies and procedures, whereby continued intentional contact with the protected person would be a violation of College policy and result in additional conduct charges. If the accused and a protected individual observe each other in a public place, it shall be the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused and the protected person may request a prompt review of the need for and terms of a No Contact Order, consistent with College policies and procedures, including potential modification. The requesting party may submit evidence in support of their request. The College may establish an appropriate schedule for the accused to access applicable institution buildings and property at a time when such buildings and property are not being accessed by the protected person.
2. To be assisted by the College's security office in obtaining an order of protection or, if outside of New York state, an equivalent protective or restraining order;
3. To receive a copy of the order of protection or equivalent when received by the College and have an opportunity to meet or speak with a College official who can explain the order and answer questions about it, including information from the order about the accused's responsibility to stay away from the protected person(s).
4. To an explanation of the consequences for violating these orders, including but not

limited to arrest, additional conduct charges, and interim suspension;

5. To receive assistance from campus security in effecting an arrest when an individual violates an order of protection or, if campus security does not possess arresting powers, then to call on and assist local law enforcement in effecting an arrest for violating such an order, provided that nothing in this article shall limit current law enforcement jurisdiction and procedures.
6. When the accused is a student and presents a continuing threat to the health and safety of the community, to subject the accused to interim suspension pending the outcome of a conduct process. Parties may request a prompt review, reasonable under the circumstances, of the need for and terms of an interim suspension, including potential modification, in accordance with procedures set forth in Student Responsibility and Social Conduct, and shall be allowed to submit evidence in support of their request;
7. When the accused is not a student but is a member of the College's community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable union contracts, employee handbooks, and rules and policies of the College;
8. To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, immigration or visa assistance or other applicable arrangements in order to help ensure safety, prevent retaliation and avoid an ongoing hostile environment, consistent with the College's policies and procedures. Parties may request and consistent with the institution's policies and procedures, be afforded a prompt review of the need for and terms of any interim measure and accommodation that directly affects them, and shall be allowed to submit evidence in support of their request.

### **C. Initial Remedial Actions:**

1. The College will implement initial remedial, responsive and/or protective actions upon notice of alleged harassment, misconduct, or retaliation. Such actions could include but are not limited to: no contact orders, providing counseling and/or medical services, academic support, living arrangement adjustments, transportation accommodations, visa and immigration assistance, student financial aid counseling, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources.
2. The College will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor upon a finding that they have engaged in harassment, misconduct or retaliation.
3. The College will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the College's ability to provide the accommodations or protective measures.

### **D. Immunity from Campus Conduct Process:**

The College strongly encourages the reporting of incidents of sexual misconduct.

The health and safety of every student at the Institution is of utmost importance. The College of



Saint Rose recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Institution's officials or law enforcement will not be subject to the College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

#### **E. Handling Reports of Sexual Misconduct:**

1. Reports should be filed as soon as practicable after an incident of alleged sexual misconduct. The complainant is encouraged to provide as much of the following information as possible:
  1. 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.
  2. a description of the incident(s), including the date(s), location(s), and the presence of any witnesses;
  3. the alleged effect of the incident(s) on the complainant's position, academic standing or other conditions of enrollment (student status);
  4. the names of other individuals who might have been subject to the same or similar action;
  5. the steps the complainant has taken to try to stop the behavior; and
  6. any other information the complainant believes to be relevant to the complaint.
2. Investigation Process:
  1. The Title IX Coordinator is responsible for ensuring that an impartial investigation begins within a reasonable time after a complaint has been filed. The College of Saint Rose attempts to complete investigations within sixty business days, which excludes weekends and holidays. 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.
  2. Upon receipt of a complaint, the Title IX Coordinator will open a formal case file and assign one of the Trained Investigators who will direct the investigation and confer with the Title IX Coordinator on interim accommodations for the alleged victim, or other necessary remedial short-term actions.

In most cases, two of the Trained Investigators conduct the investigation. However, the Trained Investigators might work cooperatively with another designated employee or individual external to the College, as determined by the Title IX Coordinator. Throughout the investigation, at least two College employees shall attend 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 strongly encouraged not to disclose the fact that

they have been interviewed or the nature of the inquiry to others in order to maintain the integrity of the investigation.

3. Preliminary Review: The Trained Investigators will take the initial following steps:
  1. Determine the identity and contact information of the complainant (whether that is the alleged victim, the individual who filed a College Incident Report, or a College representative).
  2. In coordination with the campus Title IX Coordinator, initiate any necessary remedial actions.
  3. Meet with the complainant to obtain details of the incident and provide information regarding resources, academic accommodations, and interim measures that might be available.
  4. Identify the policies allegedly violated and other key issues (e.g. power differential, alcohol/drug involvement).
  5. Conduct a preliminary investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be included as part of the complaint.
  6. If there is insufficient evidence to support reasonable cause, the complaint should be closed with no further action. If there is sufficient evidence to support reasonable cause, the investigation will proceed to step e) below.
4. Full Investigation: Upon determining with the Title IX Coordinator that there is sufficient evidence for a full investigation, the Trained Investigators shall:
  - i. Prepare the notice of charges and provide a copy to the complainant and respondent.
  - ii. Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan in consultation with the Title IX Coordinator, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses including the complainant and the respondent.
  - iii. Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
  - iv. At the conclusion of the investigation, draft and submit a detailed written report which includes the following components:
    - a) A summary of the complaint;
    - b) A summary of the response from the respondent;
    - c) A summary of the statements and evidence obtained during the investigation;
    - d) A recommendation on whether a violation of this Policy occurred based on a Preponderance of the Evidence standard and an explanation to support the finding;
    - e) If the recommendation is that the Policy was violated, the recommendation must include a statement about the severity of the violation;
    - f) A recommendation as to the disciplinary action(s) to be taken, if there was a Policy violation.
5. Decision Process:
  1. If the decision is that the respondent is found not responsible for the charges filed, the Trained Investigators share that outcome with both the complainant and the respondent

without significant delay between each party's notification. Upon notification, either party has the right to appeal in accordance with the Appeal Process section of this Policy.

2. If the Trained Investigators find that the respondent violated this Policy, the process is as follows:

- i. If the respondent is a student:

1. The Trained Investigators will inform the complainant and respondent of the investigation outcome within five (5) business days of the determination and without significant delay between each party's notification.
      - a. Notification will be made in writing and may be delivered by one or more of the following methods:
        - i. In person.
        - ii. Mailed to the local or permanent address of the parties as indicated in official College records.
        - iii. Emailed to the parties' College-issued email account.
      - b. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.
    2. The notification will specify:
      - a. The finding on each alleged Policy violation.
      - b. Any possible sanctions that may result which the College is permitted to share according to state or federal law.
      - c. The rationale supporting the essential findings to the extent the College is permitted to share that information under state or federal law.
      - d. The opportunity to write an impact statement explaining how the possible sanctions may affect each party and the date which the impact statements are due.
    3. The final decision will be sent by the methods outlined previously and will be sent without a significant delay between each party's notification. This will include:
      - a. The finding on each alleged policy violation.
      - b. Any changes that occurred prior to finalization.
      - c. Sanction(s) to be applied.
      - d. Any appeal options that are available.

4. Transcript Notation

- If the respondent is found responsible for a crime of violence, as defined by the Clery Act, a notation will be made on the student's transcript indicating that the student has been "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation."
- If the respondent withdraws from the College while such conduct charges are pending, and declines to complete the

disciplinary process, the College shall make a notation on his/her student transcript that the student "withdrew with conduct charges pending." If the finding of responsibility is vacated, the notation will be removed from the student's transcript.

ii. If the respondent is an employee (faculty, administrator, or staff):

5. The investigator will share the findings with the complainant and update the complainant on the status of the investigation and the outcome. The complainant will also have an opportunity to submit an impact statement before sanctions are determined.
6. The investigator will determine the appropriate sanctions in conjunction with the Title IX Coordinator and the Associate Vice President for Human Resources. The investigator will present the findings and sanction to the respondent.
7. If the sanction is termination of the respondent's employment, the College will follow the applicable employee handbook or union contract.
8. The complainant may appeal the finding and/or sanctions by following the Appeal Process section of this Policy. The respondent may file a grievance in accordance with the applicable employee handbook or union contract.

iii. If the respondent is a third party:

9. The investigator will share the findings with the complainant and update the complainant on the status of the investigation and the outcome.
10. The investigator will determine the appropriate sanctions in conjunction with the Title IX Coordinator and the Associate Vice President for Human Resources. The investigation will present the findings and sanction to the respondent. The sanctions may include a permanent no-contact order and barred from the College's campus, including any future employment and or educational opportunities.
11. If the respondent is employed by a contractor on campus, the College may require the contractor to terminate the respondent's employment in order to continue the contract.
12. The complainant may appeal the finding and/or sanctions by following the Appeal Process section of this Policy.

3. Appeal Process: Complainants and/or respondents wishing to appeal decisions made during the handling of complaints under this Policy may submit a written petition to the Student Conduct Office (SCO) within two days of receipt of the decision. The SCO will

share the appeal with the other party who may also wish to file a response. All appeals and responses are then forwarded to the Appeals Hearing Board for initial review to determine if the appeal meets one or more of the following grounds for appeal and is timely:

- a) A procedural error occurred that significantly impacted the outcome of the hearing
- b) 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;
- c) The sanctions imposed are substantially disproportionate to the severity of the violation.

If the Appeals Hearing Board finds that the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the documentation from the investigation is forwarded to the Appeals Hearing Board for consideration. The party requesting appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately.

#### **F. Privacy:**

- a All inquiries, complaints and investigations are treated with respect and attention to the privacy of the complainant. Information is revealed strictly on a need-to-know basis. Although the identities of the complainant and respondent are usually revealed to the respondent and witnesses, the College prohibits retaliation of any form toward any party.
- b A copy of the investigation report and the final decision is included in the student's or employee's file only if the investigation concludes that the respondent engaged in prohibited conduct.
- c All information pertaining to a harassment complaint or investigation is maintained by the Title IX Coordinator and the Associate 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, except when the investigation concludes that the complaint was reckless or frivolous.
- d Where the respondent is found not responsible for the alleged violation(s), the investigation should be closed. When facts obtained in the investigation do not support the allegation, the investigation will be closed. If subsequently there is additional information discovered related to the allegation the investigation will be re-opened.
- e The College prohibits retaliation in any form for complainants and witnesses.

#### **VII. 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 respondent 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 respondent is responsible for discouraging such actions and will also be held responsible to the extent of his/her involvement in the retaliation.

### **VIII. Active Bystander**

Active Bystanders are individuals who decide to intervene when they observe a situation or see actions that might be harassment or sexual violence.

#### ***Some simple steps to becoming an Active Bystander:***

- **Notice the situation:** Be aware of your surroundings.
- **Interpret it as a problem:** Do I recognize that someone needs help?
- **Feel responsible to act:** See yourself as being part of the solution to help.
- **Know what to do:** Educate yourself on what to do.
- **Intervene safely:** Take action but be sure to keep yourself safe.

#### ***How to Intervene Safely using the three D's of Bystander Intervention:***

- **Direct** – Directly intervening, in the moment, to prevent a problem situation from happening
- **Delegate** – Seeking help from another individual, often someone who is authorized to represent others, such as a police officer or campus official.
- **Distract** – Interrupting the situation without directly confronting the offender.

#### **Other options:**

- Call the police (911) or Campus Security 24/7: (518) 454-5187 for support.
- Or call the National Sexual Assault Hotline at 1 (800) 656.HOPE.

### **IX. Education**

The College offers a number of programs over the course of the academic year, addressing sexual assault, domestic/dating violence, stalking, and related topics, including bystander intervention strategies. A specific program is presented to all new incoming students during orientation, in addition to the required online sexual assault prevention and alcohol and substance abuse prevention education courses. 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, community tabling, mass e-mail messages, placing articles in the student newspaper, social media messaging, classroom announcements, in-classroom presentation, and emergency meetings.

Program/ Activity	Description	Frequency
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Orientation Presentation	Provided by the Associate Director of Violence Prevention in partnership with community agencies	Annual requirement for first year/new students
Haven-Sexual Assault Prevention	An online program that addresses sexual assault, interpersonal violence, stalking and bystander intervention	Annual requirement for all new/incoming undergraduate students, new athletes, new student club officers
AlcoholEdu	An interactive online program that incorporates the latest evidence-based prevention methods to create a highly engaging user experience, inspiring students to reflect on and consider changing their drinking habits.	Annual requirement for all new/incoming undergraduate students
Haven Plus-Sexual Assault Prevention	An online program that addresses sexual assault, interpersonal violence, stalking and bystander intervention	Annual requirement for all new/incoming graduate students
Haven for Faculty and Staff	Online sexual assault prevention program that reviews Title IX and Clery Act reporting obligations	Ongoing requirement for all new employees
Escalation	A film-based, guided discussion program focused on relationship abuse, focused on bystander intervention developed by the One Love Foundation	Offered throughout the year
Social media awareness campaigns	Variety of awareness activities/campaigns promoting healthy relationships	Offered throughout the year
Title IX and Clery: How to respond and report & Campus Safety	New Employee Training on Title IX, the Clery Act, and campus safety and security provided by the Associate Director of Violence Prevention and the Director of Safety and Security	Scheduled every two months throughout the year for all new employees in conjunction with Human Resources as part of onboarding orientation
Title IX Investigator Training	Campus Title IX Investigators attend trainings that are offered in person or on-line in accordance with federal and state laws	Offered throughout the year
Clery Act Basics	Online course that includes an overview of the Clery Act	Annual requirement for all Campus Security Authorities

	reporting requirements	(CSA's)
Take Back the Night	Awareness march for survivors of sexual violence and advocates, in partnership with Albany County Crime Victim & Sexual Violence Center and Albany County colleges and universities	Annually
Various topic-based programs, workshops, trainings	Programming on any of the following, but not limited to: sexual harassment, sexual misconduct/violence, interpersonal violence/relationship abuse, types of abuse including technology abuse, healthy relationships, consent, bystander intervention strategies, how to respond to disclosure, how to help a friend	Offered throughout the year in partnership with other departments, student clubs and organizations, community agencies, and faculty

**X. Sanctions possible under Saint Rose Code of Conduct:**

- a. Censure
- b. Anger Management Program
- c. Attendance at Educational Programs
- d. Behavioral Contract
- e. Conflict Management Training
- f. Educational Service Hours
- g. Reflective Exercises
- h. Removal from College Housing
- i. Interim Suspension
- j. Restrictions
- k. Restitution
- l. Persona Non Grata
- m. Disciplinary Probation
- n. Disciplinary Suspension
- o. Disciplinary Dismissal

**XI. Criminal Penalties under New York State Law:**

Article 130 of the New York State Penal Code defines sexual offenses and provides information about the penalties associated with each crime.

**A. The following are excerpts from the NYS Penal Code:**

**Sexual Misconduct:**

A person is guilty of sexual misconduct when:

1. He or she engages in sexual intercourse with another person without such person's consent; or



2. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent; or
3. He or she engages in sexual conduct with an animal or dead human body.

Sexual misconduct is a class A misdemeanor.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-20.html>.

### **Rape:**

A person is guilty of rape in the third degree when:

1. He or she engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than seventeen years old;
2. Being twenty-one years old or more, he or she engages in sexual intercourse with another person less than seventeen years old; or
3. He or she engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Rape in the third degree is a class E felony.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-25.html>

A person is guilty of rape in the second degree when:

1. Being eighteen years old or more, he or she engages in sexual intercourse with another person less than fifteen years old; or
2. He or she engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It shall be an affirmative defense to the crime of rape in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Rape in the second degree is a class D felony.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-30.html>

A person is guilty of rape in the first degree when he or she engages in sexual intercourse with another person:

1. By forcible compulsion; or
2. Who is incapable of consent by reason of being physically helpless; or
3. Who is less than eleven years old; or
4. Who is less than thirteen years old and the actor is eighteen years old or more.

Rape in the first degree is a class B felony.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-35.html>

### **Criminal Sexual Act:**

A person is guilty of **criminal sexual act in the third degree** when:

1. He or she engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent by reason of some factor other than being less than seventeen years old;
2. Being twenty-one years old or more, he or she engages in oral sexual conduct or anal sexual conduct with a person less than seventeen years old; or
3. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent where such lack of consent is by reason of

some factor other than incapacity to consent.

Criminal sexual act in the third degree is a class E felony.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-40.html>

A person is guilty of **criminal sexual act in the second degree** when:

1. Being eighteen years old or more, he or she engages in oral sexual conduct or anal sexual conduct with another person less than fifteen years old; or
2. He or she engages in oral sexual conduct or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. It shall be an affirmative defense to the crime of criminal sexual act in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Criminal sexual act in the second degree is a class D felony.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-45.html>

A person is guilty of **criminal sexual act in the first degree** when he or she engages in oral sexual conduct or anal sexual conduct with another person:

1. By forcible compulsion; or
2. Who is incapable of consent by reason of being physically helpless; or
3. Who is less than eleven years old; or
4. Who is less than thirteen years old and the actor is eighteen years old or more.

Criminal sexual act in the first degree is a class B felony.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-50.html>

### **Forcible Touching:**

A person is guilty of forcible touching when such person intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire.

For the purposes of this section, forcible touching includes squeezing, grabbing or pinching.

Forcible touching is a class A misdemeanor.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-52.html>

### **Sexual Abuse:**

A person is guilty of **persistent sexual abuse** when he or she commits the crime of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55 of this article, or sexual abuse in the second degree, as defined in section 130.60 of this article, and, within the previous ten year period, has been convicted two or more times, in separate criminal transactions for which sentence was imposed on separate occasions, of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree as defined in section 130.55 of this article, sexual abuse in the second degree, as defined in section 130.60 of this article, or any offense defined in this article, of which the commission or attempted commission thereof is a felony.

Persistent sexual abuse is a class E felony.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-53.html>

A person is guilty of **sexual abuse in the third degree** when he or she subjects another person to sexual contact without the latter's consent; except that in any prosecution under

this section, it is an affirmative defense that (a) such other person's lack of consent was due solely to incapacity to consent by reason of being less than seventeen years old, and (b) such other person was more than fourteen years old, and (c) the defendant was less than five years older than such other person.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-55.html>

A person is guilty of **sexual abuse in the second degree** when he or she subjects another person to sexual contact and when such other person is:

1. Incapable of consent by reason of some factor other than being less than seventeen years old; or
2. Less than fourteen years old.

Sexual abuse in the second degree is a class A misdemeanor.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-60.html>

A person is guilty of **sexual abuse in the first degree** when he or she subjects another person to sexual contact:

1. By forcible compulsion;
2. When the other person is incapable of consent by reason of being physically helpless;
3. When the other person is less than eleven years old; or
4. When the other person is less than thirteen years old and the actor is twenty-one years old or older.

Sexual abuse in the first degree is a class D felony.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-65.html>

A person is guilty of **aggravated sexual abuse in the fourth degree** when:

1. He or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; or
2. He or she inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old.
3. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the fourth degree is a class E felony.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-65-a.html>

A person is guilty of **aggravated sexual abuse in the third degree** when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person:

1. By forcible compulsion; or
2. When the other person is incapable of consent by reason of being physically helpless; or
3. When the other person is less than eleven years old.
4. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.
5. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the third degree is a class D felony.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-66.html>

A person is guilty of **aggravated sexual abuse in the second degree** when he or she inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person:

1. By forcible compulsion; or
2. When the other person is incapable of consent by reason of being physically helpless; or
3. When the other person is less than eleven years old.
4. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the second degree is a class C felony.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-67.html>

A person is guilty of **aggravated sexual abuse in the first degree** when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person:

1. By forcible compulsion; or
2. When the other person is incapable of consent by reason of being physically helpless; or
3. When the other person is less than eleven years old.
4. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the first degree is a class B felony.

<http://codes.findlaw.com/ny/penal-law/pen-sect-130-70.html>

## **B. Penalties:**

### **Class A Misdemeanor:**

1. Imprisonment of up to one year and/or a fine of up to \$1,000

<http://codes.findlaw.com/ny/penal-law/pen-sect-70-15.html>,

<http://codes.findlaw.com/ny/penal-law/pen-sect-80-05.html>.

### **Felonies:**

- e) Class B felony - imprisonment of at least five years and no more twenty-five years and/or a fine of up to \$30,000
- f) Class C felony - imprisonment of at least three and one-half years and no more than fifteen years and/or a fine of up to \$15,000
- g) Class D felony - imprisonment of at least two years and no more than seven years and/or a fine of up to \$5,000
- h) Class E felony - imprisonment of at least one and one-half years and no more than four years and/or a fine of \$5,000

<http://codes.findlaw.com/ny/penal-law/pen-sect-70-80.html>, <http://codes.findlaw.com/ny/penal-law/pen-sect-80-00.html>.

## **Skateboard and Recreational Vehicle Policy**

For the safety of all members of the College, the use of skateboards, roller skates, roller blades, and human powered cycles (bicycles, unicycles, etc.) is prohibited within all buildings on campus. Use of these devices is permitted on walkways and paths as long as the right of way is granted to pedestrians. Riding such devices on walls, benches, stairs, curbs, ramps, railings and the like is prohibited.

## **Social Media Policy**

<http://www.strose.edu/campuslife/vicepresidentforstudentaffairs/socialmediapolicy>

“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.” –From The College of Saint Rose Statement on Integrity.

The College of Saint Rose is proud of its history, its mission, and what it represents to its communities. The mission of the College encourages that students from a diverse range of backgrounds are allowed the opportunity to contribute to a “diverse learning community that fosters integrity, interdependence, and mutual respect.”

The College recognizes that social media sites have become important and influential communication channels for our community. The overall goal of this policy is to help clarify how best to enhance and protect the personal and professional reputations of our students, faculty and staff when participating in social media while also providing guidance for third parties (to include without limitation, prospective students at the College). It is important to keep in mind the privacy concerns inherent in using social media websites. Any information posted on them can be made public, even when information has been deleted by the user in some cases. Information can be shared with many people with just a click of the mouse. Therefore, the College expects and encourages all those participating on the sites associated with the College to exercise caution and responsibility when using social media sites.

In accordance with The College of Saint Rose mission, Statement on Integrity, Acceptable Use Policy, Student Handbook, and any applicable hosting web sites’ terms of use agreements, all users must adhere to the general rights and practices of social media.

The policies and guidelines set forth below apply to any user who utilizes social media pages associated with the College, College departments, College programs and/or College offices. This policy pertains **only** to postings and comments made on **official** Saint Rose social media pages such as the ones the College maintains on Facebook and YouTube and our Twitter feed.

### **TYPES**

The social media applicable under this policy include, but are not limited to, the following: Facebook.com, Twitter.com, YouTube.com, MySpace.com, Blogger.com, Typepad.com, WordPress.org, Wordpress.com, LinkedIn.com, imodules.com, Flickr.com, Foursquare.com, Gowalla.com, Scvngr.com, Tumblr.com.

### **LANGUAGE/BEHAVIOR**

The following are considered unacceptable when using social media websites:

- Vulgar or profane language.
- Obscene, defamatory, inaccurate, or hostile posts.
- Offensive terms/phrases, or photographs that disrespect individuals or groups based on race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual

orientation of person.

- Threats of physical or bodily harm.
- Posting of sensitive information; including that which could compromise public safety, intellectual property, etc.
- Posting of photographs of oneself or others that can be reasonably interpreted as condoning the irresponsible use of alcohol, substance abuse, or sexual promiscuity.

### **The following are required:**

**Be respectful.** The College of Saint Rose is open to others voicing their opinions and contributing to relevant discussion through social media platforms. Users may complain or disagree with other posts. However, the nature of such content should at all times remain respectful. Any inappropriate, obscene, or defamatory posts will not be tolerated. Users who abuse this policy will be blocked.

**Be relevant.** We ask that posts remain relevant to The College of Saint Rose and its community (students, faculty, staff, alumni). Spam and other outside promotions will be removed. Members of The College of Saint Rose community may, and are encouraged to, promote information about campus activities or accomplishments. We ask that such posts be posted on the most relevant official social media page of The College of Saint Rose.

**Be aware of liability.** Individuals are legally liable for their posts on their own sites and the sites of others. Bloggers have been held liable for their comments deemed to be proprietary, copyrighted, defamatory, libelous or obscene.

### **Adherence to Social Media Website Policy**

Social media websites that the College utilizes to establish its own pages or blog sites also have their own terms and conditions and policies. All employees and students of the College who utilize such sites must adhere to these policies if they choose to use social media. Neglecting to follow the policies may lead to removal of these accounts by the site host.

### **User Policy**

We look forward to the comments and conversations generated via social media. We welcome and are open to honest and accurate statements and opinions. Any posts found to be inaccurate, false, inappropriate, hostile, obscene, or defamatory toward any individual, group or organization will be removed. Repeat offenders will be blocked. If members of the College community violate other College policies on the College's social media sites it may subject them to disciplinary action under appropriate judicial or other procedures.

Posts from any users, including students and employees, are not to be considered an endorsement and do not necessarily reflect the mission, values and policies of The College of Saint Rose. Posts and/or comments must come from real user accounts and when needed, provide a valid e-mail address at which the user can be contacted.

Users who choose to post, comment, or link text and/or multimedia on The College of Saint Rose web sites agree that such material may be reproduced, distributed, edited, and published in any form and on any media. Users agree not to violate copyright laws, post spam or advertisements, impersonate others, or partake in any type of hostile behavior, in any media.

The establishment of this policy does not create rights in third parties or private causes of action against the College of Saint Rose for violations by others or enforcement inaction on the part of

the College.

All content generated on The College of Saint Rose social media sites is public; therefore, we ask that you consider your own privacy at all times before posting and/or commenting. Those with concerns or complaints with respect to any College page on a social media site should contact Michael Hickling, the College's Manager of Online Recruitment & Web Communications.

Nothing in this policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.

The College of Saint Rose thanks users for their cooperation and welcomes future conversations.

## **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.

## **Student Grievance Policy**

### **I. Purpose:**

The purpose of this Student Grievance Policy is to provide the procedures for students at The College of Saint Rose ("the College") if they believe that they have been treated unfairly or in violation of existing policies and procedures. This Policy does not apply to the following situations which are covered by other College policies:

<b>Situation</b>	<b>College Policy/Procedure</b>
Appeal of Final Grades	Academic Grievance Procedure
Alleged Discrimination or Harassment	Non-Discrimination Policy Grievance Procedures
Alleged Sexual Harassment and/or Assault	Sexual Harassment and Misconduct Policy
Transfer Equivalency Decisions	Appeal with Registrar's Office
Meal Plan Waiver Requests	Appeal to Student Affairs

### **II. Definitions:**

A. Employee: All faculty and non-faculty Employees at the College, whether part-time or full-time, regular or temporary.

B. Grievant: The Student who files an informal or formal grievance against an Employee at the College.

C. Respondent: The individual against whom the grievance is filed.

D. Student: An individual admitted to the College and currently enrolled in at least one academic course.

### **III. Policy:**

The College is committed to ensuring that students who believe they have been treated in violation of existing policies or procedures and/or unfairly have access to a grievance procedure to address those concerns through both Informal and Formal Processes.

#### **IV. Procedures:**

##### **A. Informal Process:**

1. In an effort to resolve grievances as effectively as possible, the Grievant should contact the Designated Employee as noted below:

- a) Grievances Filed Against Non-Faculty Employees: Vice President for Finance and Administration
- b) Grievances Filed Against Faculty Employees: Provost and Vice President for Academic Affairs
- c) Grievances Filed Against Students: Vice President for Student Affairs

2. The Designated Employee will attempt to resolve the grievance informally. Ordinarily, this will include meeting with both the Grievant and the Respondent, either together or individually. Every effort will be made to complete the Informal Process within 30 calendar days from the date in which the Student contacted the Designated Employee.

3. If the Designated Employee delegates the Informal Process to another Employee, that Employee shall consult with the Designated Employee throughout the Informal Process.

4. If the grievance cannot be resolved informally, the Grievant may follow the Formal Process below.

**B. Formal Process:** If the Informal Process is unsuccessful, the Grievant may file a formal grievance by submitting a completed Student Grievance Form to the Designated Employee.

1. Within 10 days of receiving a Student Grievance Form, the Designated Employee will assign the grievance to a trained Investigator. In most instances, the Investigator will be one of the following Employees:

- a) Grievances Filed Against Non-Faculty Employees: Associate Vice President for Human Resources and Risk Management
- b) Grievances Filed Against Faculty Employees: Dean of the School of Arts and Humanities
- c) Grievances Filed Against Students: Assistant Vice President for Student Affairs

2. During the course of the investigation, the Investigator will meet with both the Grievant and the Respondent as well as any witnesses provided by either party. The Investigator will also review any written evidence provided by either party.

At the conclusion of the investigation, the Investigator will prepare a report that includes a summary of the investigation and other materials reviewed and a recommendation for resolving or dismissing the grievance.

4. The Investigator will forward the report to the Designated Employee who will issue a final decision. Both the Grievant and the Respondent will be notified of the final decision in writing by the Designated Employee. This final decision is not appealable.



5. At any time during the Formal Process, the Designated Employee and/or Investigator may consult with other Employees as needed.

**C. No Retaliation:**

1. The College does not condone retaliation against anyone who participates in a review or investigation under this Policy and will take adequate steps to ensure that the Grievant, Respondent, and any witnesses are protected from retaliation.

2. If any Employee retaliates against an individual who follows or participates in the processes under this Policy, that Employee shall be subject to disciplinary action.

**D. Designated Employee and Investigator Training:** Employees handling a Grievance under this Policy will receive training in investigation procedures, interviewing techniques, and report writing.

## **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), vapes (with or without tobacco), 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**

1. The terms “College” and “institution” mean The College of Saint Rose.
2. 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.
3. The term “College premises” means buildings or grounds owned, leased, operated or controlled by The College of Saint Rose.
4. The term “designated College official” means any person authorized by the College to act in a prescribed manner.
5. The term “College property” means all property owned, leased or on loan to the College.
6. The term “College document” means any College record, written communication, or form.
7. The term “personal property” means anything of value to which a person has legal possession or title.
8. The term “hearing” refers to any formal meeting with a designated College official concerning alleged policy violations.
9. The term “appeal” means a formally written statement requesting a review of the outcome of the hearing and subsequent sanctioning.

## **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.

## **A. Organization of Campus Student Conduct System**

### **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. Receives reports concerning individual students for alleged violations of College policy.
- b. Assigns student conduct cases among the Student Conduct Hearing Officers.
- c. Acts as a hearing Officer and supervises other Student Conduct Hearing Officers.
- d. Maintains the official student conduct records.

### **2. Student Conduct Hearing Officers**

The Student Conduct Hearing 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 Appeal Officers**

The Student Conduct Coordinator will designate the Appeal Officer or Appeal Board, who will review each appeal request and determine if criteria are met that warrant further investigation.

## **B. Student Conduct Hearing Process and 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.

### **1. Student Conduct Hearing**

- a. The Student Conduct Coordinator will assign the case to a Student Conduct Hearing Officer.
- b. The Student Conduct Officer sends a written letter of notification of the alleged policy violation(s) to the student(s) via their College email account. 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 Hearing Officer within 24 hours, to reschedule. Failure to do so will result in a hearing being conducted in his/her absence.
- c. The Student Conduct Hearing Officer conducts the hearing following the guidelines set forth by the College.
- d. Decisions regarding alleged policy violation(s) will be communicated in written form by the Student Conduct Hearing Officer via College email, including sanctions if warranted.
- e. Student may appeal the decision of the Student Conduct Hearing Officer to

designated appeal officer only if appeal criteria are met. See section below for further information concerning requests for appeals.

## 2. 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.

## 3. Request for Appeal

Following adjudication of a student conduct hearing, a student may appeal the outcome by following the procedures below.

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

### Criteria for Appeal

- b. 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.
  - c. Failure by the hearing officer to follow established procedures.
  - d. New evidence has appeared subsequent to the initial hearing which could have affected the original findings.
  - e. The sanction is disproportionate, or otherwise inappropriate, to the proven violation.
2. Student requests an appeal, in writing, within two business 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. Additionally, the letter must be of strong written quality; Times New Roman, size 12 font, double-spaced, with 1-inch margins.

The Student Conduct Coordinator will determine if the appeal will be reviewed by an individual appeal officer or the Appeals Hearing Board.

- b. The Appeals Hearing Board consists of 3 members (1 Faculty, 1 Student, 1 Administrator).
  - c. 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.
  - c. conduct a formal hearing.

The outcome of this process will result in the appeal officer or board rendering a decision that upholds the original decision, modifies the original decision, or dismisses the case.

All appellate decisions are final.

### **C. Student Conduct Referral**

Any person may refer a student for judicial action when it is believed that the student has violated a College policy. Referrals are made to the Student Conduct Coordinator by submitting College documents on which the alleged offense(s) will be described in detail. The form will be signed by the individual initiating the report.

### **D. 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:

- a. receive a notice of alleged policy violations, as well as the documents upon which the specific alleged violations are based. .
- b. prepare and present defense in his/her behalf.
- c. obtain legal counsel in an advisory, non-representative capacity.
- d. make a verbatim record of the hearing (not deliberations) at his/her own expense.
- e. receive a notice of decisions and sanctions, if any.
- f. request an appeal, if criteria are met.

In addition:

- a. Consideration may be made to bypass any or all –of the above criteria 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 procedures are not available during the summer and vacations.

### **E. Victim's Rights**

Not all students who participate in the Student Conduct Process are referred individuals. Should a student report an incident that requires disciplinary action, that student may be required to attend and/or participate in the Student Conduct Process.

Should a victim be required to participate in the Student Conduct Process, the following guidelines are intended to assure individual rights and fairness; deviations should be carefully considered to allow for unique and individual needs. A victim has a right to and thus may:

- a. Receive an explanation of all procedures.
- b. Be accompanied by an advisor throughout all proceedings.
- c. Be provided 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.

The College cannot disclose the outcome of the hearing to the victim, but the College can let them know that the incident went through the Student Conduct process.

#### **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 and second alcohol or drug policy violation. In addition, if an incident results in removal from College housing, suspension, or dismissal from the College, parents will be notified.

#### **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 and College-sponsored events. This means that any incident involving a student that harms the College's interest will be reviewed to determine if College conduct action is warranted. Any off-campus incident that endangers another member of the College community (i.e.: Sale or Dispensation of Illegal Drugs, Infliction or Threat of Bodily Harm, Sexual Assault, Assault, Aggravated Harassment, or Threat with a Deadly Weapon) would be considered harmful to the interest of the College.

Any College official may enter rooms to investigate possible violation(s) of policies and may confiscate contraband, such as alcohol or stolen property, when deemed appropriate by College officials. Confiscated items may be disposed of at the discretion of College officials when possession of these items violates policies and regulations.

Students must comply with requests from College officials to open rooms when acting in an official College capacity. Failure to cooperate may result in disciplinary action including dismissal from residence and/or the College.

#### **VI. Violations**

##### **Alcohol**

##### ***Alcohol as it Relates to Underage Students***

If a student is under the age of 21 (hereafter referred to as an "underage student"), the possession, consumption, or distribution of any amount of alcohol is prohibited.

- a. Underage students shall not possess, consume or distribute alcoholic beverages.
- b. Underage students shall not furnish or sell any alcoholic beverage.
- c. Underage students shall not be in the presence of alcohol.
- d. Underage students shall not allow guests to bring alcohol into the residence halls.
- e. Underage students shall not be incapacitated by the influence of alcohol or another drug or substance.



### ***Alcohol as it Relates to Of-Age Students***

If a student is at least 21 years of age (hereafter referred to as an “of-age student”), they are permitted to possess and consume a “reasonable amount” of alcohol in their College-assigned room, or in the College-assigned room of another of-age student. A reasonable amount of alcohol is defined here as no more than a six pack of beer, a liter of wine, or a half-liter of liquor.

- a. Of-age students shall not possess, consume, or distribute any alcoholic beverage(s) if any underage person is present.
- b. Of-age students shall not furnish or sell any alcoholic beverage to any person not 21.
- c. Of-age students shall not possess, consume, or distribute large quantities of alcohol, including, but not limited to, kegs or beer balls.
- d. Of-age students shall not possess or consume alcohol in any common area of the residence halls including suite living rooms and kitchens.
- e. Of-age students shall not allow guests to bring alcohol into the residence halls.
- f. Of-age students shall not be incapacitated by the influence of alcohol or another drug or substance.

### ***Alcohol as it Relates to Excessive Drinking***

Excessive drinking (or “binge-drinking”) is prohibited. Of-age students are expected to drink responsibly and never in excess.

### ***Alcohol as it Relates to Paraphernalia***

Underage students shall not possess any drinking paraphernalia.

- a. This includes, but is not limited to: funnels, beer mugs, flasks, game tables, shot glasses, steins, margarita glasses, and wine glasses.

Although Of-age students are permitted to possess and consume alcohol on campus, they shall not possess drinking paraphernalia that is intended to be used for, or otherwise could be used for, excessive drinking.

- a. This includes, but is not limited to: funnels, flasks, game tables, and shot glasses.

Regardless of age, students shall not collect, display, or store empty alcohol containers.

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

Violators of the alcohol policy and/or alcohol paraphernalia policy may be removed from campus housing after their third violation or earlier depending on the severity of the incident.

## **Animals & Pets**

With the exception of fish (in properly maintained aquariums of 10 gallons or less), no animals will be allowed in residence halls. Students are responsible for unplugging tanks and/or water heaters during break periods when the residence halls are closed. Service and Emotional Support Animals are excluded from this. Please refer to the Policies section of the Handbook for a complete description of the Service Animal and Emotional Support Animal Policies.

Unleashed and/or unlicensed animals are not permitted in food preparation, or service areas and are subject to removal from other areas of the campus.

Additionally, in the event that a guest of a student brings a pet to campus, that pet cannot be left unattended for any length of time.

## **Appliances & Cooking**

### ***Appliances & Cooking as it Relates to Residence Halls***

Cooking in any area of the residence hall other than the kitchen is prohibited.

### ***Appliances & Cooking as it Relates to Prohibited Items***

One-cup coffee makers with an automatic shut-off and without an exposed base heating element 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.

Prohibited appliances/items in the residence halls include, but are not limited to:

- a. Air conditioners
- b. Electric coils
- c. Electric percolators
- d. Halogen lamps
- e. Hot pots
- f. Lava lamps
- g. Non-College provided space heaters
- h. Sun lamps
- i. Any heat producing cooking appliances
- j. Any electrical appliance used to cook food.

### ***Appliances & Cooking as it Relates to Refrigerators***

One refrigerator, not exceeding 3.1 cubic feet and 115 volts, which is UL approved and Energy Star rated is permitted in each room.

### ***Appliances & Cooking as it Relates to Microwaves***

One microwave not exceeding 700 watts and 0.7 cubic feet, which is UL approved is permitted in each room in First Year Residence Halls only. Students residing in residence halls other than our First Year Buildings may not have privately owned microwaves in their space. Residence Halls other than First Year Buildings will have one microwave for use in the common kitchen of the building.

## **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. Requests must be submitted within a two week timeline for approval.

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

## **Building Access & Security**

### ***Building Access & Security as it Relates to Secure Areas***

No person may:

- a. be on the roof of any campus building.
- b. be on a porch or balcony adjacent to a student bedroom.
- c. climb into windows on campus.
- d. sit in windows or on ledges.
- e. sit on heating/cooling units.

### ***Building Access & Security as it Relates to Card Readers***

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.

### ***Building Access & Security as it Relates to Keys and ID Cards***

Residents must carry their keys and ID card with them at all times. Duplicating keys is prohibited. Changing or adding locks to any door, is prohibited. In addition, students may not loan their own or use another student's key or College identification for any reason. Failure to show a proper College of Saint Rose student identification or other identification to a College representative is prohibited.

### ***Building Access & Security as it Relates to Unauthorized Entry/Exit***

Forcible entry or any unauthorized entry into any room or building on the College premises or at any College related function is prohibited. In addition, unauthorized use of emergency exit doors is prohibited.

## **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.

## **College Documents**

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

## **Community Responsibility**

Students are members of their residence hall or apartment community and are expected to act respectfully and responsibly and not interfere with the rights, comfort or safety of their roommate(s), other students, faculty, administrators, staff or guests. Additionally, students are expected to treat communal property (i.e. bathrooms, hallways, bulletin boards, etc.) and the property of others with respect.

## **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.

## **Classroom Behavior**

It is the expectation that students will maintain a professional and respectful manner while attending classes. If a student is being verbally or physically aggressive or being disruptive to the academic environment, they will be subject to the student conduct process.

## **Disorderly Conduct**

Conduct which disrupts or disturbs the normal routine of campus and/or the neighboring community is prohibited. This includes playing sports indoors, or any other behavior that is loud, boisterous, or destructive.

Students may be removed or restricted from campus housing after a violation of the disorderly conduct policy depending upon the severity of the violation.

## **Drugs**

### ***Drugs as it Relates to Possession, Consumption, Distribution, and Sale***

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

Students shall not:

- a. be in the presence of illegal or illicit drugs, nor will they be present where illegal or illicit drugs are being used, had been used, or were suspected of being used.
- b. be incapacitated by the influence of alcohol or another drug or substance.

Additionally, 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.

### ***Drugs as it Relates to Paraphernalia***

Possession of any drug paraphernalia, or any item designed or intended for the consumption of drugs or disguising drug use is prohibited.

Students shall not:

- a. possess any drug paraphernalia, including, but not limited to: bongs, bowls, hookahs, and pipes.
- b. possess any items that are designed for the use of drugs.
  - a. Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy.

All drugs and drug paraphernalia will be confiscated and disposed of by Security.

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

### **Furnishing False Information**

#### ***Furnishing False Information as it Relates to Written or Oral Statements***

Furnishing a written or oral statement known to be false is prohibited.

#### ***Furnishing False Information as it Relates to Emergency Reporting or Threat***

Falsely reporting a bomb, fire, or any other emergency by means of activating an alarm or by any other method is prohibited. Students who falsely report a bomb, fire, or any other emergency may be removed from campus housing and/or the College depending on the severity of the incident.

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

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

### **Fire & Fire Safety**

#### ***Fire & Fire Safety as it Relates to Building Evacuation***

In the case of emergency or emergency drills, failure to leave or preventing a College official from evacuating a building is prohibited.

#### ***Fire & Fire Safety as it Relates to Fire Safety Equipment***

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 and a fine.

#### ***Fire & Fire Safety as it Relates to Prohibited Items***

Due to fire safety regulations, the following items are prohibited in the residence halls:

- a. Candles (burned or unburned, and with or without a wick).
- b. Curtains or fabric decorations of any type.
- c. Extension cords.
- d. Flammable or explosive liquids or gases, including lighter fluid.
- e. Incense.
- f. Live Christmas trees.
- g. Portable heaters not provided by the College.
- h. Potpourri.
- i. Wax burners.

Any illegal items will be confiscated by Staff or Security.

#### ***Fire & Fire Safety as it Relates to Mandatory Fire Safety Prevention Meetings***

Attendance at annual fire safety/crime prevention meetings is mandatory for all resident students.

## **Gambling**

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

## **Harassment**

Harassment of any type is strictly prohibited.

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. 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.

This includes willful and repeated harm inflicted through the use of computers, cell phones, cameras, and other electronic devices.

## **Hazing**

Students shall not:

- d. 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.
- e. 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.
- f. Engage in any acts such as paddling, creating excessive fatigue, work sessions, physical or psychological shock, wearing apparel which is conspicuous and/or containing language or graphics which another individual might find offensive, 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.

## **Hoverboards**

Due to safety concerns regarding fire safety and operator safety, hoverboards are not permitted to be stored or used anywhere on campus. The term "hoverboards" includes but is not limited to self-balancing scooters, battery or gas operated scooters, hands-free Segway's and electric powered skateboards.

Here is a link to a safety statement related to Hoverboards by the Consumer Product Safety Commission

<http://www.cpsc.gov/en/About-CPSC/Chairman/Kaye-Biography/Chairman-Kayes-Statements/Statements/Statement-from-the-US-CPSC-Chairman-Elliot-F-Kaye-on-the-safety-of-hoverboards/>

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

Students shall not:

- a. inflict bodily harm.
- b. take any action for the purpose of inflicting bodily harm.
- c. take any action that creates a substantial risk such that bodily harm could result.

Additionally, students shall not threaten to subject another person to:

- a. physical harm.
- b. unwanted physical contact.
- c. ethnic slurs, personal insults, and/or obscenities at another person or group of people, or engage in any conduct that would reflect negatively on the College's mission.
- d. unwanted communication, including, but not limited to: in person, phone, email, text message, dating websites, social media, or any other form of electronic communication
  - a. This includes willful and repeated harm inflicted through the use of computers, cell phones, cameras, and other electronic devices.
  - b. For the purposes of this policy, social media is defined as any form of electronic communication through websites, browsers, or digital applications. Examples include, but are not limited to, Twitter, Facebook, Instagram, and Tumblr.

## **Musical Instruments**

### ***Musical Instruments as it Relates to Residence Halls***

Musical instruments are allowed in the residence halls for the purpose of practicing. Students may practice during times not designated as "Quiet Hours" 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.

Students are under a continuous obligation to be respectful of each other at all times.

### ***Musical Instruments as it Relates to Electrical Amplification***

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.

### ***Musical Instruments as it Relates to Final Examinations***

In an effort to provide support for academic success, a week prior to, and during, final examinations, quiet hours are from 8 pm to 12 noon. There will be no practicing of musical instruments permitted in the residence halls during this time.

## **Noncompliance with a Reasonable Request**

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

## **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.

## **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.

In circumstances where one student is responsible for damaging the property of another student, the College is not responsible for arranging payment methods, collecting payment or the replacement of said property.

## **Quiet Hours**

Quiet Hours in the Residence Halls exist to support the academic mission of The College of Saint Rose. As a member of the residential community, students are expected to contribute to the maintenance of an environment conducive to the sleep and study needs of others. Residents are expected to attempt to resolve problems by speaking politely and directly to others in the community about disruptive noise. As a result, residents are expected to comply with requests from other community members to cease bothersome noise or activity. The RAs will assist residents in bringing these issues forward for discussion and address reoccurring concerns.

### ***Quiet Hours as it Relates to Residence Halls***

The quiet hours for all residence halls are:

- a. 11pm – 8am on Sunday – Thursday
- b. 1am – 9am on Friday and Saturday.

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, conversations, music, television, and other electronic devices must be kept at a level where they cannot be heard outside of the residents' room.



### ***Quiet Hours as it Relates to Courtesy Hours***

24 hour courtesy hours are enforced daily. Regardless of the time of day, residents are expected to keep noise to a minimum and maintain a positive living atmosphere. Residents should always comply with requests from their neighbors to cease bothersome noise or activity.

### ***Quiet Hours as it Relates to Final Examinations***

In an effort to provide support for academic success, a week prior to, and during, final examinations, quiet hours are from 8 pm to 12 noon.

## **Residence Hall Regulations**

Students shall not violate any regulation established within the housing contract/occupancy agreement 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. Please see the Residence Life General Information section of the handbook for more information concerning residence hall regulations.

## **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.

## **Sexual Harassment & 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 Harassment & Misconduct Policy

## **Skateboard and Recreational Vehicles**

For the safety of all members of the College, the use of skateboards, roller skates, roller blades, and human powered cycles (bicycles, unicycles, etc.) is prohibited within all buildings on campus. Use of these devices is permitted on walkways and paths as long as the right of way is granted to pedestrians. Riding such devices on walls, benches, stairs, curbs, ramps, railings and the like is prohibited.

## **Smoking**

Smoking and the use of any other tobacco product is strictly prohibited in all College campus buildings, on the grounds of the campus, on off-campus properties owned, leased, or rented by the College, and in all College owned, leased, or rented vehicles.

Students shall not:

- a. Possess, consume, or distribute any tobacco, vape or vape-related product on any College-owned, -leased, or -rented property or in any College-owned, -leased, or -rented vehicles.
- b. Furnish or sell any tobacco products on any College-owned, -leased, or -rented property or vehicles.

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), vapes (used with or without tobacco), or any other smoking material or device.

## **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:

- a. Telephone calls.
- b. Voice/text messages.
- c. Following to and/or from place of residence, class, work, or other daily activities.
- d. Letters.
- e. Emails.
- f. Gift giving.
- g. Instant messaging.
- h. Using social networking communities to collect information about person.
- i. Creating shadow accounts or monitoring key strokes.
- j. Taking pictures of person.
- k. Befriending person's friends.

Please refer to the Policies section of this Handbook for complete information on the Sexual Misconduct policy.

## **Terms and Conditions**

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

### **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.

### **Visitation**

A guest is any person who intends to visit or sleep in a residence hall room and is not a resident of that room.

*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 (in other words, anyone with a valid College of Saint Rose ID Card – resident or commuter.)

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

Resident students have a right to privacy. The right of a resident to privacy takes priority over another student's right to guest privileges. Therefore, a resident may not bring a guest into the room without the consent of the roommate(s). If the presence of a guest is an invasion of a roommate's privacy, the guest must leave.

Residents must follow all of the following restrictions concerning guests:

- a. The Resident Assistant must be notified of an overnight guest 24 hours prior to the guest's arrival.
- b. Permission of the room's other occupant(s) must be obtained by the hosting student for an overnight guest.
- c. Residents may have no more than two guests per resident in their room.
- d. Resident students are responsible for the conduct of their guests, and for making their guests aware of College policies.
- e. Guests who do not observe College policies may be asked to leave and may be denied the privilege of visiting the campus again.
- f. Guests must remain with the resident hosting them at all times.
- g. Overnight guests may stay only a maximum of 5 nights per 30-day period. Additionally, an overnight guest may stay no more than 2 consecutive nights.
- h. No resident student will be allowed to sign a guest into a building who is under the influence of alcohol or drugs.
- i. Guests are not permitted to bring alcohol into the residence halls, regardless of their age.
- j. No non-Saint Rose guests are permitted the week preceding an exam period, during exams or during any College recess.

Given that residents are responsible for the actions of their guests, it is strongly recommended that a resident only signs in guests with whom they are familiar and that they believe will abide by College policies and expectations. 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.

## **Weapons**

### ***Weapons as it Relates to Firearms, Projectiles, & Explosives***

Students shall not possess, sell, furnish, or distribute:

- a. Firearms.
- b. Ammunition.
- c. Any projectile objects.
- d. Firecrackers.
- e. Gunpowder.
- f. Other explosives or potentially dangerous objects.

Additionally, the following items are prohibited:

- n. Airsoft rifles, archery bows, BB guns, launching devices, mace, paintball guns, pellet guns, slingshots, tasers, toy guns, nerf guns, cap guns, and water pistols.

The possession of a New York State weapons permit does not authorize that person to have a firearm on campus.

### ***Weapons as it Relates to Martial Weapons***

Students shall not possess, sell, furnish, or distribute:

- a. Martial arts displays.
- b. Bladed weapons, such as knives or swords.
- c. Nunchaku, or “chukka” sticks.
- d. Billy clubs, black jacks or night sticks.
- e. Metal knuckles.

### ***Weapons as it Relates to Simulated Weapons***

Students shall not use any object or 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. Failure to complete an imposed sanction may result in College records being placed on hold.

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 “active sanction” or educational sanction, requiring the student to complete some form of service or assignment requiring the student’s active participation.
- b. An “inactive sanction” or written sanction (Censure, Disciplinary Probation, Disciplinary Suspension, or Disciplinary Dismissal)

#### A. Active, or Educational, Sanctions

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. Reflective Exercises.
- h. StrengthsQuest Reflection Activity

#### B. Inactive Sanctions

##### 1. 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.

##### 2. 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.

##### 3. 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.

##### 4. 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.

5. 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.

6. 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.

7. Restrictions

- a. A restriction takes away a privilege that the student may have, including but not limited to:
- b. The ability to host guests on campus.
- c. The ability to attend athletic and extracurricular events.
- d. The ability to possess various types of electronic equipment in a residence hall room.
- e. The ability to have contact with specified individuals or organizations in the college community.
- f. The ability to participate in the room reservation process.
- g. The ability to restrict movement on campus (including any college-owned or leased building/property).

8. Restitution.

A student may incur a monetary fine equivalent to the cost of damaged, lost, or stolen property.

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

## CONSUMER INFORMATION DISCLOSURES

CONSUMER INFORMATION/DISCLOSURES	
Financial Assistance Information	
Document	On-Line Location
A description of all the Federal, State, local, private and institutional student financial assistance programs (need based and non-need based) available to students who enroll at the institution.	<a href="http://www.strose.edu/campus-offices/financial-aid/types-of-aid/">http://www.strose.edu/campus-offices/financial-aid/types-of-aid/</a> Listed individually
Terms and conditions of the Title IV, HEA loans students receive, including information published by the Department	<a href="http://www.strose.edu/campus-offices/financial-aid/types-of-aid/">http://www.strose.edu/campus-offices/financial-aid/types-of-aid/</a> <a href="http://www.strose.edu/campus-offices/financial-aid/policies-procedures/">http://www.strose.edu/campus-offices/financial-aid/policies-procedures/</a>
For each program, information must include: <ul style="list-style-type: none"> <li>• Procedures and forms students use to apply for admission or for financial aid</li> <li>• Student eligibility requirements</li> <li>• Criteria for selecting recipients from the group of eligible applicants</li> <li>• Criteria for determining amount of student's award</li> </ul>	<a href="http://www.strose.edu/campus-offices/financial-aid/types-of-aid/">http://www.strose.edu/campus-offices/financial-aid/types-of-aid/</a> <a href="http://www.strose.edu/campus-offices/financial-aid/policies-procedures/">http://www.strose.edu/campus-offices/financial-aid/policies-procedures/</a>
Rights and responsibilities of students receiving financial assistance, to include	<a href="http://www.strose.edu/campus-offices/financial-aid/policies-procedures/">http://www.strose.edu/campus-offices/financial-aid/policies-procedures/</a> <a href="http://www.strose.edu/campus-offices/financial-aid/types-of-aid/">http://www.strose.edu/campus-offices/financial-aid/types-of-aid/</a>
Contacts for information on financial assistance and institutional issues	<a href="http://www.strose.edu/campus-offices/financial-aid/">http://www.strose.edu/campus-offices/financial-aid/</a> (sidebar – Contact Information)
Information disclosed to students or parents of students who enter into an agreement regarding a Title IV, HEA loan that the loan will be submitted to NSLDS and accessible by authorized agencies, lenders, and institutions	<a href="http://www.strose.edu/campus-offices/financial-aid/types-of-aid/">http://www.strose.edu/campus-offices/financial-aid/types-of-aid/</a> Listed under Direct Student Loans, Perkins Loan, TEACH Grant

CONSUMER INFORMATION/DISCLOSURES	
Institutional Information	
Document	On-Line Location
Cost of attendance (including estimates of tuition/fees, books and supplies, room and board, transportation costs (such as commuting) if applicable, and any additional costs associated with a program in which the student is enrolled or expressed an interest	<a href="http://www.strose.edu/campus-offices/payment-office/tuition-fees/">http://www.strose.edu/campus-offices/payment-office/tuition-fees/</a>
Refund policy with which the institution is required to comply for return of unearned tuition and fees or other refundable portions of costs paid to the institution	<a href="http://www.strose.edu/students/student-account-policies/">http://www.strose.edu/students/student-account-policies/</a>
Requirements and procedures for officially withdrawing	<a href="http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Tuition-Fees-Financial-Aid/Withdrawal-and-Refunds">http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Tuition-Fees-Financial-Aid/Withdrawal-and-Refunds</a>  <a href="http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Academic-Services/Withdrawing-from-the-College">http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Academic-Services/Withdrawing-from-the-College</a>  <a href="http://strose.smartcatalogiq.com/en/2014-2016/Graduate-Catalog/Academic-Policies-and-Procedures/Withdrawing-from-the-College">http://strose.smartcatalogiq.com/en/2014-2016/Graduate-Catalog/Academic-Policies-and-Procedures/Withdrawing-from-the-College</a>
Summary of requirements related to return of Title IV funds (grant and loan aid)	<a href="http://www.strose.edu/campus-offices/financial-aid/policies-procedures/">http://www.strose.edu/campus-offices/financial-aid/policies-procedures/</a>  What if I withdraw from classes
Academic program information (current degree programs; instructional, lab, or other physical facilities which relate to the program(s); faculty & instructional personnel; and any plans for improving academic programs, if such a plan exists  Include information regarding required internships and externships	Undergraduate - <a href="http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Academic-Programs-and-Options">http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Academic-Programs-and-Options</a>  Graduate - <a href="http://strose.smartcatalogiq.com/en/2014-2016/Graduate-Catalog/Academic-Programs">http://strose.smartcatalogiq.com/en/2014-2016/Graduate-Catalog/Academic-Programs</a>  *Specific requirements listed within each major for internships, etc...  Faculty - <a href="http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Saint-Rose-Directory/2015-2017-Full-time-Faculty">http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Saint-Rose-Directory/2015-2017-Full-time-Faculty</a>  <a href="http://www.strose.edu/about/consumer-information/program-related-facilities/">http://www.strose.edu/about/consumer-information/program-related-facilities/</a>
Names of associations, agencies, and/or governmental bodies that accredit, approve, or license the institution and its programs; and procedures for obtaining or reviewing documents	<a href="http://strose.smartcatalogiq.com/en/2015-2017/Catalog/General-Information/Accreditation-and-Memberships">http://strose.smartcatalogiq.com/en/2015-2017/Catalog/General-Information/Accreditation-and-Memberships</a>  <a href="http://www.strose.edu/about/charter-accreditations/">http://www.strose.edu/about/charter-accreditations/</a>



describing accreditation, approval, or licensing	
Services and facilities available to students with disabilities, including students with intellectual disabilities	<a href="http://www.strose.edu/academics/center-for-student-success/academic-success-center/disability-services/">http://www.strose.edu/academics/center-for-student-success/academic-success-center/disability-services/</a> <a href="http://www.strose.edu/wp-content/uploads/2015/09/Housing-Accommodation-Meal-Plan-Waiver-Request-Form.pdf">http://www.strose.edu/wp-content/uploads/2015/09/Housing-Accommodation-Meal-Plan-Waiver-Request-Form.pdf</a> <a href="http://www.strose.edu/wp-content/uploads/2015/09/FINAL-Disability-Resource-Guide-for-Pro prospective-Students-1.pdf">http://www.strose.edu/wp-content/uploads/2015/09/FINAL-Disability-Resource-Guide-for-Pro prospective-Students-1.pdf</a>
Statement that a student's enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment at the home institution for the purpose of applying for assistance under Title IV	<a href="http://www.strose.edu/academics/international-programs/study-abroad-study-away/for-students/academics-credits/">http://www.strose.edu/academics/international-programs/study-abroad-study-away/for-students/academics-credits/</a>
<b>Net Price Calculator</b>	<a href="http://www.strose.edu/admissions/first-year-students/tuition-aid/">http://www.strose.edu/admissions/first-year-students/tuition-aid/</a>
<b>Transfer of Credits policies</b> including established criteria on transfer of credit earned at another institution, and a list of institution articulation agreements	<a href="http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Undergraduate-Admissions/Transfer-Policy">http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Undergraduate-Admissions/Transfer-Policy</a> <a href="http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Undergraduate-Admissions/Articulation-Agreements">http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Undergraduate-Admissions/Articulation-Agreements</a>
<b>Copyright Information</b> Policies and sanctions	<a href="http://www.strose.edu/academics/academic-resources/academic-integrity/copyright-policy/">http://www.strose.edu/academics/academic-resources/academic-integrity/copyright-policy/</a>
<b>College Bookstore – ISBN</b> The International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials	<a href="http://www.bkstr.com/saintrosestore/shop/textbooks-and-course-materials">http://www.bkstr.com/saintrosestore/shop/textbooks-and-course-materials</a>
<b>Textbook Information</b>	<a href="http://www.bkstr.com/saintrosestore/shop/textbooks-and-course-materials">http://www.bkstr.com/saintrosestore/shop/textbooks-and-course-materials</a>
<b>Voter Registration Form Availability</b>	<a href="http://www.strose.edu/about/consumer-information/">http://www.strose.edu/about/consumer-information/</a>
<b>Constitution Day</b>	<a href="http://www.strose.edu/campus-offices/financial-aid/constitution-day/">http://www.strose.edu/campus-offices/financial-aid/constitution-day/</a>
<b>Written Arrangements</b> Disclosures to prospective and enrolled students regarding blanket written arrangements on a programmatic basis and not for individual arrangements initiated by students. A description of	<a href="http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Programs-of-Study/Biology-Cytotechnology-BS-MS">http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Programs-of-Study/Biology-Cytotechnology-BS-MS</a> <a href="http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Programs-of-Study/Medical-Technology-BS">http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Programs-of-Study/Medical-Technology-BS</a>

<p>the written arrangement that the institution has entered, including but not limited to:</p> <ul style="list-style-type: none"> <li>• The portion of the educational program provided by the non-degree/certificate granting school</li> <li>• Name and location of the non-degree/certificate granting school</li> <li>• Method of delivery of the portion of the program not being offered by the degree or certificate granting school</li> <li>• Estimated additional costs the student may incur</li> </ul>	<p><a href="http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Academic-Programs-and-Options/3-3-Dual-Degree-Program-in-Law">http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Academic-Programs-and-Options/3-3-Dual-Degree-Program-in-Law</a></p> <p><a href="http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Academic-Programs-and-Options/3-2-Engineering-Program">http://strose.smartcatalogiq.com/en/2015-2017/Catalog/Academic-Programs-and-Options/3-2-Engineering-Program</a></p> <p><a href="http://strose.smartcatalogiq.com/en/2014-2016/Graduate-Catalog/Academic-Programs/The-Huether-School-of-Business/Business-Administration-JD-MBA">http://strose.smartcatalogiq.com/en/2014-2016/Graduate-Catalog/Academic-Programs/The-Huether-School-of-Business/Business-Administration-JD-MBA</a></p>
<p><b>Student Body Diversity</b> Information on diversity of the student body, including percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients</p>	<p><a href="http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/09/HEA_FallEnrollmentSummary2014_FinalMatchIPEDS.pdf">http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/09/HEA_FallEnrollmentSummary2014_FinalMatchIPEDS.pdf</a></p>
<p><b>Verification</b> To students selected for verification, a written statement explaining:</p> <ul style="list-style-type: none"> <li>• documents required for verification</li> <li>• student's responsibilities (correction procedures, deadlines, consequences of missing deadlines)</li> <li>• notification (how school will notify student of award changes based on verification and the timeframe for the notification)</li> </ul>	<p><a href="http://www.strose.edu/campus-offices/financial-aid/policies-procedures/">http://www.strose.edu/campus-offices/financial-aid/policies-procedures/</a></p> <p><a href="http://www.strose.edu/campus-offices/financial-aid/forms/">http://www.strose.edu/campus-offices/financial-aid/forms/</a></p> <p><b>**Verification Letter**</b></p>

CONSUMER INFORMATION/DISCLOSURES	
Health and Safety	
Document	On-Line Location
<b>Vaccination Policy</b>	<a href="http://www.strose.edu/student-life/health-wellness/health-services/required-health-forms/">http://www.strose.edu/student-life/health-wellness/health-services/required-health-forms/</a>
<p><b>Drug and Alcohol Abuse Prevention Program</b></p> <ul style="list-style-type: none"> <li>• Penalties associated with drug related offenses</li> <li>• Links to 2 most recent program disclosures / distribution</li> </ul>	<p><a href="http://www.strose.edu/campus-offices/security/campus-safety-report-and-policies/">http://www.strose.edu/campus-offices/security/campus-safety-report-and-policies/</a></p> <p><a href="http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf">http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf</a> (page 12-14)</p>

<ul style="list-style-type: none"> <li>• biennial review</li> </ul>	
<b>Clery (Campus Security Act) – Two most recent Annual Security Reports</b>	<a href="http://www.strose.edu/campus-offices/security/campus-safety-report-and-policies/">http://www.strose.edu/campus-offices/security/campus-safety-report-and-policies/</a>  <a href="http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf">http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf</a> (page 4)
<b>Crime Statistics</b>	<a href="http://www.strose.edu/campus-offices/security/campus-safety-report-and-policies/">http://www.strose.edu/campus-offices/security/campus-safety-report-and-policies/</a>  <a href="http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf">http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf</a> (page 37-45)
<b>Timely Warning and Emergency Notification</b>	<a href="http://www.strose.edu/campus-offices/security/emergency-response-plan/">http://www.strose.edu/campus-offices/security/emergency-response-plan/</a>  <a href="http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf">http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf</a> (page 28-29)
<b>Daily Crime Log</b>	<a href="http://www.strose.edu/campus-offices/security/campus-safety-report-and-policies/">http://www.strose.edu/campus-offices/security/campus-safety-report-and-policies/</a>  <a href="http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf">http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf</a> (page 33)
<b>Emergency Response/Evacuation</b>	<a href="http://www.strose.edu/campus-offices/security/emergency-response-plan/">http://www.strose.edu/campus-offices/security/emergency-response-plan/</a>  <a href="http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf">http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf</a> (page 28-29)
<b>Missing Person Notification</b>	<a href="http://www.strose.edu/campus-offices/security/campus-safety-report-and-policies/">http://www.strose.edu/campus-offices/security/campus-safety-report-and-policies/</a>  <a href="http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf">http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf</a> (page 31-32)
<b>Fire Safety Reports on Student Housing (two most recent)</b>	<a href="http://www.strose.edu/campus-offices/security/campus-safety-report-and-policies/">http://www.strose.edu/campus-offices/security/campus-safety-report-and-policies/</a>  <a href="http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf">http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/08/ASR-2014-Final.rvsd-links.pdf</a> (page 35-36)

CONSUMER INFORMATION/DISCLOSURES	
Institutional Outcomes	
Document	On-Line Location
<b>Student Right-To-Know Act</b>	<a href="http://www.strose.edu/about/consumer-information/">http://www.strose.edu/about/consumer-information/</a>  Under Student Outcomes Information
<b>Completion/graduation rates (for short term programs and if required by accrediting agency or State)</b>	<a href="http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/09/GradRateRptF08cohort.pdf">http://saintrose.s3.amazonaws.com/wp-content/uploads/2015/09/GradRateRptF08cohort.pdf</a>
<b>Completion/graduation rates for student athletes</b>	<a href="http://gogoldenknights.com/documents/2016/2/2/NCAA_Demographic_Report_2014_15.pdf?id=704">http://gogoldenknights.com/documents/2016/2/2/NCAA_Demographic_Report_2014_15.pdf?id=704</a>
<b>Equity in Athletics Disclosure Act</b>	<a href="http://www.strose.edu/about/consumer-information/">http://www.strose.edu/about/consumer-information/</a>  Intercollegiate Athletic Program

CONSUMER INFORMATION/DISCLOSURES	
Other	
Document	On-Line Location
<b>Method of Disclosure</b> Annual notice to enrolled students of the availability of information required to be disclosed that lists and briefly describes the disclosures and how to obtain the information.	<a href="http://assets.strose.edu/handbook/StudentHandbook.pdf">http://assets.strose.edu/handbook/StudentHandbook.pdf</a> (page 116)
<b>FERPA Information</b>	<a href="http://www.strose.edu/academics/registrar/policies-and-procedures/ferpa/">http://www.strose.edu/academics/registrar/policies-and-procedures/ferpa/</a>
<b>Health and Safety Exemption Requirement</b>	<a href="http://assets.strose.edu/handbook/StudentHandbook.pdf">http://assets.strose.edu/handbook/StudentHandbook.pdf</a> (page 65 j)
<b>Establishing and Maintaining an Information Security Program</b>	<a href="http://www.strose.edu/campus-offices/its/about-its/policies/privacy-policy/">http://www.strose.edu/campus-offices/its/about-its/policies/privacy-policy/</a>
<b>Misrepresentation</b>	<a href="http://www.strose.edu/about/consumer-information/">http://www.strose.edu/about/consumer-information/</a>
<b>College Navigator Website</b> Does it include a direct link to the institution's web site that provides in an easily accessible manner: <ul style="list-style-type: none"> <li>• student activities offered by the institution</li> <li>• services offered by the institution for individuals with disabilities (including intellectual disabilities)</li> <li>• career and placement services offered to students during and after enrollment, and</li> </ul>	<a href="http://www.strose.edu/about/consumer-information/">http://www.strose.edu/about/consumer-information/</a>  College Navigator Website

<ul style="list-style-type: none"> <li>institutional policies related to transfer of credit from other institutions</li> </ul>	
<b>Teacher Preparation Program Report</b>	<a href="http://www.strose.edu/about/consumer-information/">http://www.strose.edu/about/consumer-information/</a> Teacher Preparation Program Report
<b>Availability of Employee for Dissemination Purposes</b>	<a href="http://www.strose.edu/about/consumer-information/">http://www.strose.edu/about/consumer-information/</a> Contact for Additional Information
<b>Gainful Employment</b> Disclosures related to programs preparing students for gainful employment. <b>Sample for a Program</b>	<a href="http://www.strose.edu/campus-offices/financial-aid/gainful-employment/">http://www.strose.edu/campus-offices/financial-aid/gainful-employment/</a>

CONSUMER INFORMATION/DISCLOSURES	
Distance Education/Online Learning	
Document	On-Line Location
A list of all programs that are offered at physical campus locations	<a href="http://www.strose.edu/wp-content/uploads/2016/02/UG-Academic-Programs-offered-at-physical-campus-locations.pdf">http://www.strose.edu/wp-content/uploads/2016/02/UG-Academic-Programs-offered-at-physical-campus-locations.pdf</a>  <a href="http://www.strose.edu/wp-content/uploads/2016/02/GR-Academic-Programs-offered-at-physical-campus-locations.pdf">http://www.strose.edu/wp-content/uploads/2016/02/GR-Academic-Programs-offered-at-physical-campus-locations.pdf</a>
A list of all programs that includes courses that are offered via distance education, regardless of the percentage (e.g. online)	SDBL-A.C. <a href="http://www.strose.edu/educational-leadership-and-administration/">http://www.strose.edu/educational-leadership-and-administration/</a>  Internet Programming A.C. <a href="http://strose.smartcatalogiq.com/en/2014-2016/Graduate-Catalog/Academic-Programs/The-School-of-Mathematics-and-Sciences/Internet-Programming-CAS">http://strose.smartcatalogiq.com/en/2014-2016/Graduate-Catalog/Academic-Programs/The-School-of-Mathematics-and-Sciences/Internet-Programming-CAS</a>  Jenmarc <a href="http://www.strose.edu/academics/registrar/off-site-programs/off-site-program-affiliates/">http://www.strose.edu/academics/registrar/off-site-programs/off-site-program-affiliates/</a>  <a href="http://www.strose.edu/wp-content/uploads/2016/02/UG-Academic-Programs-offered-via-distance-education.pdf">http://www.strose.edu/wp-content/uploads/2016/02/UG-Academic-Programs-offered-via-distance-education.pdf</a>  <a href="http://www.strose.edu/wp-content/uploads/2016/02/GR-Academic-Programs-offered-via-distance-education.pdf">http://www.strose.edu/wp-content/uploads/2016/02/GR-Academic-Programs-offered-via-distance-education.pdf</a>
Please provide whatever materials that explain the faculty role in regards to interaction with students in distance education courses (e.g. faculty contract, handbook, job description, policy, training materials).	Blackboard Help link on Blackboard website <a href="https://en-us.help.blackboard.com/Learn/9.1_2014_04">https://en-us.help.blackboard.com/Learn/9.1_2014_04</a>  Tech Talk: ITS Online Learning Services for The College of Saint Rose <a href="http://techtalk.strose.edu/">http://techtalk.strose.edu/</a>

Any instructions or materials provided to students for participation in online courses	<u>Tech Talk: ITS Online Learning Services for The College of Saint Rose</u> <a href="http://techtalk.strose.edu/">http://techtalk.strose.edu/</a>  <u>Blackboard Help link on Blackboard website</u> <a href="https://en-us.help.blackboard.com//Learn/9.1_2014_04">https://en-us.help.blackboard.com//Learn/9.1_2014_04</a>
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