



Student Handbook

SJC Long Island

Updated: January 17, 2017

Student Handbook Disclosure

This handbook was prepared by the Division of Student Life in consultation with appropriate College officials.

The provisions of this handbook are not to be regarded as a contract between the student and the College. The College reserves the right to change any provisions or requirements at any time within the student's term of attendance.

Use of the Name of St. Joseph's College

Students of St. Joseph's College, whether individually or collectively, shall not, without written consent of the proper authorities, use the name of St. Joseph's College or any of its units in any activity of whatsoever kind outside of the regular work of the school. Violation of this rule is regarded as sufficient cause for appropriate disciplinary action up to and including dismissal.

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INTRODUCTION

St. Joseph's College
155 West Roe Boulevard
Patchogue, New York 11772-2603
631.687.5100

The St. Joseph's College Handbook has been designed as a reference guide for students. It will help you become acquainted with the wide variety of programs, services and extra-curricular activities offered at St. Joseph's, which serves more than 4000 day, evening, weekend and off-site students. They range from traditional to non-traditional aged students, reflecting the varying aspirations and diversity of the college community.

MOTTO: *Esse non videri: —To be, not to seem.*||

COLORS: Gold and White

FACILITIES:

The 27-acre Patchogue, SJC Long Island, adjacent to the Great Patchogue Lake, is an ideal setting for studying, socializing and partaking in extracurricular activities. Just off Sunrise Highway, the College is easily accessible from all parts of Long Island. SJC Long Island features modern, state-of-the-art facilities including:

- Business & Technology Center – Computer Labs and Smart Classrooms
- Callahan Library – Classrooms and Seminar Rooms
- Clare Rose Playhouse
- Center for Wellness (319 West Roe Boulevard) – Counseling and Wellness Center and Student Health Services
- Great River Administrative Offices (3500 Sunrise Highway, Oakdale) – Offices include Business Affairs, Financial Aid, Registrar and some members of Administration. This building is closed to students. O'Connor Hall houses these offices on the second and third floors for students.
- John A. Danzi Athletic Center – Natatorium, Aerobics and Dance Room, Gymnasium, Indoor Track, Multipurpose Room, Athletic Training Room and Athletic Offices. Home of Golden Eagle Athletics – Indoor Sports.
- Outdoor Athletic Complex – Athletic Offices, Athletic Training Room, and Athletic Fields. Home of Golden Athletics – Outdoor Sports.
- O'Connor Hall – Administrative Offices, Muriel and Virginia Pless Center for Performing Arts, McGann Conference Center, Shea Conference Center, Computer Labs, Science Labs, Smart Classrooms, Board Room (Board Room Gallery), Cafeteria-Sage Dining Services, Physical Plant Office, Security Office and Barnes & Noble Bookstore.
- Terry Street (1 Terry Street, Suite 2, Patchogue) – Office of Institutional Advancement - Alumni Relations and College Advancement Offices. Office of Marketing and Communications.

ACADEMIC SCHOOLS

ARTS AND SCIENCES

UNDERGRADUATE DEGREE PROGRAMS: Accounting, Adolescence Education (in Biology, Chemistry, English, History, Mathematics, or Spanish), Biology, Business Administration, Chemistry, Child Study/Special Education, Computer Information Technology, Criminal Justice, English, History, Hospitality and Tourism Management, Human Relations, Journalism and New Media Studies, Marketing, Mathematics, Mathematics and Computer Science, Medical Technology, Nursing (freshmen), Political Science, Psychology, Recreation, Religious Studies and Philosophy, Social Sciences (with a concentration in Economics), Sociology, Spanish, and Speech Communications. In addition, preparation is offered for the fields of teaching, medicine and law.

FIVE-YEAR, DUAL DEGREE PROGRAMS: B.S. in Adolescence Education in Chemistry /M.A. in Childhood or Adolescence Special Education, B.A. in Adolescence Education in English /M.A. in Childhood or Adolescence Special Education, B.A. in Adolescence Education in History /M.A. in Childhood or Adolescence Special Education, B. A. or B.S. in Adolescence Education in Mathematics /M.A. in Childhood or Adolescence Special Education, B.A. in Adolescence Education in Spanish /M.A. in Childhood or Adolescence Special Education, B.S. /M.B.A in Accounting, B.S. in Organizational Management/E.M.B.A., B.S. in Organizational Management/M.S. in Management with a concentration in Human Resources Management, B.S. in Health Administration/ M.B.A. in Healthcare Management

PROFESSIONAL AND GRADUATE STUDIES

PROFESSIONAL STUDIES UNDERGRADUATE DEGREE PROGRAMS: Accounting, Human Services, Computer Information Technology, Criminal Justice, General Studies, Health Administration, Hospitality and Tourism Management, Marketing, Medical Technology, Nursing (RN to BSN), and Organizational Management

GRADUATE MANAGEMENT DEGREE PROGRAMS: M.S. in Management with concentrations in Healthcare Management, Human Resources Management or Organizational Management, M.S. in Human Services Leadership, Executive M.B.A., M.B.A. in Accounting, M.B.A. in Healthcare Management, M.B.A. in Healthcare Management in Healthcare Management with a concentration in Health Information Systems, and a M.S. in Nursing with a concentration in Clinical Nurse Specialist and Nursing Education.

GRADUATE EDUCATION DEGREE PROGRAMS: M.A. in Infant/Toddler Early Childhood Special Education, M.A. in Literacy and Cognition, M.A. Childhood or Adolescence Special Education with Annotations is Severe and multiple Disabilities, and a M.A. in Mathematics Education

GRADUATE NURSING DEGREE PROGRAMS: M.S. in Nursing with a concentration in Adult-Gerontology Clinical Nurse Specialist

For a complete listing of all minors, concentrations, career tracks and other programs offered, please see either the college website or the appropriate catalogs.

COLLEGE HISTORY

St. Joseph's College, founded in 1916, held its first classes in a brownstone house at 286 Washington Avenue in Brooklyn. The College was accredited in 1928 by the Middle States Association of Colleges and Secondary Schools and received its permanent charter from the Board of Regents of the State of New York in 1929. The main building on Clinton Avenue was dedicated in 1930. Having pioneered the study of child development, St. Joseph's opened a laboratory preschool in 1934. The College continued to expand with the opening of McEntegart Hall in 1964 (a multi-functional building housing the library and classrooms) and the Dillon Child Study Center in 1969. The following year, a charter amendment enabled the College to admit the first male students to full matriculation. The Division of General Studies was established in 1974 for students with non-traditional academic backgrounds. In 1999, the division was re-named the School of Adult and Professional Education.

SJC Long Island opened in Brentwood in 1972 with an upper-division baccalaureate program and was recognized by the Board of Regents as a branch campus of St. Joseph's College in 1976. In 1978, St. Joseph's College expanded its operation at the Long Island Branch Campus to a full four-year program, and, a year later, it moved to a 25-acre lakeside campus in Patchogue.

Since moving to the Patchogue location, SJC Long Island has dramatically expanded its facilities and added many academic and degree programs. One of the first major additions to SJC Long Island was the Clare Rose Playhouse, which opened in 1985. This quaint lakeside facility was an integral part of the development of St. Joseph's College and serves as a major teaching facility for the College's theater courses, as well as the performance space for the College and local theater productions. The Callahan Library, completed in 1989, is a 25,000-square-foot freestanding facility with seating for more than 300 readers. In 1995, the College inaugurated a Master of Arts in Infant/Toddler Therapeutic Education at SJC Long Island, the first graduate degree offering in the College's history. The John A. Danzi Athletic Center was completed in 1997 and dedicated in 1998. This magnificent 48,250-square-foot facility houses a competition-size swimming pool, an aerobics studio, a strength-training room, a fitness room, a 12,000-square-foot gymnasium and an elevated track. In 1999, the College of Arts and Sciences was re-named the School of Arts and Sciences, and the Division of General Studies was re-named the School of Adult and Professional Education. A Master of Science in Management, offered through the School of Adult and Professional Education, debuted in 1999 at both campuses.

The new millennium saw St. Joseph's expand both its physical footprint as well as its academic offerings on both campuses. In 2001, the College constructed and opened the Business Technology Center at SJC Long Island, and also acquired the former St. Angela Hall Academy at SJC Brooklyn. In 2004, the College received New York State Education Department approval to offer an Executive Master of Business Administration at both the Brooklyn and SJC Long Island. This expansion of graduate offerings continued in 2005 when the College introduced two new graduate programs, including a Master of Arts in Literacy and Cognition and a Master of Science with a major in Nursing. To raise the visibility of the programs it offers to adult students, and in keeping with the national trend, the School of Adult and Professional Education was renamed the

School of Professional and Graduate Studies in 2006. That same year, the College introduced a new M.B.A. program in accounting, as well as a new dual program, a Bachelor of Science in Business Administration with a major in Accounting paired with the M.B.A. in Accounting. In 2007, the College introduced two more new programs to its graduate curriculum that included an M.B.A. in Health Care Management and a Master of Arts in Childhood or Adolescence Special Education with an annotation in Severe and Multiple Disabilities.

To follow socioeconomic trends from 2007 to 2015, St. Joseph's College added several new programs, including an M.A. in Math Education, an M.S. in Adult-Gerontology Clinical Nursing Specialist, a Dual B.S./M.S. in Human Services and Human Services Leadership, a B.S. in Nursing, a B.S. in Criminal Justice Practice and Policy, an M.A. in Educational Leadership with Critical Consciousness, a B.S. in Hospitality and Tourism Management, a B.A. in Journalism and New Media Studies, an M.F.A. in Creative Writing and a B.S. in Medical Technology. In an effort to go green, St. Joseph's College introduced an environmental study minor to both Long Island and SJC Brooklyn in 2011, as well as a sustainability mission and committee.

St. Joseph's College added a building to each campus to support its ever-growing athletic programs. In 2012, SJC Long Island added the Outdoor Field Complex, a 24.8-acre property located approximately one mile east of campus on the South Service Road of Sunrise Highway. This Complex is home to the Golden Eagles baseball, softball, soccer, tennis and women's lacrosse teams. In 2014, SJC Brooklyn opened The Hill Center, a 40,000 square-foot facility that includes a NCAA-regulation basketball and volleyball court and full cardiovascular and weight training rooms, conference rooms, a dance studio, an outdoor terrace overlooking Vanderbilt Avenue, a fully-equipped sports medicine suite and a 90-car underground parking garage. The Hill Center was the first new building constructed on campus since 1965.

In 2015, the College rebranded and beautified its campuses, and added SJC Online as the third campus, joining SJC Long Island and SJC Brooklyn. SJC Online is a fully online learning community that offers 15 online degree programs for students who are interested in earning an undergraduate or graduate degree, advanced certificate or dual degree online.

COLLEGE GOVERNANCE

The ultimate authority for the administration of the College is vested in the Board of Trustees. The Charter of the College calls for a self-perpetuating Board of up to 35 members.

BOARD OF TRUSTEES

W. Christian Drewes, Esq., chair, partner, Kelley Drye & Warren LLP

Frank Lourenso, vice chair, chairman of commercial banking & middle market, JP Morgan Chase & Co.

Mary M. Lai, chair, Finance Committee, treasurer emerita, senior advisor, Long Island University

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Alberta D'Afflisio Aldinger '70

Sheila Baird, founder and chief compliance officer, Kimelman & Baird, LLC

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S. Angela Gannon, C.S.J., coordinator of sponsored educational ministries, Sisters of St. Joseph
S. Elizabeth A. Johnson, C.S.J., distinguished professor, Department of Theology,
Fordham University
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Bernard P. Kennedy, Esq., co-managing member, Bond Schoeneck & King PLLC
Dennis McCarthy, president, Wilcom Inc.
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Ms. Margaret Mohan Meegan '69
Peter M. Meyer '87, president, New York City market, TD Bank
Frances A. Resheske, senior vice president of public affairs, Consolidated Edison Company of
New York, Inc.
Peter M. Rogers, president, Edwards and Company
Dr. Paul Peter Romanello, co-founder, Park East Cardiology Associates, P.C.
Lisa Rose, chief executive officer (retired), Clare Rose, Inc.
Michael E. Ryan, president, The LandTek Group, Inc.
Stephen Somers '82, owner and president, Vigon International, Inc.

TRUSTEES EMERITI

S. Elizabeth Hill, C.S.J., J.D.
Stephen Hochberg, Esq.
S. John Raymond McGann, C.S.J.
N. Hilton Rosen, Esq.
S. Maria F. Stapleton, C.S.J.

COLLEGE-WIDE ADMINISTRATION

President of the College

Dr. Jack Calareso, as the chief executive of the College, articulates the mission, philosophy and policies that direct the College and supervises, in general, all that concerns the College. The President has ultimate authority for personnel, facilities, and fiscal resources of the College. He has the authority to choose her own staff and to make such appointments as are necessary for the efficient conduct of the College. The President is accountable to the Board of Trustees and is its chief liaison with the students, faculty, administration and alumni.

Senior Vice President

Vice President for Academic Affairs, SJC Long Island

Christopher Frost, Ph.D., is responsible for the academic programs and instructional activities, including the campus library. He reports to the President concerning academic and faculty matters and concerns with fiscal and personnel matters.

Vice President for Institutional Advancement

Carrie Bhada provides key strategic leadership for the College's resource development, including major and planned gifts. She oversees all facets of the various departmental branches of the Office of Institutional Advancement, including annual giving; planned and major giving; corporate, foundation and government grants; special events; alumni relations; stewardship; media and governmental relations; publications and web communications. She supervises the production of all recruitment material in conjunction with departmental representatives, and oversees format and content for all publication materials and publicity. Ms. Bhada serves as a member of the President's Council and reports directly to the President.

Vice President for Enrollment Management

Gigi Lamens, is responsible for the Offices of Admissions for the Schools of Arts and Sciences, Professional and Graduate Studies, and Financial Aid on both campuses. Ms. Lamens is also responsible for the college's recruitment advertising program, which includes print, radio, television and all outdoor advertising. Ms. Lamens works collaboratively with the Office of Institutional Advancement relative to the production of all recruitment publications. She reports directly to the President.

Vice President for Academic Affairs, SJC Brooklyn

Barbara Garii, Ph.D., is responsible for the academic programs and instructional activities, including the campus library. She reports to the Provost concerning academic and faculty matters and to the President concerning fiscal and personnel matters.

Vice President for Student Life, SJC Brooklyn

Sherrie Van Arnam, is responsible for fostering a vibrant and diverse campus community in which students have ample opportunities for dialogue, inquiry, service and leadership. Programs, activities and services are designed to further student development as part of a balanced educational experience. The Vice President oversees the following areas: Student Leadership and Involvement, Off-Campus Housing, Campus Ministry, Career Development, Counseling and Health Services, Multicultural Student Life, Judicial Affairs, Freshman Year Experience, the Student Government Association, and the Council for the Arts.

Vice President for Student Life, SJC Long Island

Rose Mary Howell, Ed.D., is responsible for providing overall student life support and services to the students on the SJC Long Island. The Vice President oversees the Offices of Student Involvement and Leadership, Multicultural Student Life, Career Development and Engagement, Counseling, Wellness and Student Health Services, and Campus Ministry. She reports to the President.

Chief Financial Officer

John C. Roth is responsible for the preparation of financial projections and for the overall fiscal management of the college. He oversees accounting, finance, s/t investments, physical plant, capital projects, security, purchasing and auxiliary operations. The C.F.O. works with the College's senior leadership team, and assists operations and supports all elements of planning, operations and management. He reports to the President.

Vice President for Information Technology and Chief Information Officer

Michelle Papajohn, M.B.A., provides leadership in supporting and expanding the use of information technology at the College. The CIO oversees technology planning, instructional computing, administrative computing, library automation, technology training, distance learning and telecommunications. She reports to the President.

Vice President for Marketing and Communications

Jessica McAleer Decatur is responsible for the oversight and coordination of all efforts and initiatives related to the College's marketing and branding, internal and external communications, print and digital publications, advertising, media relations, social media, community relations, government and legislative affairs, sponsorships and the College website.

Asst. Vice President /Sr. Director of Athletics and Recreation Chair, Physical Education

Shantey M. Hill, is responsible for the strategic planning, implementation and organization of the College's NCAA varsity athletic teams, recreation/intramural programs and physical education classes on both the Patchogue and Brooklyn campuses. In this role she provides leadership and guidance to student-athletes, coaches and staff and oversees operation of the Patchogue Campus Outdoor Field Complex, John A. Danzi Athletic Center and the Hill Center located on the Brooklyn Campus. Ms. Hill serves as a member of the President's Council and reports directly to the President.

Vice President for Enrollment Management

Christine Murphy is responsible for all areas related to the recruitment and enrollment of freshman, transfer, adult and graduate students for SJC Brooklyn; this includes but is not limited to the areas of admission, recruitment, event management, scholarship, financial aid, marketing, technology, visit programs and outreach. Ms. Murphy serves as a member of the President's Council and reports directly to the President.

SJC LONG ISLAND ADMINISTRATIVE SERVICES

ACADEMIC CENTER

Main Lab: O'Connor Hall, N304 and N304A, Appointments, 687.1428; Information, 687.1426

Katie Blumenthal, Assistant Director of the Academic Center

Math Lab: BT Building, B-12, Appointments/Information, 687.1425

Timothy Cangelieri, Assistant Director of the Academic Center

Within the Academic Center, there are two major student help centers for the St. Joseph's College community. The main lab is the Academic Center where tutors are available for specific discipline assistance and where a focus on writing assistance or consultation during the writing process for all disciplines is located. The Math Lab is available for students seeking assistance in Math, Accounting and Computer related courses; help for such courses may be found in the Academic Center during the evenings and on Saturdays. The labs are available to all students at no charge. While both labs accept walk-in appointments if tutors are available, students are encouraged to make appointments ahead of time to insure that a tutor fitting his or her needs will be available. Please note that students are asked to keep appointments limited to an hour for each appointment and two appointments per day, but there is no limit to the number of days per week or semester that students may attend. The Academic Center hours are as follows: Mon-Thurs, 9:00 a.m. to 7:30 p.m. and Fri-Sat, 9:00 a.m. to 3:00 p.m. The Math Lab hours are Mon-Fri, 9:00 a.m. to 5:00 p.m. as well as evenings and Saturdays in the Academic Center. Summer hours are available.

EXECUTIVE ACADEMIC DEAN

O'Connor Hall,

Christopher Frost, Ph.D., Executive Academic Dean of the School of Arts and Sciences, 687.1272

Susan Pollock, Executive Assistant to the Executive Academic Dean, 687.1272

Heather Barry, Ph.D., Associate Academic Dean

Gail Lamberta, Ph.D., Associate Academic Dean

S. Karen Donohue, Assistant Dean for Academic Affairs

Debra Zaech, Assistant Dean for Student Academic Services

Kaliah Greene, Assistant Dean

Mary Herold, Assistant Dean, Preceptor

ASSISTANT DEAN FOR ACADEMIC AFFAIRS

O'Connor Hall, N303

S. Karen Donohue, Assistant Dean for Student Engagement and Scholarship Retention, 687.1278

Gianna Hooper, Senior Administrative Assistant, 687.1277 (for appointments)

This office is responsible for scheduling and coordinating all academic events, which include Investiture, Honors Convocation and SGA Induction, Baccalaureate and Graduation. It tracks all scholarship recipients including Presidential scholarships and Presidential grants, and processes warnings, losses, and forfeits. Appeal forms for losses are available through this office for reinstatement of a scholarship or Incentive Grant. This office also sponsors and coordinates all aspects of the St. Joseph's College Service Circle which is a volunteer organization servicing the college and local community. Eligibility for the St. Joseph's College Service Circle is open to all students on the Dean's List each semester.

ASSISTANT DEAN FOR STUDENT ACADEMIC SERVICES

O'Connor Hall, N301

Debra Zaech, Assistant Dean for Student Academic Services, 687.1282

Joanne Petrone, Senior Administrative Assistant, 687.1281 (for appointments)

Among the academic concerns addressed by this office are: Withdrawals, Leaves of Absence, Readmission, and Questioning of Grades. Assistance is also offered to students seeking information related to academic needs and policies.

ATHLETICS DEPARTMENT

John A. Danzi Athletic Center, Rm. 100

Shantey Hill, Director of Athletics, 687.1445

Donna O'Connors, Assistant Athletic Director of Compliance and Student Athletic Services, 687.5126

Rosemarie Brown, Assistant Athletic Director of Sport Programs, 687.1443

, Director of Recreational Sports and Fitness, 687.1448

, Sports Information Director, 687.1437

Lisa Komnik, Head Athletic Trainer, 687.1454

This office coordinates all extracurricular sports, including intercollegiate, intramural and recreational sport activities. It is housed in the John A. Danzi Athletic Center.

CAMPUS MINISTRY

O'Connor Hall, Student Hospitality Lounge, Room 4

Patrick Tracy, Director of Campus Ministry, 687.1466

Campus Ministry at Saint Joseph's College seeks to foster the integral growth of the entire academic community, but especially focuses on the personal, spiritual and moral development of its students, thereby complementing the work of other departments and divisions in pursuit of St. Joseph's overall mission.

Three Pillars of Campus Ministry:

1) Service:

The Campus Ministry team offers a wide variety of programs which center on a deep concern for the rights and dignity of every person, especially the poor and most vulnerable. Many of the programs offer a hands-on approach through the volunteering of one's time, energy and talent. Students Taking an Active Role in Society, better known as STARS, is a student run organization that fosters such values and works in connection with the Campus Ministry team.

2) Spirituality:

College is a time to search for meaning, to go beyond the face value of daily events. Campus Ministry encourages students to make time for this reflective journey. Such events and experiences as retreats, days of recollection, spiritual direction/counseling, religious worship, etc. will be offered to assist students in their journey. Whatever your religious background we encourage you to be part of the Campus Ministry community for the spiritual journey is always more fruitful when shared with others.

3) Social:

Given that St. Joseph's is largely a commuter school, many assume it would be difficult to find a home when you first arrive. However, Campus Ministry, in conjunction with other areas of Student Life, works hard to ensure that St. Joseph's can be that —home away from home. The Campus Ministry team hosts activities that focus on building life-giving relationships. Social events such as festive luncheons, ski trips, sporting events, plays, etc. will be offered to encourage students to come together and build friendships with people of varying backgrounds and interests.

For more information and Mass times on campus contact the Campus Ministry Office.

COORDINATOR OF INNOVATIVE PROGRAMS

O'Connor Hall, N311

Mark Hessler, Ph.D., Coordinator of Innovative Instruction, 687.2626

This office encourages the growth in pedagogical skill including use of technology in the classroom, distance learning, cooperative learning, interdisciplinary teaching, experiential learning, and meeting the learning needs of a diverse student body.

COUNCIL FOR THE ARTS

O'Connor Hall, N129

Anna Malzone, Coordinator of the Council for the Arts, 687.1434

The Council for the Arts at St. Joseph's College New York is a group of volunteers from the College and the surrounding communities who seek to foster and encourage an appreciation and enjoyment of the visual and performing arts. The ultimate goal of the Council for the Arts is to develop in the students of St. Joseph's College and in the larger community a per during love of the arts, which will encourage their active involvement either as participants or as informed spectators. In furtherance of that end, the Council for the Arts will seek to provide opportunities for the extended St. Joseph's College Community to be exposed to a variety of artistic experiences.

COUNSELING & WELLNESS CENTER

Mary Schultz, Ph.D., Director of Counseling Services, 687.4588

Jacqueline Hermida, Director of Wellness Services, 687.1246

Laurie McArdle, Assistant Director of Wellness Services, 687.1262

Svetlana Stepukhovich, Ph.D., College Psychologist, 687.4588

Hours of Operation: Monday through Friday 8:00 a.m. - 6:00 p.m.

Location: 319 West Roe Boulevard

MISSION

The Counseling and Wellness Center was founded based on the belief that one's mental health is directly related to one's ability to reach their fullest potential. Our Mission is to support the emotional, social, and psychological well-being of every student in the SJC community. We strive to empower our students to attain their academic aspirations and become positive and productive members of society.

VISION

By implementing the *Four Pillars of Health and Healing* in an integrative way, we aim to create a healthier, more productive academic community.

VALUES

- Compassion and Understanding
- Consciousness and Awareness
- Trust and Respect
- Truth and Clarity
- Hope and Resilience
- Growth and Exploration
- Strength and Perseverance

ABOUT THE COUNSELING AND WELLNESS CENTER

The Center provides a wide range of services that supports the holistic development of all students in body, mind and spirit. These services are free and confidential; they are available so that students can flourish academically, socially, emotionally, and psychologically.

Prevention, outreach, education, and immediate consultation services are available to students, faculty, and staff. All of these services are important in promoting emotional and psychological well-being, academic success, and safety on campus.

Our services can be divided into the 4 Pillars of Health and Healing:

I. Counseling Services

- a. Individual Counseling
- b. Group Counseling
- c. Wellness Counseling
- d. Crisis Counseling

II. Alternative and Complimentary Services

- a. Yoga Therapy
- b. Energy Medicine
- c. Wellness Groups & Classes
- d. Mindfulness & Meditation Training

III. Intervention Services

- a. Immunization Record Compliance
- b. Medical Leaves of Absence
- c. Faculty and Staff Training
- d. Consultation and Referral Resources

IV. Outreach Services

- a. Social Media
- b. Student Outreach Program
- c. Community Outreach Program
- d. Internship/Externship Training

It is recommended that students seek help and support when problems arise. We encourage all students who are experiencing difficulties that could compromise their ability to remain enrolled at St. Joseph's College to contact us immediately to set up an appointment with a counselor.

The Counseling and Wellness Center is committed to affirming and respecting people of all backgrounds. We aim to respond respectfully and empathetically to each person's unique struggle, personal history, and cultural background.

All services are free and confidential. No information is recorded on your school record.

FINANCIAL AID

O'Connor Hall, N209A

Amy Thompson, Director of Financial Aid, (Main Number: 687.2600)

This office assists students in assessing their financial needs and exploring all resources available to meet their educational costs. Federal, state and institutional grant programs as well as loans and work/study jobs are administered through the Office of Financial Aid. Information on available aid programs and application procedures may be obtained here. Financial Aid Counselors are available for one to one assistance. All information is strictly confidential.

HEALTH SERVICE CENTER

319 Roe Blvd, Patchogue, NY 11772

Kerry Smith Vall, Director of Health Services, 687.1259

The Health Services Office is staffed by registered nurses who work under the direction of a consulting physician. The college embraces a philosophy of preventative health practices as a sound approach for the campus community. Specific services offered include the following:

- emergency first aid and treatment for injuries
- treatment and referral for acute illnesses
- free over-the-counter medications and treatments
- pregnancy testing
- blood glucose monitoring
- free NYS DMV driver's license eye exams
- confidential health counseling
- referrals to community services and agencies
- preventative health care brochures and information
- immunization information

The center also provides information on all health forms required by the College. The hours of operation vary according to the academic calendar, please call for information or to schedule an appointment. In case of an emergency while on campus dial —311 from any phone on campus or use the Blue Light Emergency Phones located throughout the campus grounds. You may also dial —911 from your mobile phone.

INSTITUTIONAL ADVANCEMENT

Advancement Office, 1 Terry Street, Suite 2

Carrie Bhada, Vice President for Institutional Advancement, 687.2658

Working to expand the recognition, reputation and financial support of St. Joseph's College, the Office of Institutional Advancement integrates fundraising, advancement services, alumni relations, external affairs and print and Web communications across two campuses in Brooklyn and Long Island.

The Advancement Office works closely with the College's faculty and staff to promote the many wonderful programs and opportunities St. Joseph's has to offer, and to keep our surrounding communities up-to-date on the many exciting programs that are taking place at the College. The Office also works to develop and strengthen new and existing relationships with various constituents, including public, private and community groups.

Through its fundraising efforts, the Office of Institutional Advancement cultivates gifts to support financial aid, academic offerings, technology upgrades, library acquisitions, faculty enrichment, capital improvements and general operating costs of the College.

INSTITUTIONAL RESEARCH AND PLANNING

Touhy Hall (SJC Brooklyn) Room 207

Allison List, Director of Institutional Research & Planning, 718.940.5770

The Office of Institutional Research and Planning helps facilitate planning, decision-making, and policy formulation through collecting, analyzing, and presenting information at St. Joseph's College.

The major functions of the Office of Institutional Research and Planning are:

- Assists College administration in designing and implementing a plan to assess institutional effectiveness
- Serves as St. Joseph's College's chief reporting official for federal/state and other external agents
- Works with the campus operating offices and IT to maintain data quality, provides longitudinal data and data analysis
- Designs, develops and executes internal research projects to support the College's mission and decision-making, and planning objectives
- Provides information services to meet the needs of campus constituents and to support the teaching and learning assessment activities
- Administers surveys for data collection and analysis, and results reporting
- Coordinates research efforts and assists in reporting research findings in the College

JOHN A. DANZI ATHLETIC CENTER

Shantey Hill, Assistant Vice President & Senior Athletics Director, 687.1445

Tyler Dowd, Assistant Director of Recreational Sports and Fitness, 687.1449

Kimberly Kaufer, Senior Administrative Assistant, 687.1435

Kimberly Teague, Senior Administrative Assistant, 687.1436

Danzi Center Desk, 687.1444 – www.sjcnj.edu/danzi

The 48,250 square foot athletic center opened in April 1997. The facility provides students, faculty, staff and alumni of the College many opportunities to foster personal fitness and to engage in recreational activities. The athletic center encompasses a gymnasium, fitness room, free weight room, aerobics room, suspended track, athlete training room, locker rooms (men/women – general and faculty/staff), classrooms and a 25-yard swimming pool.

In order to use the Danzi fitness room, you are required to take a 45-minute fitness tour and sign a waiver. Upon completion of the fitness training, you will receive a Cybex sticker on your St. Joseph's College identification card for verification of your fitness session. Individuals are only allowed to utilize the John A. Danzi Athletic Center with a valid SJC I.D. with the Cybex sticker on your card.

Gymnasium – The gymnasium is comprised of a competition basketball court, two practice basketball courts, one competitive volleyball court and two practice volleyball courts. Seating for spectators is for 1000 people. In addition, the gymnasium houses a 1/12-mile elevated jogging track. Request to utilize the gym for school functions can be completed by filing an application form located Online at www.sjcnj.edu/danzi.

Cardiovascular fitness and free weights room – The fitness room houses many selectorized Cybex machines and a variety of cardiovascular equipment, which includes: treadmills, bikes, steppers, rowers, UBE and EFX Machines. The strength training room includes iron grip barbells ranging from 5-110 pounds, large fixed barbells ranging from 20 to 110 pounds and an assortment of benches. There are two squat racks with chin up, dip and pull up bars and a smith machine and a variety of weight plates for over ten pieces of equipment. No food or drink, except water, is allowed in the fitness and strength room. Proper attire is required at all times. The Physical Education Department offers a Strength & Fitness class for one (1) credit during the Fall and Spring semesters.

Aerobics/Dance Room – This room is utilized by the Dance and Physical Education Departments, Dance Team and Dance Club. It contains a full-length wall mirror with a ballet barre. Yoga mats, fitness balls, body bars, dumbbells, and bands are available for PE and free exercise class use. The following Physical Education courses are taught in this room: Yoga and Stress Reduction, Body Toning, Self Defense and Aerobics and Fitness. No food or drinks, except water are allowed in the Aerobics/Dance room. We offer a variety of free classes for the students, faculty and staff such as Zumba, Yoga, Nidra Yoga and more. Please look for schedules around campus and via e-mail.

Natatorium – The pool is a 25 yard, heated, 6 lane competitive swimming pool. Entrance is from the back end of the locker rooms. The following Physical Education courses are taught in the pool: Lifeguarding (2 credits) and Swimming Instruction/Advance Swimming(1 credit each). Our Continuing Education Department offers water

exercise classes, Lifeguard and Water Safety Instructor courses. Especially for Young Children Swim Lessons are also offered through the Continuing Education office. Open swim times can be found on the website at www.sjcnny.edu/danzi

Athletic Training Room – The Athletic Training room is used by intercollegiate team athletes only. Please visit the Golden Eagles website: www.sjcgoldeneagles.com

Locker Rooms – Locker rooms can be easily used to change or shower. There are four locker rooms: a male and female student locker room and a male and female faculty locker room. Locks can be purchased at the front desk for \$5. Locks are to be used for your belongings when you visit the Athletic Center and removed at the end of your workout. St Joseph's College athletes will be assigned permanent lockers during their season. For your convenience, soap and shampoo are installed in the shower area and towels are available at the Front Receptionist Desk.

Multi-Purpose Room – This room is used for academic classes and meetings for students, staff and coaches. Requests for use of the Multi-Purpose Room for school functions can be found on the website. Please fill out an application form located on line to request the use of this room at www.sjcnny.edu/danzi

Free Fitness Classes – We offer a variety of free classes for the students, faculty and staff such as Zumba, Yoga, Nidra Yoga and more. Please look for schedules around campus and via e-mail.

LIBRARY

The Callahan Library, 687.2630 – <http://www.sjcnny.edu/libraries>

The Callahan Library named in memory of Sister Virginia Therese Callahan, the first Vice-President and Dean of the SJC Long Island, opened in the fall of 1989.

You are welcome to come visit us!

Location: The library is a four level building located directly across from O'Connor Hall or online: <http://www.sjcnny.edu/libraries>

Mission Statement: The main purpose of the library is to support the academic pursuits of all faculty and students through the provision of quality service, instruction and the timely acquisition of resources pertinent to the overall college curriculum in accordance with the mission, values and goals of the College.

Reference and Research Assistance:

Our skilled Librarians welcome questions from across the disciplines and are available to help you with your research needs in person, by phone, or by e-mail.


Curriculum Library: The Curriculum Library is a specialized area within the Callahan Library that serves Child Study and Secondary Education majors. It consists of two collections: Children's Literature and Curriculum Materials.

Research Databases: The Library's subscription databases allow users to search for materials by topic and retrieve the full text or abstracts online.

Research From Off Campus: SJC's students, faculty and staff may log into the library's databases from off campus.

Library Instruction: Information literacy classes, library tours, and individualized instruction sessions are offered by appointment. Research guides tailored to specific areas of study are available on the library homepage.

Library Catalog: The Library's collections are searchable by selecting Search Callahan Library under the Find Books and More section of our homepage. A Mobile Version of our Library Catalog is also available:

<http://lib.sjcnny.edu> or 

Borrowing: Individuals must present a valid St. Joseph's College identification card in order to check out resources.

Accessibility: The Callahan Library building is fully accessible. Workstations for visually and/or physically challenged individuals are located on the main floor. Librarians are available to provide additional assistance as needed.

OFFICE OF ADMISSIONS AND ENROLLMENT SERVICES

Gigi Lamens, Vice President for Enrollment Management, 687.4500

Office of Admissions, 687.4500

Brochures, catalogues and applications for anyone who may be interested in applying for admission may be obtained here. New transfer students who have questions regarding transfer credits should contact the Office of Admissions. Students interested in assisting the Admissions staff by providing tours, visiting their former high schools or community colleges or assisting at major Admissions events should contact the Office of Admissions. The Office of Admissions offers job opportunities for students interested in gaining valuable work experience.

OFFICE OF ALUMNI ENGAGEMENT

Institutional Advancement Office, One Terry Street, Suite 2

Paige Carbone, Director of Alumni Engagement, 687.2653

Taryn Kutujian, Associate Director, 687.2654

Lisa Galasso, Assistant Director, 687.2652

St. Joseph's College is committed to the belief that its responsibility to its graduates never ends. There are alumni offices on both the Brooklyn and SJC Long Island. The mission of the Office of Alumni Engagement is to identify and engage the College's more than 28,000 alumni and to create meaningful opportunities for them to participate in the life of St. Joseph's. The Office of Alumni Relations works closely with the Alumni Association to help you connect with fellow alumni. Students are encouraged to get involved in the alumni office before they graduate.

The Alumni Association promotes the interests of St. Joseph's by continuing the close relationship the College developed with its former students during their undergraduate and graduate days. Its membership includes all those upon whom the College has conferred a degree as well as other former students who remain associated with the College. In conjunction with the Alumni Office, the Alumni Association sponsors programs and special events, including student mentoring, seminars, career networking, and reunions. The Alumni Association also provides scholarship assistance to relatives of alumni.

"Looking for connections? You already have them."

OFFICE OF BUSINESS AFFAIRS

3500 Sunrise Highway-300 Building-2nd Floor

John C. Roth, Chief Financial Officer, 718.940.5615 (Brooklyn and Long Island)

John C. Roth, is responsible for the preparation of financial projections and for the overall fiscal management of the college. He oversees accounting, finance, s/t investments, physical plant, capital projects, security, purchasing and auxiliary operations. The C.F.O. works with the College's senior leadership team, and assists operations and supports all elements of planning, operations and management. He reports to the President.

OFFICE OF BUSINESS AFFAIRS

O'Connor Hall, W302

Matthew Brellis, Controller, 687.4561

This office is responsible for general accounting and reporting, accounts payable, accounts receivable, institutional budgets, payroll accounting and reporting. The office is also responsible for ensuring compliance with institutional financial accounting policies and procedures and federal and state laws and regulations. He reports to the C.F.O.

OFFICE OF BUSINESS AFFAIRS

3500 Sunrise Highway, Building #300, 2nd floor, Great River

Nancy Lowery, Director of Institutional Budgets, 687.4562

This office is responsible for the preparation of the annual institutional budget as well as monitoring variances throughout the year. This office also processes all Addendums and "Transfer of Funds" requests. In addition, this office prepares analytical reports and variance analysis for the CFO.

OFFICE OF BUSINESS AFFAIRS

D'adra Crump, Executive Director of Human Resources, 718.940.5869

This office is responsible for salary and benefits administration for the College. D'adra also responsible for ensuring that the College policies and procedures are aligned with applicable federal, and state laws, facilitates staff performance reviews, is involved with staff relations and oversees the Payroll Operations Department. D'adra reports to the Chief Financial Officer.

BURSAR'S OFFICE**O'Connor Hall, N211****Roseann Russo, 687.4555**

This office is responsible for collecting of Tuition and fees for both campuses as well as answering student inquiries regarding their accounts. Cash, personal checks, money orders, and credit cards (Visa, MasterCard and Discover) may be used to make payments in person, through the mail and over the web.

BURSAR'S OFFICE**3500 Sunrise Highway–300 Building–2nd Floor****Eric Seda, Bursar, 687.4555**

No students are seen at this site. This office is responsible for all aspects of analyzing, billing and processing student accounts for both Patchogue and SJC Brooklyn. This includes Sponsorship students, Employee Reimbursement students, Military students, Dillon students, Brooklyn housing students as well as all other student types. Posting Financial Aid transfers, Alternative Loans, all miscellaneous fees (such as Graduation, parking fines, extension fees, etc.). Running daily bills for all current outstanding balances. Daily collection processes for all past due balances (this includes due diligence letters, referrals to collection agencies and monthly reconciliations). Daily refunds which include verifying that the student is entitled to the refund before they are processed.

OFFICE OF BUSINESS AFFAIRS**3500 Sunrise Highway–300 Building–2nd Floor****Anita Stern, Accounts Payable Manager, 687.4564****Ingrid Rannarine, Senior Administrative Assistant, 687.4573**

This office is responsible for the purchasing and accounts payable functions of SJC Long Island. The office also handles Request for Disbursement Forms, Travel Expense Forms, the timely processing of invoices for payment and inquiries from vendors and individuals.

OFFICE OF CAREER DEVELOPMENT AND ENGAGEMENT**O'Connor Hall, E301****Jennifer Rooney, Director, 631.687.1248****Kevin Gill, Counselor and Career Advisor, 631.687.1252**

The mission of the Office of Career Development and Engagement is to foster career development that educates, inspires confidence and empowers students and alumni to clarify and attain their goals.

Our vision is to assist students and alumni in discovering and exploring possibilities, engage in meaningful experiences and develop the strategies necessary in making mindful career decisions.

The counselors in the Office of Career Development and Engagement provide students and alumni with a strong foundation upon which to learn about their skills and interests, and articulate them confidently in résumés, cover letters, interviews and personal statements; identify and explore career options that are of interest; and implement an effective strategy to attain their desired career path.

OFFICE OF GLOBAL STUDIES**O'Connor Hall, Student Hospitality Lounge, Room 4****Antoinette Hertel, Ph.D., Director of Global Studies, 687.5176 (E215)****Linda Lubranski, Coordinator of Global Studies, 687.1280****Karen Cahill, Senior Administrative Assistant, 687.1280 (N207)**

The Office of Global Studies provides opportunities for students in all divisions to have a global learning experience. Global learning experiences are designed to extend the exposure of St. Joseph's students beyond the diverse ideas presented in the classroom to the global environment of ideas, culture, and ways of life. They are also designed to encourage SJC students to develop a —committed participation in the global and local communities. The Office of Global Studies, in conjunction with faculty and other institutions, develops short-term programs of one month or less, which enable students to earn degree credit for courses taught partially or entirely in another country. The Office also provides information, counseling, and contacts for those students who wish to spend a semester or more at a foreign college or university. Every effort is made to make Global Studies programs as affordable as possible.

OFFICE OF GRADUATE MANAGEMENT STUDIES (GMS)

Business & Technology Center, 2-6

Charles Pendola, J.D., C.P.A., M.P.S., Director

Jean Dillon, Assistant Director for Academic Advisement, 687.1489

This office is responsible for the following graduate management degree and certificate programs: Executive MBA, MBA in Accounting, MBA in Health Care Management, MS in Management (with concentrations in Organizational Management, Health Care Management and Human Resources Management), and Advanced Certificates in Human Resources Management and Health Care Management. Among the academic concerns addressed by this office are: advisement, registration, dropping/adding courses, leave of absence and withdrawals, change or addition of degree, alumni grants and applications for graduation.

OFFICE OF INTRAMURALS AND RECREATIONAL ACTIVITIES

Tyler Dowd, Intramurals Coordinator

The purpose of an Intramurals Program is to develop sport programs and sponsor recreational activities. Intramurals is a branch of athletic activities, which will benefit the athletes and students who would like to be part of non-intercollegiate athletics. Intramurals works collaboratively with all Student Life and Athletic Departments, as well as the Greek Life and Student Organizations. Some of the intramural programs that are available include Flag Football, Lacrosse, Basketball, Volleyball, Ultimate Frisbee, and Wiffleball. Recreational Activities include Ping-Pong, free yoga classes offered during common hour and evening hours and one-day tournaments. Intramurals and Recreational Activities is an institutional member of NIRSA (National Intramurals-Recreational Sports Association).

OFFICE OF THE VICE PRESIDENT FOR STUDENT LIFE

O'Connor Hall, N215

Rose Mary Howell, Ed.D., Vice President for Student Life, 687.4594

The Vice President for Student Life Office is responsible for planning, development, coordination and supervision of programs, services and activities outside of the classroom. The Vice President for Student Life Office provides leadership over the following offices; Multicultural Student Life; Student Involvement and Leadership; Career Development and Engagement; Counseling and Wellness; Student Health Services and Campus Ministry. This office assists students with Student Health Insurance and also works directly with students who have concerns, problems or are in crisis.

OFFICE OF MULTICULTURAL STUDENT LIFE

O'Connor Hall, Student Hospitality Lounge, Room 6

Christy Banks, Director, 687.4596

Magie Hassanin, Assistant to the Director, 687.4593

The Office of Multicultural Student Life is committed to fostering an inclusive environment that educates and empowers students of all ethnicities and diverse backgrounds through a variety of educational programs, interactive workshops and events.

The Office of Multicultural Student Life:

- Facilitates various educational, cultural and social programs that celebrate diversity and promote inclusion
- Works closely with and supports student clubs and organization
- Facilitates student leadership programs
- Supports students in their college, personal and professional growth
- Creates opportunities for dialogue related to diversity and inclusion topics that allow students to express, question, learn and transform

OFFICE OF STUDENT INVOLVEMENT AND LEADERSHIP

O'Connor Hall, Student Hospitality Lounge, Room 6

Bryan Gill, Director, 687.4590

Hugo Morales, Assistant Director, 687.4589

This office fosters student development through a variety of co-curricular activities and programs, both on- and off-campus. The office successfully collaborates with college faculty and staff as well as the Student Government Association (SGA), Campus Activities Board (CAB), Greek Life, Student Leadership Experience (SLE), and student clubs and organizations to provide growth enhancing opportunities for students that enable the development of leadership, critical thinking, and analytical skills.

The office develops all New Student (Freshman, Transfer, Adult) and Parent Undergraduate Orientation Programs, and the Freshman Year Experience, a mandatory course for all entering freshmen. All college ID cards are processed and distributed by the office.

The Office of Student Involvement and Leadership provides oversight of the following student offices:

Campus Activities Board	631.687.1409	Student Hospitality Lounge, Room 7
Student Government Association	631.687.1408	Student Hospitality Lounge, Room 7
SJC Radio	631.687.1204	Cafeteria

OFFICE OF MILITARY AND VETERAN SERVICES

O'Connor Hall, **Student Hospitality Lounge, Room 2**

Erin D'Eletto, Director 631. 687. 2678

Elyse Quirk, Sr. Administrative Assistant 631.687.2674

Veterans Resource Center and Veterans Lounge, Student Hospitality Lounge, Room 7, 631.687.1293

Our Office values military service and the diversity it brings to the College. We support, assist, and advocate for the College's military-connected students, dependents, and their families from admission to career services and beyond. Significant programs and resources are available that contribute to a seamless transition to civilian life and the college campus environment, empower military-connected students to achieve academic success, and expand and enhance their student experience, while enhancing the experience of the entire SJC community.

Programs and Resources include:

- Experienced academic and administrative Military Advisors and DOD/VA education benefit coordinators
- US Department of Veterans Affairs paid Work Study
- Veterans Resource Center and Lounge
- Active Student Veterans of America on-campus Chapters
- On-Campus Veterans –Peer to Peer Support/Counseling
- Vet-centric Career Services initiative

PHYSICAL PLANT

O'Connor Hall, N103

Linda Vignato, Director of Physical Plant, 687.2671

Daniel Valenza, Assistant to the Director of Physical Plant, 687.2496

Kerry Colichio, Senior Administrative Assistant, 687.2672

This office is responsible for the day-to-day maintenance of the physical plant and supervision of grounds. The Plant Office is open from 9:00-7:00 p.m. Monday through Thursday and Saturdays from 9:00-1:00 p.m.

REGISTRAR – One Stop Service Center

O'Connor Hall, N211

Robert Pergolis, College Registrar

Registrar's Office, 687.1400 or registrar@sjcnv.edu

The Registrar's office is responsible for maintaining the academic records for the entire student population. This office issues transcripts, and oversees current courses, exams, and scheduling. It services students in the following ways:

Grades – Final grades are available through Web Advisor at the end of each semester while in attendance at the College. Students who believe that there is an error on the report (e.g. in grades, credits, etc.) should bring this to the attention of the Registrar who will check and correct any verified error. If there does not seem to be any error, the student is notified and advised to contact the faculty member directly. Should the faculty member then change the record and submit a Change of Grade Form, the Registrar will correct the transcript.

If a student, for an extraordinary reason, is given a grade of Incomplete in any course, a form must be completed as an agreement between the student and the professor for submission of outstanding work. This form must contain the signatures of both the student and the professor. The STUDENT IS RESPONSIBLE for submitting to the professor the necessary work sufficiently in advance so that the final grade may reach the Registrar's Office.

Transcripts - The Registrar honors requests for transcripts and other information from a student's file when accompanied by a written release from the student concerned. The fee for an official copy of the transcript is \$5.00. An official transcript may be sent ONLY to another institution or agency, and may NOT be given to the student. There is no charge for an unofficial, student copy of a transcript.

Forms - Forms are available for students who wish to:

- a. Major Declaration Form*
 - b. Change of Major Request*
 - c. Change of Area Concentration Form*
 - d. Minor Application Form*
 - e. Apply for a Career Track Certificate
 - f. Change of Name Form
 - g. Verification of Enrollment/Graduation*
 - h. V.A. Certification of Enrollment
 - i. Take a Course on a Pass/No Credit basis (when permitted)
 - j. Transcript Request Form*
 - k. Certificate Request Form*
 - l. Change of Address Form
 - m. Off Campus Course Permission Form*
 - n. Application for Re-admission*
 - o. Leave of Absence Request Form*
 - p. Total Withdrawal Form*
 - q. Graduation Application Form*
 - r. Emergency Notification System Form*
- *Available on the Web- www.sjcnj.edu

Students can request a Verification letter for Enrollment/Graduation on-line through WebAdvisor. Students can also apply for Graduation on-line through WebAdvisor.

Graduation Audits - Graduation Audits are completed by e-mail for students who have attained the status of Senior. Students are asked to indicate the year/semester (May, August or December) they intend to graduate, and to indicate the way they wish their names to be printed on their diplomas. Upon receipt of these applications, the Registrar's Office will complete a check of the students' credits to ascertain what courses are needed in order for the student to complete their core, major and be eligible to graduate. A copy of this will be sent to the student's SJC e-mail address. After receiving the Graduation Audit, the student may arrange for a meeting to discuss any problems or questions that he/she may have. Students must complete a Minimum of 128 Credits In Order To Graduate. **Ultimately, it's The Student's Responsibility to Ensure They Have Met All Academic Requirements for Graduation.**

SCHEDULING/REGISTRATION

O'Connor Hall, N211

Karen Spegele, Director of Scheduling and Registration, 687.1412

Deborah Mumford, Senior Administrative Assistant, 687.1413

This area is responsible for the scheduling of rooms for all student schedules, classes and events at St. Joseph's College. It is also responsible for the preparation of the Course Offering Booklet, which is published twice a year. The Registrar's Office maintains written and computerized records of registration for all students in the School of Arts and Sciences.

REGISTERING FOR CLASSES - ALL students must see a faculty advisor in order to register. Your major determines your advisor. If you are unsure who your advisor is, consult with a faculty member of the department in which you declared your major. To schedule an appointment with your advisor, sign up for a time on the advising sheet on the advisor's office door. First Semester Freshmen who have not declared a major must return to their Freshman Seminar Instructor who is their advisor. All students who have not yet declared a major should return to their Freshman Advisor for advisement. If the student wishes to declare a major for the coming semester, he/she needs to return to their freshman advisor to fill out the declaration of major cards and have their folder forwarded to their proposed major department. The student should also sign up for an appointment with an advisor from their major department. Your advisor will provide you with a registration form.

Registration for all students will be done utilizing Web Registration. Once you and your advisor have agreed upon a schedule, your advisor will release a registration hold from your account. You will need your User ID, which is generally the first initial and last name. If you are unsure of your User ID go to Account Information at the bottom of the Web Advisor home page and click on —What’s My User ID.¶ A temporary password issued to a new student is their 6-digit birth date. You will not be given a new password each semester. If you do not know or have forgotten your password, go to —What’s My Password¶ link at the bottom of the Web Advisor page and a temporary password will be sent to your St. Joseph’s student Webmail Account. Your password along with your user identification will allow you to access Web Registration during the time allotted for your credit status. Your status is determined by how many credits you have completed with grades, not by how many semesters you have completed. The course Offering Booklet contains a 3-4 digit course synonym number located in bold before the department, course selection, title day and time, which is needed to register for courses.

You may access the Web Registration site through the St. Joseph’s College web site at www.sjcnj.edu. This can be done through any computer with Internet access by following these simple instructions:

Log on to www.sjcnj.edu

Go to Quick Links

Scroll down to the bottom and click on Web Advisor Login

Click on Login and enter your User ID and Password

Click on Students

The easiest and quickest way to register is by using Express Registration. Enter the Synonym and the Term, Click on Submit, Select action —Register.¶ Detailed instructions are available in the Scheduling & Registration Office.

After submitting and registering for your classes, you can view and print your schedule by going to the Student Menu and clicking on —My Class Schedule¶

Restrictions, grades, and student profiles may be accessed under —Academic Profile¶

A few days prior to registration, you should be sure you do not have any holds that will prevent you from registering.

- Registering other than at your assigned time will result in your inability to get online. (Your registration time will be sent to your St. Joseph’s student Webmail account)
- Tuition and Fees owed to the Business Office.
- Books and fees owed to the Library.
- Videotapes from video classes not returned to the School of Professional & Graduate Studies
- Parking fines owed.
- Textbook advance owed to The Office of the Dean of Students, N302.
- Uniforms not returned to the Athletic Center.
- Transcripts not received by Admissions.
- Immunization records incomplete.
- Lack of an advisor’s signature.
- Re-admit papers not submitted (if you took a leave of absence).
- A course is requested without receiving appropriate permission. This would include courses for which you have not yet fulfilled the prerequisites.

The waitlist is managed by Web Advisor. Students will be notified if a seat becomes available. Notification will be sent to your St. Joseph’s Student Webmail. You will have three days to accept the seat. It is important to check your Webmail daily.

Late registration is available for a \$25 fee. See Academic Support Services if you need an advisor. Re-Admission is also coordinated through this office as well.

Changing your schedule

Failure to officially register for a class results in NO credit or grade. Failure to officially drop/withdraw from a course will result in an "FN". (A course is only removed from a transcript if it is dropped in the first 5 days of the semester). Withdrawing from a class can only be done up to the dates specified in the Course Offering Booklet. Watch for these dates on the bulletin boards, in the Jotter, etc.

SCHOOL OF PROFESSIONAL & GRADUATE STUDIES ADMISSIONS

O’Connor Hall, N209B

, Director of Admissions, 687.4522

Office of Admissions, 687.4501

This office is responsible for undergraduate and graduate admissions geared toward the non-traditional student. We offer flexible schedules for the working adult who is returning to school as an undergraduate student or is just beginning their college career. The options include day, evening, weekend, and online classes. Graduate programs include Management, Nursing and Human Services and Education. Students are welcome to assist us at Information sessions and Open Houses. If interested, please call the Admissions Office.

SCHOOL OF PROFESSIONAL & GRADUATE STUDIES**O'Connor Hall, N301****Mary Herold, Assistant Dean, 687.1279****Joanne Petrone, Assistant for PGS Services, 687.1492****Office Fax: (631) 447-3624**

Among the academic concerns addressed by this office are: academic advisement, course registration, withdrawals, Incompletes, and Drop/Add for courses. Assistance is offered to students seeking information related to academic needs and policies. We supply handouts and applications for Incompletes, Change of Majors, Transfer of Divisions, Change of Name and/or Address, Practicum/Internship, and Graduation. Referrals are also made for the Academic Center, writing workshops, and the Office of Career Development and Engagement.

SECURITY**O'Connor Hall, N229****Administrative Questions 631.687.2699****Daniel Bowe, Director of Security 631.831.4280**

Call 911 (9+911 from a Campus Phone) in an actual emergency, then call security.

24 Hour Number 917.209.3625 ♦ Any Blue Light Box ♦ Dial 3 on any Campus Phone

This office is responsible for campus security, emergency medical response, parking, lost & found, vehicle assistance (jump starts, out of gas, flat tire), locksmith services, investigations, directions, escorts and transportation.

STUDENT ACCESSIBILITY SERVICES**O'Connor Hall, N301A****Lucianna Basilice, Director of Student Accessibility Services, 631.687.2403**

It is the mission of Student Accessibility Services, in conjunction with the Academic Center and faculty, to provide equal access to all of St. Joseph's College programs and services in order to create a supportive campus environment. Our guiding philosophy is a student-centered approach that focuses on maximizing student strengths to ensure that each student realizes their full potential. Through our support services, students can achieve personal, academic and vocational goals. St. Joseph's College is committed to serving and empowering our students in becoming their own best advocates.

The goal of Student Accessibility Services with regard to students with disabilities is to equalize educational opportunities by supporting educational development and ensuring appropriate accommodations are provided.

MISSION AND GOALS OF THE COLLEGE

The mission of St. Joseph's College is to provide a strong academic and value-oriented education at the undergraduate and graduate levels, rooted in a liberal arts tradition that supports provision for career preparation and enhancement. The College aims in this way to prepare each student for a life characterized by integrity, intellectual and spiritual values, social responsibility and service - a life that is worthy of the College's motto, *Esse non videri*: -To be, not to seem.¶

Independent and coeducational, St. Joseph's College provides an affordable private education that serves a diverse population of academically eligible students who live within commuting distance of the Brooklyn and SJC Long Island.

St. Joseph's College affirms the dignity, freedom and inherent value of each person. This affirmation is realized through a student-centered environment wherein the faculty's primary commitment is to excellence in teaching. In this open, supportive atmosphere, students are challenged to develop their full potential and are encouraged to acquire a spirit of inquiry and a joy in learning.

To accomplish this mission, St. Joseph's College has established the following goals:

- to offer curricula that foster the knowledge and intellectual skills associated with the liberally educated person;
- to encourage students to develop personal value systems, responsible self-direction and committed participation in the local and global communities;
- to help students develop as whole persons by providing individual attention, interactive teaching and opportunities for active participation in academic and extracurricular programs;
- to prepare students for their careers by offering the necessary professional and pre-professional education;
- to provide for the needs of a diversified student population with varied educational and professional experiences;
- to foster an environment of openness to the exploration and understanding of diverse ideas, traditions and cultures;
- to support educational programs and services that will contribute to the vitality of the communities served by the Brooklyn and SJC Long Island.

GENERAL INFORMATION

ACADEMIC ADVISEMENT AND PROGRAMMING

During the freshman year, all students are assigned to an academic advisor - one from their major field or an interim advisor if they are uncertain about their plans. In all cases, the advisor is selected from the student's first semester instructors. Freshmen meet their advisors during the year to discuss their academic and career goals and to be advised in their course selection during registration. Once a student has declared a major, the chairperson of the Major Department becomes the chief academic advisor.

ACADEMIC POLICIES

The college catalogue, which is available online on the College website (www.sjcnj.edu) and in the Office of the Registrar, Room N211, contains information on all college academic policies.

ACCIDENTS

SJC accident/sickness insurance covers all matriculated students only while they are enrolled at the College. If a student is injured or becomes seriously ill on campus, s/he should contact Security. The Nursing Department is not the Health Office. If an accident occurs during an intercollegiate activity (practice, competition, training session), a certified athletic trainer will attend to the student by activating the Emergency Action Plan for that venue. All students have the opportunity to file a medical report form through the Office of Admissions when entering the college. This form includes emergency contact information.

ALCOHOLIC BEVERAGES

No alcoholic beverages are allowed on campus at student-sponsored events. In addition, drinking by students on college premises, including parking lots is prohibited. The College enforces the state laws regarding the drinking age. Any alcoholic beverages found in the possession of a student shall be subject to confiscation. Failure to comply (or repeated violations) will result in sanctions as described in the Enforcement of Regulations section of the Student Code of Conduct.

ATTENDANCE AT CLASS

Students are expected to attend classes regularly and punctually. Class work generally constitutes two-thirds of the course grade; the final exam usually constitutes one-third.

ATM MACHINE – O'Connor Hall

Located next to the elevator and near the Office of Physical Plant, on the first floor.

BOARD ROOM- O'Connor Hall

Located next to the elevator off the main lobby, the Board Room is used for formal College meetings. The room has a capacity of twenty people. Reservations must be made in advance. Please see Room Booking Procedures.

Barnes & Noble BOOKSTORE – O'Connor Hall

The College has contracted with Barnes & Noble Bookstore to provide books, school supplies, college clothing and sundries for students, faculty and staff. The bookstore is located on the first floor. New and used textbooks are available. Payment may be made by cash, personal check, or

credit card (VISA, American Express, Discover and MasterCard). Hours are extended during the first two weeks of each semester. A validated Student ID Card is required to sell books back to the store.

CAMPUS ACTIVITIES BOARD – O’Connor Hall, N307

This room is used by the members of CAB executives and staff. The CAB executives are responsible for the upkeep and cleanliness of the office and are accountable for any misuse of or damage to the office and/or its contents.

CALENDAR OF COLLEGE EVENTS AND ACTIVITIES

A calendar is maintained in the Office of Student Involvement and Leadership, N307. It is accessible through our offices Portal Page.

CHAPEL – O’Connor Hall, Second Floor, E203A

The chapel is used for prayer services and weekly liturgies. It is also available as a place for quiet meditation and prayer.

CHILDREN ON CAMPUS

Because of serious problems related to insurance coverage, children cannot be brought to class or left unattended on the College campus. Campus Security has been instructed to ask children who are in College buildings for their names to ensure that this policy is enforced.

COMMON HOUR: 1-2 p.m., Monday – Friday/12:15-1 p.m., Saturday

This is a specific time set aside each day to expand the students' social and intellectual growth through speakers, films, discussions, etc. regarding topics of varied interest. Those who wish to schedule a particular program must reserve a date through the Office of Student Involvement and Leadership.

COPY MACHINES

Coin operated copy machines for student use are available in O’Connor Hall (Second Floor Lounge and Cafeteria) and the Library.

DISABILITIES

All College buildings have wheelchair accessible restrooms. There are elevators in O’Connor Hall, Callahan Library and the Business and Technology Building. Information for students with documented disabilities in need of classroom accommodations may be found in this student handbook in the section titled —Other College Policies That Protect Student Rights‖ and through the Office of Student Disability Services, also listed in this manual. Information on helping the disabled evacuate in an emergency can be found in this handbook under Emergency Procedures. Parking accommodations and the required St. Joseph’s hanging tag for students with documented disabilities can be obtained in the Security Office, N107 on the first floor of O’Connor Hall. Please bring a copy of your government issued tag and vehicle registration. Persons with disabilities have access to all buildings on campus:

O’Connor Hall: Primary accessible entrance is the ramp for door #7, next to the flagpole, opposite the Callahan Library entrance. There is a secondary ramp to the right of door #1, in the circle on West Roe Boulevard. This is only used if the door #7 entrances is closed due to

extenuating circumstances. The college community and Suffolk County services will be notified by signage and email if this were to happen.

Library: Main entrance is accessible.

Business and Technology Building: Main entrance, (north side of the building) is accessible.

Danzi Athletic Center: Main entrance is accessible.

Clare Rose Playhouse: Main entrance is accessible.

DRUGS

St. Joseph's College recognizes its duty to uphold the existing state and federal laws regarding the unlawful possession, use and sale of marijuana, hallucinogens and other drugs and cannot protect any member of the College community who violates the laws. Accordingly, any person discovered by College officials in illegal possession, sale or use on campus of marijuana, hallucinogens, or any of the other drugs proscribed by the Penal law, will be subject to sanctions up to and including expulsion from the College. See also: SJC Alcohol and Drug Education Program and Resources booklet.

ELEVATORS

Elevators are located in O'Connor Hall, Callahan Library and the BT Building.

EVENT CHAIRPERSONS

The chairpersons of any activity should see the Director of Student Involvement and Leadership in advance of the activity in order to make arrangements, including setting the date on the official calendar and requesting room and space (please see calendar of college events and activities). The chairpersons must write a critique of the event (budget, number of people who attended, etc.) and keep it on file as a planning aid for future chairpersons.

Please note: The Director of Student Involvement and Leadership is the advisor for the Student Government Association and the Campus Activities Board. Any student who wishes to run an event independently of a club or organization must check with the Director. No student may sign a contract or enter into a verbal agreement on behalf of the College. Students should take all contracts to the Director of Student Involvement and Leadership.

FLATSCREEN INFORMATION SYSTEM

The Office of Student Involvement and Leadership prepares slides and college based information to be seen on monitors throughout the college campus. Announcements are updated through this office on a daily basis. Monitors are located in O'Connor Hall, Library, BT Building and the John A. Danzi Athletic Center.

FUND RAISING POLICY

Any fundraising activities must be approved by the Director of Student Involvement and Leadership. See the Fund Raising Procedures in the SGA Constitution.

GRADUATION INFORMATION

Information regarding (Undergraduate/Graduate) Commencement is on the college website.

HEALTH INSURANCE INFORMATION

Information on student health insurance plans is available in the Office of the Vice President for Student Life, located at N215 and on the College website. www.CIRstudenthealth.com/sjcnj

ID CARDS (Office of Student Involvement and Leadership)

Each student enrolled in the College must have an official identification card, which must be validated at the beginning of each semester. ID cards are required at the library, for voting in student elections, for Athletic Center usage, in the college bookstore, printing services and One Card Service-Cafeteria. Students should carry their card with them at all times. The replacement fee for student ID is \$15.00.

IMMUNIZATIONS AND HEALTH RECORDS

New York State Public Health Law mandates that college students be immunized against measles, mumps and rubella. The law applies to all students born on or after January 1, 1957.

Proof of immunity consists of:

- 1) Measles – two doses of live measles vaccine administered after 12 months of age, physician documentation of measles disease or a blood test showing immunity.
- 2) Mumps – one dose of live mumps vaccine administered after 12 months of age, physician documentation of mumps disease or a blood test showing immunity.
- 3) Rubella – one dose of live rubella vaccine administered after 12 months of age or a blood test showing immunity.

In addition New York State Public Health Law also mandates that all college students, regardless of age, complete and return the Meningococcal Meningitis Vaccination Response Form to the college. Students who are not in compliance with the New York Public Health Law will be removed from class after 30 days until proper documentation is presented.

Requests for copies of immunization records can be directed to the Counseling and Wellness Center located on 319 West Roe Boulevard. Room
Please call 631.687.1262 or email lmcardle@sjcnyc.edu for assistance

INSTRUCTOR'S ABSENCE

Notice of an instructor's absence is posted outside the Registrar's Office. If an instructor has not reported her or his absence, students will remain in the classroom for fifteen minutes, at which they will notify the Dean, the Registrar, or the Evening Receptionist. No class is to dismiss itself without following the process above.

SAGE DINING SERVICE (Cafeteria)

The dining hall allows students the opportunity to meet and gather between classes. Dining service is provided by SAGE Dining Services® in the first floor student lounge in O'Connor Hall. Our chefs tailor menus for each community we serve and prepare meals from scratch using fresh, locally-sourced ingredients. In addition to made-from-scratch meals, vending machines are located throughout the entire campus for your convenience. Wireless internet service is also available.

Hours open are as follows:

Fall and Spring Semester:

Monday through Thursday: 7:00 a.m. - 8:00 p.m.

Friday: 7:00 a.m. - 3:00 p.m.

Saturday: (Trimester Weekends) only: 8:00 a.m. – 4:00 p.m.

Sunday: Closed

LOST AND FOUND

This service is located in the Office of Security, O'Connor Hall, N107.

MAILBOXES – Student/Faculty-O'Connor Hall/BT Building/Danzi Athletic Center

Mailboxes for SGA executives, CAB officers, club presidents and class representatives are located in the Smith Lounge of O'Connor Hall. All items for faculty, (papers, reports etc.), are to be given to the receptionist in the main lobby of O'Connor Hall. The receptionist will record the reception of all items and place them in the appropriate mailboxes in both O'Connor Hall and the Business and Technology Building. Athletic Department mailboxes are located in the Danzi Athletic Center. The receptionist in the lobby of the Athletic Center will place the mail in the appropriate mailboxes.

MCGANN CONFERENCE ROOM – O'Connor Hall, N318B

This attractive, multipurpose room is available for special meetings, lectures, liturgies, guest speakers and other gatherings that require a large space. The room holds between 165 and 250 people. Reservations must be made in advance. Please see Room Booking Procedures.

SJC PARKING RULES & REGULATIONS AUGUST, 2015 TO AUGUST, 2016

Parking is a problem on every college campus. The following regulations have been developed to protect the rights of everyone in the SJC community, to respond to Fire Department/emergency regulations, to provide for the physically handicapped and to preserve the grassy areas of the campus.

The following rules apply to **ALL** faculty, staff, visitors and students.

1. All lots are painted and striped, including **yellow-hatched painted "fire zone/no parking"** areas. No parking is permitted in **any yellow-hatched area** whether marked **"fire zone/no parking"** or not.
2. If any curbs are **NOT** yellow hatched, parking **IS** permitted there. Although there are no signs prohibiting it, parking is **NOT** permitted on **ANY** grass areas of the campus.
3. Students are **NOT PERMITTED** in any faculty/staff parking lots, 24 hours a day, 7 days a week, including nights, Fridays, Saturdays and Sundays.
4. The rear faculty lot has yellow-hatched areas by the ball field entrance, garbage dumpsters, and the entrance leading to the South side of property. No parking is permitted in these areas. Also, there is no parking in front of or on the side of the garage. Park in marked stalls only.
5. There are two side streets adjacent to campus property: Audubon Avenue and Savannah Boulevard. There is no parking permitted on either side of these streets, including grass areas. If you park on these streets you are at risk to receive a SJC *and* Suffolk Police Department summons.
6. There is additional **faculty/staff parking** at 319 W. Roe Boulevard. There is also additional **student parking** at the parking lot located at the corner of Waverly Avenue and Savannah Boulevard (entrance on Champlain Avenue). There is additional **faculty and student parking** at the Audubon Avenue parking lot, which is opposite the main faculty lot. This lot is marked with appropriate signage. The student section is on the South side of lot and the faculty/staff section is on the North side.
7. **Faculty/Staff Hanging Parking Tags:** All faculty/staff members must display their SJC parking tag on their rear view mirror with the number facing forward so that the number is visible. The number cannot be blocked from view by ribbons, decorations or other tags. If your tag will not fit or be visible due to mirror configuration, easy pass, etc., then it must be visible on your

dashboard. If you have lost or broken your tag, you must get a replacement tag as soon as possible from the Security office located in room N107. Make sure that your tag is visible upon entering property.

8. **Student Parking Stickers:** Student parking stickers must be affixed to the **INSIDE** of **front windshield on passenger side in lower right corner**. They are **NOT** to be placed on the inside or outside of any other window or any other location. **IF PARKING STICKER IS NOT AFFIXED PROPERLY OR IF TAPE OR LAMINATION IS USED, IT WILL BE CONSIDERED A PARKING VIOLATION AND YOU WILL BE SUBJECT TO A PARKING SUMMONS BEING ISSUED AGAINST YOU.** If you fail to register your vehicle(s) with security and a DMV check of your plate becomes necessary, a fee of \$25.00 will be applied to your account in addition to the parking violation fine.
9. You may register additional vehicles at no extra charge by simply providing a copy of the registration with your name written on it. You can find all forms and self-serve instructions outside the Security Office door. Temporary day permits can be issued by any security officer for rental or loaner vehicles.
10. If you receive a parking summons for 1) No parking permit displayed, 2) Improperly displayed or affixed parking permit or 3) Expired parking permit, the fine may be waived if vehicle registration and/or parking permit violation is corrected within 10-business days from the date of **FIRST** summons issued.
11. **ALL FACULTY/STAFF/STUDENTS:** With parking available at the Mt. Carmel Church, there is more than enough room for us all. If you cannot find a legal parking space on campus, you **MUST** park at Mt. Carmel and take the bus shuttle back to campus. The bus runs Monday through Thursday, from 7:30am to 6:55pm. On Fridays, there is adequate parking on campus for all. If you choose not to park at Mt. Carmel and park illegally on campus, for whatever reasons, you will receive a summons. Anyone, regardless of permit, can use the Mt. Carmel lot when the bus is operating; an excellent choice in foul weather.
12. There is adequate handicapped parking on campus. Handicapped parking spaces are available at the W. Roe Boulevard front circle (4), main faculty lot (4), rear faculty lot (6), Clare Rose Playhouse (3), in front of Danzi Center (8), rear of Danzi Center (3), 319 W. Roe Boulevard (2), and on the North side of library (2), for a total of 32 Handicapped spaces. Students who cannot find a handicapped space **CAN** park in Faculty/Staff lots. In addition, all handicapped faculty, staff & students with a state, town or county handicapped parking permit must obtain a blue SJC handicapped numbered parking tag from the Security office in room N107 and use that when parked on campus.
13. Never block in another vehicle or create a third row of vehicles, especially during snow storms when markings are hard to see.
14. For fall 2015, August _15 – December '15, freshmen with solid **ORANGE** parking stickers must park at Mt. Carmel. They will be able to park on campus in the spring. For spring 2016, January '16 – May _16 freshmen with solid **PURPLE** parking stickers must park at Mt Carmel. All freshmen may park on campus **after** 4:30pm, Monday through Thursday and all day on Friday in Student Lots ONLY.

A summons for no permit or expired permit will be waived if issued the day you apply for a permit and it is addressed within 10 days (see rule number 10).

Cooperation from all members of the faculty, staff and student body will greatly reduce frustration and help facilitate parking for everyone. Thank you.

POSTING POLICY

All posters are to be placed on appropriately designated bulletin boards. Absolutely no postings may be placed on glass or on doors. All postings must be approved and stamped by the Office of

Student Involvement and Leadership. See additional posting regulations in the Office of Student Involvement and Leadership. Posters that are in unauthorized locations or are untidy or irrelevant will be confiscated and disposed of. Those posters pertaining to events that have already taken place should be removed within one business day after the event by the organization or person responsible for the event.

ROOM RESERVATION PROCEDURES

To reserve a classroom on campus, please follow the procedures listed below:

- a. Classroom reservation requests for times other than „**common hour**“ can be made by completing an ASTRA request form and submitting it to the Office of Scheduling and Registration. A confirmation email of the room reservation request will be sent. .
- b. Classroom reservation requests for „**common hour events**“ can be made by completing a request form in the Office of Student Involvement and Leadership, located in O’Connor Hall N307. A confirmation email of the room reservation request will be sent.

To reserve one of the locations below, you should complete an ASTRA request form and submit it to the Office of Physical Plant. A confirmation email of the room reservation request will be sent.

- McGann Conference Center
- Shea Conference Center
- Muriel and Virginia Pless Center for Performing Arts (Auditorium)
- Board Room
- Danzi Lawn and Field
- Second Floor Lounge and Lobby
- Cafeteria

SHEA CONFERENCE ROOM – O’Connor Hall, E117

This room located on the first floor at the end of the faculty wing is available for special meetings, lectures and guest speakers. This room can hold 60 people. Reservations must be made in advance. Please see Room Booking Procedures.

SMITH LOUNGE – O’Connor Hall, Third Floor

Lounge area for students to study and relax located on the third floor.

SMOKING POLICY

St. Joseph's College is a smoke-free campus. Smoking is prohibited in all college buildings as well as outdoor areas proximate to college buildings in order to assure clean air in the buildings.

STUDENT GOVERNMENT ASSOCIATION OFFICE – O’Connor Hall, N307A

This room is for the use of the SGA executives, class representatives, and members of the Student Senate to conduct Student Government business. The SGA executives are responsible for the upkeep and cleanliness of the office and are accountable for any misuse of or damage to the office and/or its contents.

STUDENT LOUNGE AREAS

The following areas are used for relaxation, studying, small meetings, enjoyment and socializing:

- Second Floor Lounge of O’Connor Hall
- BT Lounge –Basement and C Levels
- Library Lounge
- Danzi Athletic Center Lounge
- There are also other lounges located near the vestibules of each building.

WIRELESS ACCESS

Wireless access is available for students, faculty and staff on SJC Long Island in the following areas:

- Business & Technology Building
- Cafeteria
- Library Building (Common Areas)
- O’Connor Hall – Door # 7 Lobby Area
- O’Connor Hall – Faculty Lounge (E220)
- O’Connor Hall – Receptionist Area
- Shea Conference Center

For more information on how to use wireless access, please go to the college website.

CAMPUS RESOURCES

Information	Office/Department	Room	Extension Area Code (631)
Academic Advisement Issues	Advisement Center	N302	687.1497
Academic Instructional Labs	Academic Center	N304	687.1426
Academic Issues	Academic Dean	E207	687.1272
	Academic Services	N301	687.1492
Accident Reports (Students)	VP Student Life Office	N215	687.4595
Activities on Campus	Student Involvement	N307	687.2602
Adding/Dropping a Course	Registrar's Office	N211	687.1400
Admissions Information	Admissions	Main Lobby	687.4500
Alumni Information	Alumni Office – One Terry Street		687.2653
Athletics Information	Athletic Center	Danzi	687.1444
Bills/Fees/Payments	Business Affairs-Bursar	N211	687.4570
Blood Drive Information	Student Involvement	N307	687.2602
Book Buy>Returns	Barnes & Noble	N102	447.2018
Calendar -Clubs	Student Involvement	N307	687.2602
Campus Activities Info	CAB Office	N307	687.1409
Career Information	Career Development	E301	687.1248
Catalogs/Course Offerings	Registrar's Office	N211	687.1400
Chapel	Campus Ministry	E203A	687.1466
Club Information	SGA Office	N307A	687.1408
College Ring Information	Student Involvement	N307	687.2602
Community Service Information	Campus Ministry	N227	687.1466
Computer Labs	O'Connor Hall, BT Building and Library		
Counseling Appointments	Center for Wellness	319 Roe Blvd.	687.1262
Deans Service Circle	Student Engagement	N303	687.1277
Diversity Initiatives	Multicultural Student Life	N307A	687.4596
Emergencies	Security Office	N107	687.2699
Escort to Car	Receptionist	2 nd Flr. Lobby	687.5100
Financial Aid Assistance	Financial Aid	N209A	687.2600
First Aid Supplies	Student Health Services	319 Roe Blvd.	687.1259
Food Services	Cafeteria (Sage)	1st Floor	447.3244
General Graduate School Info	Career Development	E301	687.1248
Graduation Information	Student Engagement	N303	687.1277
Health Emergencies	Security Office	N107	687.2699
	Student Health Services	319 Roe Blvd.	687.1259
Health Insurance Information	VP for Student Life	N215	687.4595
I.D. Photos	Student Involvement	N307	687.2602
Immunization Files	Center for Wellness	319 Roe Blvd.	687.1262
Internships	Career Development	E301	687.1248
Intramural Sports	Athletics	Danzi	687.1444
Job Information	Career Development	E301	687.1248
Leaves of Absence (Personal)	Student Success	N301	687.1281

Library Information	Callahan Library	Library	687.2636
Lights and Sound for Auditorium	Lights and Sound Office	Auditorium	687.5120
Loans	Financial Aid Office	N209A	687.2600
Lost and Found	Security Office	N107	687.2699
Mailboxes	Receptionist	Lobby	687.5100
Medical Assistance	Security Office	N107	687.2699
Medical Leaves of Absence	Career Development	E301	687.1245
Mount Carmel Bus Schedules	Security Office	N107	687.2699
MTA/LIRR Schedules	Student Involvement	N307	687.2602
Non-Academic Concerns	VP Student Life Office	N215	687.4595
Off-Campus Trips	CAB Office	N307	687.1253
Outreach Information	Campus Ministry	N227	687.1466
Parking Permits & Tickets	Security Office	N107	687.2699
Photo Copies (Students)	Second Floor Lounge & Cafeteria		
	Library	Library	687.2636
Play & Theatre Information	Clare Rose Playhouse		654.0199
Posting Approval	Student Involvement	N307	687.2602
Psychologist	Center for Wellness	319 Roe Blvd.	687.1262
Recreational Activities	Intramurals Office	Danzi	687.1444
Registration	Registrar's Office	N211	687.1400
Room Booking Procedures	Physical Plant Office	N103	687.2672
Room Booking Procedures-Clubs	Student Involvement	N307	687.2602
Schedule of Classes	Registrar's Office	N211	687.1400
Scholarship Information	Student Engagement	N303	687.1277
Spiritual Events	Campus Ministry	N227	687.1466
Student Publications	Student Involvement	N307	687.2602
Security	Security Office	N107	687.2699
Senior Portraits	Student Involvement	N307	687.2602
Social Events	Student Involvement	N307	687.2602
Student Activities Information	Student Involvement	N307	687.2602
Student Government Information	SGA Office	N307A	687.1408
Study Abroad Information	Global Studies Office	N109	687.1280
Students with Disabilities	Student Accessibility Serv.	N301A	687.1217
Textbook Advance Program	VP Student Life Office	N215	687.4595
This Week at SJC!	Student Involvement	N307	687.2602
Transcript Requests	Registrar's Office	N211	687.1400
Tuition	Business Affairs-Bursar	N211	687.4570
Tutoring Help	Academic Center	N304	687.1426
Volunteer Projects	Student Involvement	N307	687.2602
	Campus Ministry	N227	687.1466
Wellness Information	Center for Wellness	319 Roe Blvd.	687.1262
Writing Coordinator	Academic Center	N304	687.1426
Work Study Information	Financial Aid Office	N209A	687.2600

***If you need assistance and you are unable to find the appropriate resources, please visit or call the Office of Student Involvement and Leadership, O'Connor Hall, N307, 687-2602.**

ACADEMIC DEPARTMENTS

Subject Area	Chairperson	Phone# Area Code (631)
Accounting	Mary Chance	687.1288
Art	Dawn Lee	687.1432
Biology*	Frank Antonawich	687.1462
Business Administration	Eileen Jahn	687.1296
Child Study	S. Mary Ann Cashin	687.1235
Communication Studies (Speech)	Julie Raplee	687.4587
Computer Information Systems	Victoria Hong	687.2646
Computer Science	Victoria Hong	687.2646
Criminal Justice	Barbara Morrell	687.4582
Economics	Steve Rockwell	687.4574
English*	Judith Phagan	687.1480
History*	James Blakely	687.2627
Hospitality and Tourism Management	Tina Ferro	687.1273
Human Relations	William Bengston	687.4577
Journalism and New Media Studies	William Phillips	687.2679
Marketing	Eileen Jahn	687.1296
Mathematics*	Victoria Hong	687.2646
Medical Technology	Frank Antonawich	687-1462
Music	Leon Bernardyn	687.5179
Philosophy	Wendy Turgeon	687.5189
Physical Science/Chemistry	Jill Rehmann	687.5846
Political Science	Steve Rockwell	687.4574
Psychology	Dominique Treboux	687.2685
Recreation	Gail Lamberta	687.2686
Religious Studies	Tom Petriano	687.2689
Social Sciences	Steve Rockwell	687.4574
Sociology	Steve Rockwell	687.4574
Spanish* (Modern Languages)	Antoinette Hertel	687.5176
*Secondary Education	S. Nancy Gilchriest	687.1472
Other Programs:		
SJC 100 (Freshmen)	Wendy Turgeon	687.5189
SJC 200 (Transfers)	Mark Hessler	687.2626
FYE (Freshmen Year Experience)	Bryan Gill	687.4590
Physical Education	Shantey Hill	687.1445
Theatre	S. Grace Edna Rowland	687.4583
Graduate Departments:		
Infant Toddler/Early Childhood	S. Miriam Corr	687.1234
	Katherine Granelli	687.1217
Literacy & Cognition	Claire Lenz	687.1227
Special Education	Joan Silver	687.1219

Child Study Contacts:

Senior Administrative Assistant	Teresa Haun	687.1228
Senior Administrative Assistant	Virginia Perillo	687.1264
Observation Coordinator	Maureen Schwartz	687.1229
General Education Placement Coordinator	Barbara Hanlon	687.1232
Special Ed. Placement Coordinator	Barbara Traola	687.1225
Special Ed. Placement Assistant	Diane Colichio	687.1224
Universal Pre-Kindergarten	Mary Fritz	687.1241

Academic Department Assistants/Contacts:

Business/Accounting	Marita McCrea	687.1295
Education	Kathy Waldron	687.1476
Education Placement Coordinator		687.1474
GMS-Graduate Management Studies		687.1488
GMS Academic Advisor	Jean Dillon	687.1489
Math/Computer Science	Roma Busch	687.5173
Nursing	Janice Quatrala	687.5186
Social Sciences Departments	Susan Belonzi	687.4576

PROFESSIONAL STUDIES ACADEMIC DEPARTMENTS

Subject Area	Chairperson	Phone#
Accounting	Mary Chance	687.1288
Business Administration	Eileen Jahn	687.1296
Community Health/Human Services	Carolyn Gallogly	687.1242
Computer Information Systems	Victoria Hong	687.2646
Computer Science	Victoria Hong	687.2646
Graduate Management Studies	Charles Pendola	687.1297
Health Administration	John Sardelis	687.1493
Human Services Leadership	Carolyn Gallogly	687.1242
Marketing	Eileen Jahn	687.1296
Mathematics Education	Elana Reiser	687.5170
Nursing (BSN)	Florence Jerdan	687.5180
Nursing (Graduate)	Florence Jerdan	687.5180
Organizational Management	Camille Karlson	687.2677
Weekend College	Carolyn Gallogly	687.1242

*Please refer to A&S Academic Departments on page (37) for additional departments

CAMPUS SAFETY INFORMATION

EMERGENCY PROCEDURES

Call 911 (9+911 from a Campus Phone) in an actual emergency, then call security.
24 Hour Number 917.209.3625 ♦ Any Blue Light Box ♦ Dial 3 on any Campus Phone

Building Evacuations:

A building may be evacuated for many reasons.

- Please always know where the nearest exits are and know any posted evacuation procedures BEFORE there is an emergency and remember to follow emergency exit sign arrows.
- Always take the fastest, safest, most direct route that brings you away from smoke, fumes or any other danger.
- Always assemble with your group or class if you are in one to avoid First Responders risking their lives to search for you, except for an active shooter scenario.

Fire Emergencies:

- Pull any fire alarm from a safe location in the immediate area as you exit the building.
- Call 911 even if an alarm has been triggered.
- Alert people in the area ONLY if you can do so safely, you can't help others if you are injured.
- Most people die from the fumes you can't always see. Get down, and get out of the fumes!
- Always feel a door towards the top, if not hot THEN, with the back of your hand, feel the door knob for heat before you open it (you can't open other doors with a burnt palm).
- Never use an elevator unless directed to do so by the Fire Department.
- Close as many doors behind you between you and the fire as you exit if safely possible.
- Follow posted directions or the arrows on exit signs and exit using the fastest, safe route.
- If you encounter smoke while escaping, crawl or get as low as you can. The cleanest air will be within 1 to 2 feet from the floor. If the main exit is blocked by fire or smoke, you should use an alternate route. If this is not feasible, go back in the classroom to wait for rescue.

If you can't escape:

- Close all doors between you and the fire.
- Try to seal cracks around doors to keep the smoke out.
- While waiting for rescuers, signal from a window by hanging an article of clothing out the window, opening the window as briefly as possible to avoid drawing the fire to the fresh air.

Gas or Carbon Monoxide Leak:

- Pull any fire alarm from a safe location in the immediate area as you exit the building.
- Turn off emergency gas switches as you exit ONLY IF SAFELY possible.
- If you witness a person unconscious, DO NOT ENTER the room. Getting First Responders to that location is the best thing you can do.

Electrical:

- ONLY IF SAFELY possible turn off effected device lights/power using a non-conductive item (wood, rubber, etc.) to flip the switch.
- If a person is being electrocuted use a long, nonconductive item (wood mop handle, fiberglass ladder, etc.) to knock them free ONLY IF SAFELY possible.
- Never walk in water or other liquids or on metal if at all possible.

ALL EVACUATIONS EXCEPT ACTIVE SHOOTER: Meet with your group in the Quad (center area between buildings). If the emergency is in O'Connor Hall meet in the Danzi Gymnasium. If the emergency is in any other building meet in the O'Connor Hall Auditorium

Helping the disabled evacuate:

Please help any disabled or handicapped persons evacuate in any of the above scenarios. Make sure anyone with hearing loss sees that there is a reason to leave. The college tries not to schedule people with severe mobility in classes on floors that are not accessible without an elevator but if someone is in a lower or upper level, the following information is important to know. A list of persons who need assistance will be kept and maintained by Security. This list will be upgraded each semester to keep track of students with disabilities and their class schedules. Should the need arise to evacuate buildings, faculty or staff members are asked to be aware of the following information:

Escape Chairs:**Escape recue chairs are located in the following areas:**

- O'Connor Hall 3rd floor, stairwell 9 (far North wing).
- O'Connor Hall 3rd floor, stairwell 4 (far West wing).
- Library 3rd floor in FACP room within offices.
- BT building 2nd (highest) floor, far North stairwell.
- BT building Cellar floor (lowest), far South stairwell.

In an emergency in all buildings, if an accessible exit cannot be reached; station the person on any outside stairs landing or in the stairwell farthest from the danger while you alert emergency personnel and security

O'Connor Hall has accessible exits in the following rooms:

- 1st Floor: N105 Plant Shop, N111, N113, N117A Art Studio, N129 Music Room, E117 Shea Conference Center and the ramp to the left of the bookstore.
- 2nd Floor: Door #7 by the flagpole, (landing outside door #1 can be used to stage someone until help arrives).
- Auditorium: Door #5 and the vestibule area as well as both South Side exits.
- 3rd Floor, stage in the stairwell landing farthest from the danger until help arrives.

Business and Technology (BT) Building:

- Level B, north entrance has an accessible exit ramp.
- Level C, 1st Floor & 2nd Floor – Escort students with physical disabilities to the stairwell landing farthest from the danger until help arrives.

Danzi Athletic Center: All exits are accessible (Main Entrance, End of each hall, Multi-purpose Rooms, Rooms 114-115, Pool Area – 2 North Exits, Main Gymnasium – 2 West Exits) People with disabilities will not be able to access the elevated track. However, that area will be checked by SJC staff during any evacuation if safely possible.

Callahan Library: main entrance and the two North doors in the lower level book stacks can be used to exit.

Clare Rose Playhouse: the main entrance is accessible and ushers will help anyone with special needs exit the theater.

Counseling and Wellness Center: the main and rear entrances are accessible.

1 Terry Street: stage in the stairwell farthest from the danger.

Outdoor Field Complex: both exits are accessible on either end of the main hallway.

Great River: stage in either stairwell.

Fire Extinguishers:

Only use a fire extinguisher if:

- 1.) The Fire Department has been notified.
- 2.) It is a very small fire.
- 3.) You are trained to do so.
- 4.) Your back is to a door or other unrestricted exit.

Remember PASS:

P - Pull the Pin

A - Aim at the base of the fire

S - Squeeze the trigger

S - Sweep from side to side

Except for wet chemical extinguishers in the cafeteria kitchen, there are only ABC extinguishers on our campus but remember:

- Never use water on an electrical or grease (flammable liquids) fire
- Only Use an extinguisher designed for that type of fire:
 - a. Flammable Materials, (wood, paper, etc.).
 - b. Flammable Liquids
 - c. Electrical

Please report any discharged extinguishers or ones in need of repair or inspection to Campus Security. Remember to STOP, DROP and ROLL if you catch on fire.

Use a heavy jacket, carpet or blanket to help put someone else on fire out.

If you are ever in a room that has a Fire Suppression System (many commercial computer rooms and kitchens have them) and it's activated, leave the room immediately, these systems deprive oxygen.

Elevator emergency Procedures

NEVER attempt to exit a stalled car, even partially stuck between two floors: You can put yourself and others in serious danger by attempting to exit the car on your own. Never attempt to exit a car by forcing open the doors, opening the hatch or entering the elevator shaft unless you are in the very unlikely situation of eminent danger, (e.g.: a fire is quickly approaching). Wait

for assistance so you can exit in a proper and safe manner. You are safer in the car than you are outside it.

Stay calm: There is plenty of air in the elevator and shaft and you are safe inside the car. For safety purposes, elevators are equipped with many redundant safety features. The features that stop the elevator are in place to guarantee your safety.

Call Security and press the call button or pick up the emergency phone if equipped with either. Security will place a call to the elevator company's emergency response service and the authorities if needed. Call 911 if there are any serious injuries within the car or if you smell smoke. Press the alarm and let it sound, only if all attempts at communications fail. Having the alarm ring while you attempt to communicate is counter-productive.

Medical Procedures:

St. Joseph's College

Emergency

Medical Procedures

1. If someone is injured or becomes ill in your presence, please follow these procedures.
 - a. Do Not move the injured person.
 - b. If situation is life threatening Call 911 immediately.
2. Security can be contacted at 917-209-3625. If you are near an office phone dial #3 and you will be connected directly to security. If you are outside you can use the blue call boxes to contact security.
3. When security arrives let them know if 911 was notified. If 911 was not notified, security will make the call if required.
4. Security will be in charge until EMS arrives on the campus.
5. DO NOT touch blood or bodily fluids without the aid of protective gloves.
6. DO NOT give mouth-to-mouth resuscitation unless you are trained to do so and NEVER without the aid of a protective mask!
7. DO NOT perform CPR unless you have been certified.

Automatic External Defibrillators (AEDs):

There are AEDs located at the following locations:

- Claire Rose Playhouse by the front door.
- 2nd Floor O'Connor Hall on the wall next to the desk at door #7 by the flagpole.
- 1st Floor O'Connor Hall Cafeteria on center pole.
- BT building, B level, next to security desk.
- Danzi Athletic Center at the front desk.
- Roving Security Vehicle
- Library as you enter, once past the book detectors, make a left and another left (u-turn) and it is on the wall to your left.
- Outdoor Field Complex across from the front door

Older models have child pads that must be switched, newer models have a uni-pad that is activated on the device by turning a key to adult or child.

Surviving an Active Shooter

In the very unlikely event of an active shooter, college policy is **Run, Hide Fight!**

RUN When an active shooter is in your vicinity:

- Have an escape route and plan in mind (in case of fire or any threat)
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move or point out wounded people
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe
- If running in the outdoors or large open areas, go from cover to cover. Place buildings, large trees, vehicles between you and the danger and avoid being out in the open for long periods of time.

HIDE Only if evacuation is not possible, find a place to hide:

- Lock and blockade the door with a large or many small items to keep door closed
- Hide behind large object or layers of many smaller ones
- Hide in an area out of the shooter's view
- Turn off lights and cover windows (with emergency medical yellow sign or anything handy)
- Silence your cell phone (including the vibrate mode) and remain quiet
- Try not to trap yourself or restrict your movement (continue to look for an opportunity to RUN)

FIGHT Only as a last resort and only when your life is in imminent danger

- Attempt to incapacitate the shooter
- Act with physical aggression
- Act in unison if possible
- Improvise weapons: fire extinguishers, chairs, pens, pencils, rulers, scissors, staplers, keys, shoes, rolled up magazines, books, anything!
- Throw objects at the shooters eyes as you attack
- Commit to your actions, do not stop...your life may depend on it

When Approaching Law Enforcement:

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers and keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

Information to provide to 911 operators:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help the injured. Rescue teams will follow the initial officers and treat or remove the injured. Know that help is on the way!
Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

CAMPUS EVACUATION Most emergencies do not require complete evacuation of the entire campus. However, during an active shooter event or whenever a campus evacuation is necessary, all persons are to immediately evacuate the campus by foot in the direction opposite of the crisis area. Specific directions and routes will be communicated by Campus Security and the Rave Text Alert Notification System if possible. **DO NOT** get into vehicles, as vehicles in mass numbers have proven to be an ineffective means to evacuate large emergencies in a timely manner. Vehicle transportation will need to be reserved for those with significant mobility impairments as well as keeping the roadways clear for emergency response vehicles. If you end up in a traffic jam, you are a —sitting duck. Fortunately we are not located in a rural environment and the nearest police precinct is not very far, south on Waverly Avenue. This means response time will be very quick and even in foul weather you should reach shelter when leaving the campus in a short period of time. Remember to keep moving away from the danger until you reach emergency service personnel.

We have a mutual agreement with Briarcliff College to use their front entrance as a meeting place for family and friends in the event of a campus wide evacuation: **Briarcliff College**, 225 West Main Street, Patchogue, NY, 11772 (south on Waverly Avenue, then east on West Main Street

Criminal Activity:

St. Joseph's is fortunate to have a very low crime rate and history but this is an open campus. We do ask that you do safeguard your property and be alert, especially at night and when there are few people on campus. SJC ID must be carried at all times and shown to Campus Security upon request.

We offer escorts 24 hours a day if you ever feel uncomfortable. Call Campus Security and we will escort you to or from your vehicle.

If witness to a serious crime, Call 911. Always call Campus Security to inform them as well.

If you witness a criminal or an intruder; stay calm, never try and block their exit, leave the area heading towards a busy (populated area) and contact Campus Security.

Report any minor crimes (after the fact) to Campus Security.

Please follow these tips to help prevent crime:

- Always lock vehicle and office doors.
- Never leave property in view or unattended in vehicles or anywhere (including signs of items such as GPS suction cup marks, gift bags, etc.).
- Travel in pairs if possible. Walk with a purpose and be alert.
- Place a file with your FULL name and contact information on any USB flash drives and on the lock out screen of your phone and/or computer (in case lost we can return them to you).
- If you do not wish to write in an expensive text book that you may return; write your FULL name and contact information on a piece of paper and place it in the book.

- Student Life NEVER solicits door to door. Contact Campus Security if approached by someone.
- Contact Campus Security for Lost and Found Help.

Security Blue Light Call Boxes

Anyone on campus requiring security assistance can now avail themselves of the Security Blue Light Call Boxes. These call boxes can be used for emergency and non-emergency assistance, for example: medical emergencies, disabled vehicles, etc., are just some of the situations that the call boxes can be used for.

They are simple to operate. Just press the red button and follow the voice instructions. You will initially hear a telephone ringing sound identifying the call box location, voice instructions and that assistance is on the way. The location of the call box is broadcast over the security channel on the portable radios that all security guards carry. At this point a security guard will contact you over the call box to ascertain what kind of assistance you require.

You press and HOLD the red button to talk and RELEASE to listen. It is most important that you answer the guard. If the guard gets no response from you he will have to assume it is an emergency and several guards will respond to your location immediately. In an actual emergency, security personnel would have no problem doing this. But in a non-emergency situation you would be taking the guards away from other duties, possibly leaving part(s) of the campus temporarily unprotected. In addition to the Blue Light Call Boxes we have upgraded and added additional security cameras to the campus for your protection and safety.

Blue Light Locations:

- Institutional Advancement Building parking lot
- Main Faculty parking lot
- Rear Faculty parking lot (near portable classrooms)
- Clare Rose parking lot
- Main Student lot-North of Danzi Center
- Main Student lot-North side
- Main Student lot by Security booth
- Main Student lot South side parallel with Savannah Boulevard
- Main Student lot-rear of Danzi Center
- Faculty/Student lot-entrance off of Audubon Ave
- Waverly Ave lot-entrance off Champlain Ave

Emergency Communications

Information may be delivered to the campus community in the following ways:

- In person by campus security
- Fire alarms
- Text Message (Emergency Notification System) – signup forms are located in the student enrollment packet and on SJC MyPortal Homepage)
- Plasma screens located throughout the campus
- Public address announcements through blue light call boxes
- The College Web site at www.sjcny.edu
- The campus switchboard: 631.687.5100

FINAL EXAM PROCEDURES

1. Before the Examination: Student is responsible for knowing the correct time and location for the exam. No books, notes, calculators or other aids may be brought into the exam room unless the professor has so informed students in advance and indicated on the exam paper. No food or beverages are permitted in exam rooms.
2. Conduct of the Examinations: The proctor is in charge of the exam room. Once the exam has begun, no one may leave the room. If a student becomes sick, s/he must leave the exam materials with the proctor before leaving the room and reclaim them upon returning. The proctor will note the time in the exam book. The proctor has the right to question a student's wish to leave the room. In the course of the exam, the proctor has the right to ask to see a student's papers and to take whatever action seems appropriate.
3. Lateness: After the first half-hour of the exam, no student will be admitted to the exam rooms. If a student is unavoidably late within the first half-hour, they (the student) should enter the exam room as quietly as possible.
4. End of the Examination: Students may not submit exam papers within the first half-hour of the test period. The finished paper should be reviewed to make sure all questions have been answered completely. The question paper should be returned with the exam book. No extra time will be allowed unless an accommodation has been previously arranged. Scrap work should be inserted in the exam book or destroyed before the student leaves the classroom.
5. Absence from Examination: Only if a student can demonstrate that her/his absence was caused by serious and unavoidable difficulties such as serious illness or death in the family will he or she be permitted to take a make-up exam. In such a case, the following procedures must be followed:
 - a. The student must call the Registrar (631.687.1423) on the morning of the exam to explain the serious illness or other situation. S/he states which exam and time periods are involved.
 - b. Within ONE WEEK from the scheduled date of the final exam, the student must submit to the Registrar's Office the application to take a make-up exam. This form is available from the Registrar's Office. If a student misses the make-up exam, the faculty member will assign zero as the grade of the final exam.
 - c. If the appeal for a make-up exam is approved, the student will receive a schedule of the hours for each exam. There is a fee of \$25.00 for each make-up examination.
6. Request for Review of Grade/Final Exam: If a student wishes to review the grading of the final examination or the class mark, they must pick up a form in the Registrar's Office. The review will be scheduled as soon as possible, but if the request is made outside of a regular session, it may have to wait for the availability of the faculty member. A student may not review grades and examination papers unless the faculty member is present. An individual form, available in the Registrar's Office, must be filed for each course grade review. It is the responsibility of the student to arrange the date and time of review with the faculty member, and so notify the Registrar. Requests for a review of the grading of a final exam or a final grade must be made within six weeks of the date of the final exam.

STUDENT LIFE

St. Joseph's College supports the social, psychological, physical, spiritual and career development needs of students through a variety of student support services that are provided by Counseling and Wellness, Campus Ministry, Student Involvement and Leadership, Multicultural Student Life and Career Development and Engagement. Students learn and grow in an enriched environment of co-curricular, extra-curricular and experiential learning opportunities supported by staff and faculty.

ORGANIZATION OF STUDENT GOVERNMENT

The Student Government Association (SGA), founded in 1920 as the Undergraduate Association, is composed of all students who pay the proscribed student activity fee. It is vested with all the powers granted by the faculty to the student body. The Student Government Association elects its executive officers (President, Vice-President, Treasurer, and Secretary).

The Executive Branch of the SGA is composed of the President, Vice-President, Treasurer and Secretary. The Executive Branch has the right to initiate action of any matter of student interest, but is not empowered to make independent decisions. The Executive Branch gives leadership to the Senate and coordinates all activities not directly under clubs and committees. The Executive Branch reviews the budget and presents it to the Senate. The Executive Branch also conducts nominations and elections in accordance with the procedures established in the By-Laws of the SGA Constitution. The Executive Branch keeps the Director of Student Involvement and Leadership informed of all its activities.

The Legislative Branch of the SGA, the Student Senate, is composed of the executives of the Student Government Association, a representative of the Campus Activities Board, class representatives, and a voting member from each student organization and publication. As the legislative branch of the SGA, the Senate approves the annual budget drawn up by the Budget Committee under the leadership of the SGA Treasurer and authorizes the expenditure of any remaining funds. The SGA admits new organizations to the SGA and approves the constitutions of all clubs and committees under its jurisdiction, it recommends the amount of the Student Activities Fee for final approval by the President's Council, and it legislates student activities.

The Judicial Branch of the SGA, the Student Judicial Committee, is composed of two members and two alternates elected by the Student Senate.

STUDENT GOVERNMENT ASSOCIATION FUNDS

The authority to recommend the amount of the Student Activities Fee to the President's Council and to authorize the expenditures of the Student Government Association funds resides in the Student Senate. Approval for all budgets submitted by the Student Government Association Treasurer in the yearly Student Government Association budget review or any member of the Student Government Association during the year is under the jurisdiction of the Student Senate. The College President authorizes final approval of the SGA budget.

The College Business Office collects the Student Activities Fee and the Administration must render accountability for the expenditure of those funds to the Board of Trustees in the Annual College Budget. The Treasurer of the Student Government Association is required to submit the budget and a semi-annual report of the Student Government Association's expenditures to the Administration in the Office of Business Affairs and to the Director of Student Involvement and Leadership. Budget Procedures can be found in the SGA Constitution.

STUDENT ACTIVITIES

"Student Activities" is a designation given by collegiate institutions to the non-academic, often experiential, programs and events which students are invited to initiate, plan, implement, finance, evaluate, and of course attend. These activities should complement and expand the educational value of a student's college experience. New York State and St. Joseph's College authorize the collection of Student Activity Fees only if the College provides for the enrichment of the TOTAL person as reflected in the following areas:

1. Athletic Activities - to make available opportunities for physical fitness and involvement in sports through activities, intramural, and inter-collegiate sports.
2. Campus Activities Board - The goal of the Campus Activities Board is to bring fun, exciting, and intellectually stimulating events to SJC for all community members to enjoy. All On and Off-campus programs are meant to provide the students, staff, and faculty of St. Joseph's College with a plethora of opportunities in both the academic and social branches of their educational and professional development.
3. Co-Curricular Clubs - to enhance and reflect more directly in all academic areas: Examples are Art Club, Biology Club, Drama Society, English Club, Habitat for Humanity, SJC Sharps, etc.
4. Community Life - to clarify our values as a college community and assess the impact these values have on the society in which we live.
5. Cultural Life - to enrich the individual through humanistic and diversified experiences such as lectures, theatre productions, dance performances and other cultural presentations.
6. Dean's Service Circle- to deliver civic responsibility complimenting academic achievement.
7. Greek Life – To give students a dynamic and unique dimension of the college experience, including interaction with diverse groups and individuals and a chance to learn to coexist and function with others. Becoming part of a fraternity or sorority can be a rewarding and exciting experience, which will give the student the opportunity to develop lifelong relationships, develop leadership skills and work for the common good through participation and service projects.
8. Intramurals & Recreational Activities - Intramurals is a branch of athletic activities, which will benefit the athletes and students that would like to be part of non-intercollegiate athletics. Intramurals works collaboratively with the Student Life and Athletic Departments, as well as the Greek Life and Student Organizations.
9. Publications - to reflect the totality of College life via the campus newspaper and other publications.
10. Spiritual Life - to further develop the spirituality of the person, often through shared experiences such as retreats, workshops, and prayer.
11. Student Government Association - to create an atmosphere for student involvement with regards to the allocation of student activity fees, legislative processes and student life. Activities include orientation, leadership training, newsletters, elections, and correspondence. Please see a complete listing of the clubs and organizations on the following page.

STUDENT ORGANIZATIONS

The following organizations are subject to SGA jurisdiction and regulations:

ACM (Association of Computing Machinery)
Alpha Gamma Delta (International Sorority)
Alpha Phi Delta (National Fraternity)
American Red Cross Club
Art Club
BASIC (Brothers and Sisters in Christ)
Biology Club
BSN Club (Bachelor of Science in Nursing)
CAB (Campus Activities Board)
Child Study Club/CEC (Council for Exceptional Children)
Chemistry Club
Criminal Justice Club
Dance Club
Delta Kappa Epsilon (International Fraternity)
Delta Phi Epsilon (National Sorority)
Diversity Union (Celebrates All Cultures)
Drama Society
Finance and Investment Club
Habitat for Humanity
History Club
Greek Council
Kappa Beta Gamma (National Sorority)
Keep a Child Alive
L.E.I.I. (Literature, Expression, Imagination, Inspiration)
Latin Dance Club
LGBTQA
MATRIX (Math & Computer Science)
Newman Club (Catholic Student Organization)
Nicaragua Project
NSSLHA/Speech Pathology Club (National Student Speech Language Hearing Association)
Project Sunshine
Psychology Club
Recreation Club
Relay for Life
S.A.A.C. (Student Athletic Advisory Committee)
S.A.D.D. (Students Against Destructive Decisions)
SGA (Student Government Association)
SHRM (Society for Human Resources Management)
Sign Language Club
SJC Radio
SJC Sharps (Female A Cappella Group)
SJC Show Choir
STARS (Students Taking an Active Role in Society)
Step Squad
Student Veterans of America
Talon (Student Newspaper)
The I.N.N. (The Individual Needs Network)
Theta Phi Alpha (National Sorority)

FORMING AN ORGANIZATION

The roster of student clubs depends on the interests and initiatives of the students in any given year. Any student who wishes to form a new club is encouraged to do so. Applications for the establishment of a new student organization may be obtained from the SGA Office. For a complete description of each organization see the SGA Handbook.

In order to form a new organization, other than an athletic organization, interested students must:

1. Obtain an application and budget request form from the SGA Office.
2. Determine, in consultation with the Office of Student Involvement and Leadership and the Student Government Association, which full-time or part-time faculty/staff member will be the organization's moderator.
3. Prepare a club constitution. Samples of club constitutions are available in the SGA Office.
4. Complete the forms and submit a copy of each to the Student Government Executive Committee who will review them.
5. Send a representative to the next Student Government meeting to request formally the establishment of your organization and a budget of \$ 400.00 (\$200.00 per Fall/Spring Semester).

PUBLICATIONS

Callahan Library News and Notes - Published twice a year by the Callahan Library

St. Joseph's College Magazine – Published three times a year by the Office of Institutional Advancement for alumni, students, faculty, staff and friends, contains news and feature articles about St. Joseph's Brooklyn and SJC Long Island and members of the College community as well as other topics related to higher education.

SJC Student Handbook - This yearly publication presents a comprehensive description of the History, Goals, College Governance, Student Life and Activities, Co-Curricular Programs, Policies, Regulations and Guidelines of St. Joseph's College.

Athletic, Intramural and Recreation Booklet - This yearly publication, presents all information pertaining to the Athletic Program.

Student Life Calendar - A calendar (by semester) designed to keep students, staff, and faculty informed of campus events and activities. For updated events, please see the MYSJC Portal.

TRADITIONAL COLLEGE EVENTS

Alumni Events: In conjunction with the Alumni Office, the Alumni Association sponsors programs and special events including lectures, career networking nights and class reunions.

Athletic Awards: Recognizes all the students that participate in Intercollegiate Athletics at St. Joseph's College in the Fall and Spring Semesters. At this ceremony, the Most Valuable Player and Golden Eagle Award are given to a member of each intercollegiate team. Student Athletes with outstanding leadership qualities and sportsmanship are also recognized.

Baccalaureate Prayer Service: A prayer service held during commencement week honoring the graduating class.

Career Events: Panel discussions and guest speakers address issues related to St. Joseph's majors and career choice. Resume writing and interviewing techniques are presented through workshops each semester. The Graduate School Open House and Job Fair are two annual events

Clare Rose Productions: A full season of theatrical productions at the Clare Rose Playhouse. For more information, please visit the website.

Council for the Arts: The Council for the Arts at St. Joseph's College New York is a group of volunteers from the College and the surrounding communities who seek to foster and encourage an appreciation and enjoyment of the fine and performing arts. This will involve making contacts, introducing performing artists to the College, developing and implementing programs such as an Artist-In-Residence Program, and helping to raise funds to provide for these activities.

Freshman Parent Orientation: Parents of incoming freshmen are invited to join faculty, administrators and students in an informative and enjoyable session to become acquainted with life at St. Joseph's College.

Honors Convocation and SGA Induction: Academic honors are awarded in the Fall. Students who are inducted into membership in Delta Epsilon Sigma and Gamma Tau Delta are recognized at this event. Executives of SGA, CAB, Members of the Student Senate are inducted into office.

Investiture: An academic ceremony in which new students are formally received into the academic community.

Leadership Workshops: Educational experiences, both on and off campus, designed to increase the students' capacity to influence people, lead groups and conduct meetings.

Make A Difference Day: STARS makes a difference in the lives of children and adults with special needs from the surrounding communities.

Orientation: An introduction to the academic, cultural and social life of St. Joseph's College, held twice a year for incoming students. There are separate orientation sessions for freshmen, transfer and adult undergraduate students.

Presidential Lecture Series: The Presidential Lecture Series, which is a traditional college wide event St. Joseph's College, was established to further the educational goals of the College and to support its mission: *Esse non videri: "To be, not to seem."* Each year St. Joseph's will host a distinguished member of public life with experience, knowledge and perspectives that will challenge the College as an academic community and the community at large as citizens in the 21st century. The annual series will reflect the liberal arts ideals of free and open inquiry and of reasoned analysis.

"Senior Countdown" Activities: Various class representatives and other student senators have hosted the following events in honor/farewell of the graduating class.

- Spring Fling
- Spring Gala: a semi-formal event held off-campus
- Baccalaureate Prayer Service

Social Events: Dances and parties on campus, theatre parties, comedy nights, trips to NYC, game shows, variety shows. For more information, please visit the college website or look for —This Week at SJC!! on the campus.

Student Leadership Lunch: Held at the end of the Spring semester to recognize the efforts of the students who have contributed to SGA activities.

ATHLETICS

St. Joseph's College is a member of the
NCAA DIVISION III
ECAC (Eastern Collegiate Athletic Conference)
SKYLINE CONFERENCE
Metropolitan Swimming Conference
Collegiate Track Conference
Intercollegiate Horse Show Conference

The first priority in the operation of the programs of intercollegiate athletics and club sports is the welfare of the student-athletes. This includes academics and the health and safety of the participants. The following policies and procedures were established with these priorities in mind.

STUDENT-ATHLETE ELIGIBILITY

All student-athletes representing St. Joseph's College club and intercollegiate teams, are required to meet the same academic standards as non-athletes.

For a student-athlete to be eligible for any College sponsored athletic competition, s/he must conform to the following specific requirements:

1. A student-athlete must be registered as a full-time student carrying a minimum of 12 credits per semester, which are applicable towards a degree. A student athlete shall become ineligible at the precise time he or she drops below the 12-credit minimum during any semester.*
2. A student-athlete must make normal progress toward a degree and must maintain a cumulative GPA of 2.0 and a GPA of 2.0 for the semester just completed. A student-athlete failing below 2.0 shall be declared ineligible on the last day of the final exam period, or when the registrar declares grades to be final. Student-athletes may regain eligibility by attending the winter intersession, or summer session.^ A student-athlete who fails to maintain the academic standards outlined, may appeal for a probationary semester (first semester freshman are not eligible for a probationary semester). All appeals will be reviewed by the Athletic Eligibility Review Committee.

*NCAA Senior Exception

^ Intersession or summer session grades will be combined with the most recently completed semester for the purpose of determining eligibility.

Additional N.C.A.A. requirements are listed in the Official N.C.A.A. Handbook.

ATHLETIC PROGRAMS

INTERCOLLEGIATE ATHLETICS -- For students who would like to represent the College through athletic competition, the following sports are available for students:

MEN

Baseball (Fall and Spring)
Basketball (Fall and Spring)
Soccer (Fall)
Cross Country (Fall)
Golf (Fall and Spring)
Tennis (Spring)
Track and Field (Winter/Spring)

WOMEN

Basketball (Fall and Spring)
Cross Country (Fall)
Equestrian (Fall and Spring)
Lacrosse (Spring)
Soccer (Fall)
Softball (Spring)
Tennis (Fall)
Track and Field (Winter/Spring)
Volleyball (Fall)
Swimming (Fall/Spring)

OPEN RECREATION ACTIVITIES -- Athletic facilities and fields are available for SJC students' convenience and enjoyment. Check facility use schedule in Athletic Program booklet or stop by the Athletic Center for information. Equipment is available on a sign-out basis in the Athletic Center. College ID is necessary and all equipment must be returned when finished with the activity.

INTRAMURALS PROGRAM - To provide students with the opportunity to participate in a variety of athletic competitions that does not demand the commitment required by intercollegiate sports.

DANCE TEAM - Tryouts are scheduled for the Fall semester. The Dance Team appears at home basketball games. Information may be obtained in the Athletic Center.

SUPPORT GROUPS - There are numerous opportunities to assist the Athletic Department as contest management officials. These activities include scorer, timer, statistician, and ticket taker for all intercollegiate sports. In addition, for students who enjoy writing or are interested in journalism, the Athletic Department provides the opportunity to develop these talents as Sports Information Aides. Further information about all these activities can be obtained in the Athletic Center.

ST. JOSEPH'S COLLEGE CODE OF STUDENT CONDUCT

I. Introduction

A. Rationale

St. Joseph's College is committed to its mission of providing a strong academic and value-oriented education. To facilitate the educational and personal growth of its students, it is essential to maintain an appropriate environment.

The St. Joseph's College community recognizes that the development of responsible student behavior and conduct is fostered by education, guidance, admonition and adherence to College policies and regulations.

The Code of Student Conduct establishes a set of policies, standards of behavior, regulations, procedures, sanctions and appeal processes to prevent, limit and correct actions that may impede, obstruct or damage the educational environment, and threaten the maintenance of order.

The College encourages the cooperation of all members of the campus community, both in and out of the classroom and through online communities. All students are expected to be familiar with the Code of Student Conduct. A lack of familiarity with College policies, standards of behavior and regulations specified in the Code of Student Conduct is not an acceptable excuse for non-adherence.

The Code and supporting materials have been developed to guarantee procedural fairness to students when there has been an alleged failure to abide by the policies and regulations of St. Joseph's College. All students will receive due process and student conduct outcome decisions will be based on an unbiased analysis of information conducted by a College Hearing Panel.

B. Commitment to Diversity

St. Joseph's College is committed to equal student access to all campus benefits and services without regard to: race, creed, color, national origin, ancestry, age, marital status, sexual orientation, familial status, disability, nationality, sex, gender identity or expression, or any other characteristic protected from discrimination by state and federal law. In order to foster an atmosphere of respect, understanding and goodwill among all members of our diverse campus community, the College will regard differences of race, creed, color, national origin, ancestry, age, marital status, sexual orientation, familial status, disability, nationality, sex, gender identity or expression, or any other characteristic protected from discrimination by New York State Law as strengths to be honored, not mocked or derided. Thus, the College encourages all members of the community to behave in ways that enhance our diverse and multicultural society.

C. Basis for Findings

A general principle in all matters of student discipline will be that the College may base its determinations on a preponderance of the information which means, "it is more likely than not" or a subtle conviction based upon the facts presented. In cases of misconduct where a sanction may be assessed, or in which a student so requests, the student will be informed in writing of the allegations and

charges, will be given an opportunity to refute them, and will be afforded an avenue to appeal an adverse decision.

D. Authority

This Code of Student Conduct applies to incidents that occur on the main and/or satellite campuses of the College, at any College related facility, at any College event, between College students who utilize computer or other equipment located on the College campus or at College related facilities. College events include all athletic, academic, and social events sponsored by any College related organization, whether on or off campus.

Off campus misconduct may be subject to the authority of the College and addressed through its conduct procedures if a student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the accused student poses a threat to the life, health or safety of any member of the College community or to the property of the College.

Each student will be responsible for his/her conduct from the time of enrollment through the actual awarding of a degree. This includes the time before classes begin or after classes end each semester.

E. Complicity

A student will not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of the St. Joseph's College Code of Student Conduct. A student who has knowledge of another individual committing or attempting to commit a violation of the Code of Student Conduct is required to remove him or herself from the situation, and failure to do so when reasonable under the circumstances, may be the basis for a violation of this policy.

II. Definitions

Accused – a student accused of a violation who has not yet entered an institution's judicial or conduct process.

Administration or staff — any person who currently holds a non-faculty appointment within the College.

Affirmative consent – Is 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. Silence does not equal consent.

Appeal Officer — any person who is charged with hearing student appeals of a College Panel Hearing or a College Administrative Hearing based on reviewable criteria.

Business day — any day when the College offices are open for business.

Bystander – Is a person who observes a crime, impending crime, conflict, potentially violent or violent

behavior or conduct that is in violation of rules or policies of an institution.

Code of Conduct – Refers to the written policies adopted by the College that govern student behaviors, rights, and responsibilities while such student is matriculated at this institution. The SJC Student Code of Conduct can be found on the portal or you may request a copy from the Office of Student Involvement and Leadership.

College Advisor/Advocate — a member of the College community that has been selected by a respondent or complainant to assist him or her in a Panel Hearing conducted under this Code. The College Advisor/Advocate cannot be an attorney or related to the respondent. The College Advisor/Advocate may be an academic advisor, a professor or an administrator at the College.

College --- St. Joseph’s College and all undergraduate, graduate, professional, certificate, online and non-matriculated programs.

College Panel Hearing (CPH) — a panel consisting of faculty, staff and students convened to hear information regarding the alleged conduct violation of a student. The student can have a college advisor present but must speak for him/herself. Witnesses to the event can be questioned.

College premises — buildings or grounds owned, leased, operated, controlled or supervised by the College.

College sponsored activity — any academic, co-curricular, extra-curricular or other activity on or off-campus, which is initiated, aided, authorized or supervised by the College.

Complainant — any member of the College community who has elected to serve as the complaining party in Hearings or Conferences conducted under this Code.

Conduct/Hearing Officer — any member of the College who has been trained to deal with violations of the Student Code of Conduct and to impose sanctions upon any student(s) who violates the Code of Student Conduct.

Confidentiality – May be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to College officials, in a manner consistent with state and federal laws. Licensed mental health counselors, medical provider and pastoral counselors are examples of institution employees who may offer confidentiality.

Dating Violence – Is committed by a person who is or has been in a social relationship of a romantic or intimate nature with victim. Physical instances of dating violence may include kicking, slapping, hitting, pinching, shoving. Psychological and emotional examples of abuse may involve an individual who keeps the victim away from friends and family and/or engages in bullying, shaming, or public embarrassment. Dating violence can take place via technology or social media such as texting or posting sexual photos of a partner online without consent.

Domestic Violence – May involve acts by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has

cohabited with the victim as a spouse or intimate partner, or by any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of New York State.

Faculty — any person hired by the College to conduct classroom or teaching activities or who holds a current academic appointment within the College.

Legal Counsel/attorney — a person who holds a J.D., LL.B. or LL.M. degree from an accredited college or, who has passed a bar exam, and is not a member of the College community.

Member of the College community — any College student, faculty, administrator, staff or contracted employee.

Persona Non Grata (PNG) — Latin for —an unwelcome person. Any individual prohibited from visiting an area is considered PNG. Individuals who receive this status are subject to revocation of visitation to all or a portion of College premises. Individuals who are not currently registered at the College who violate policy will be subject to this status. Individuals classified as non-students who seek to enroll in the College in the future will have to address the alleged violation prior to gaining admittance or re-entry into the College.

Policy — the written regulations of the College as found in, but not limited to, the Code of Student Conduct, the College web page, Computer Use Policy, and Graduate/Undergraduate Catalogs.

Reporting Individual – Encompasses the terms complainant, claimant, victim, survivor, witness with victim status, and other term used by the College to reference an individual who brings forth a report of a violation.

Respondent — a student accused of a violation that is identified in the Student Code of Conduct.

Sexual assault

- Rape, the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Student — includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate, professional, certificate, online or non-matriculated studies. Persons who withdraw after allegedly violating the Code of Student Conduct and who are not officially enrolled for a particular term, but who have a continuing relationship with the College are considered students. In addition, any person for whom the College maintains educational records, as defined by the Family Educational Rights and Privacy Act of 1974 and related regulations, and who has not yet been awarded his or her degree from the College. Any individual who is not registered for classes at the time of a reported violation is viewed as a non-student and subject to persona non grata (PNG) status.

Victim — a member of the College community who alleges that he or she has suffered personal harm or injury as a result of an alleged violation(s) identified in this Code.

III. Conduct Violations

A. Academic Dishonesty

Minimum sanction: Probation; Maximum sanction: Expulsion

Academic dishonesty is any attempt by a student to submit 1) work completed by another person without proper citation or 2) to give improper aid to another student in the completion of an assignment, such as plagiarism. No student may intentionally or knowingly give or receive aid on any test or examination, or on any academic exercise, that requires independent work. This includes, but is not limited to using technology (i.e., instant messaging, text messaging, or using a camera phone) or any other unauthorized materials of any sort, or giving or receiving aid on a test or examination without the express permission of the instructor.

B. Alcohol Violation

Minimum sanction: Warning; Maximum sanction: Expulsion.

Drinking or being in possession of any alcoholic beverage in public or private areas of College premises not approved for such activity, possession and/or consumption by a minor; public intoxication; soliciting College students and minors to purchase alcohol off-campus, and driving while intoxicated.

C. Computer Misuse

Minimum sanction: Probation; Maximum sanction: Expulsion.

A student will be found responsible for the misuse of computers who uses any information technology to materially disrupt College operations or to substantially interfere with the right of other members of the College community to secure access and use of College facilities and services.

Computer misuse includes, but is not limited to, hardware theft or fraud, duplicating copyrighted software, unauthorized use, the subverting of restrictions, plagiarizing class programs, invasion of privacy rights, and unlawful use of the Internet. Unlawful downloading of music, movies, or other copyrighted material is expressly prohibited, as is the illegal file sharing of such material.

A student may be found responsible for computer misuse who uses College computing facilities and information technology services, such as a student email account, when violating other provisions of the Code of Student Conduct. This also includes any violation of College Information Technology policies.

A student who photographs, films, videotapes, records or otherwise produces in any manner, or discloses the image of another person whose intimate parts are exposed or who is engaged in an act of sexual penetration or sexual contact, without said person's consent, and under circumstances in which a reasonable person would not expect to be observed will also be found responsible for electronic invasion of privacy.

D. Dating, Relationship or Sexual Misconduct

Minimum sanction: Probation; Maximum sanction: Expulsion.

The College is committed to protecting the health and safety of students and to implementing the New York Campus Sexual Assault Victim's Bill of Rights Act, by prohibiting threats, intimidation, coercion, assault, abuse and violence in dating, interpersonal and sexual relationships. This policy is gender neutral recognizing that both men and women can be victims or perpetrators of dating, relationship or sexual misconduct.

The College will assist the victim in reporting any sexual misconduct to law enforcement authorities. Victims of sexual assault will have the right to change his/her academic schedule if it is reasonably available.

Dating or Relationship Misconduct. A student may be found responsible for dating or relationship misconduct when a student engages in misconduct as defined above, or harassment, intimidation, or bullying directed to a member of the College community with whom the student had, or has, or seeks to initiate a dating, or interpersonal, and/or sexual relationship.

Sexual Misconduct. A student is responsible for sexual misconduct when the student engages in a sexual act without the explicit consent of the other participant(s). Sexual misconduct includes any sexual act with a person who is under age or with a person who is incapable of giving consent because of temporary or permanent mental or physical incapacity. Consent to a sexual act is based upon active, informed, freely decided choice to participate in a sexual activity and cannot be assumed by the absence of physical resistance.

E. Harassment

Minimum sanction: Warning; Maximum sanction: Expulsion

Students are prohibited from engaging in harassment, intimidation and bullying. A student will be found responsible for harassment, intimidation or bullying if he or she engages in conduct, including but not limited to, any gesture, written, verbal or physical act, or any electronic communication, which includes e-mails, text messages, and Internet postings on web-sites or social media, whether it be a single incident or series of incidents, that occurs on or off the College campus, through use of the College facilities, or at any function sponsored by the College or any College related organization, that is so severe or pervasive and objectively offensive that substantially disrupts or interferes with the orderly operation of the College or the rights of any student or other member of the College community.

A student will be found responsible if conduct involves intimidation or threats to another person's safety, rights of personal privacy and property, academic pursuits, College employment, or participation in activities sponsored by the College or organizations or groups related to the College.

A student will be found responsible if conduct creates an intimidating or hostile environment by substantially interfering with a student's education, or by materially impairing the academic pursuits, employment or participation of any person or group in the College community, or by severely or pervasively causing physical or emotional harm to the student or other member of the College community.

A student will be found responsible if conduct has the effect of physically or emotionally harming a student or other person or damaging the property or placing him/her in reasonable fear of physical or emotional harm to his/her person, or to any member of that person's family or household, or of damage to his/her property.

A student will be found responsible if conduct has the effect of insulting or demeaning any student or group of students.

Discriminatory Harassment, Intimidation and Bullying *Minimum sanction: Probation; Maximum sanction: Expulsion*

A student will be found responsible for discriminatory harassment, intimidation or bullying who engages in conduct directed at a specific group or individual, based upon race, creed, color, national origin, ancestry, age, marital status, sexual orientation, familial status, disability, nationality, sex, gender identity or expression.

Sexual Harassment *Minimum sanction: Probation; Maximum sanction: Expulsion*

A student will be found responsible for sexual harassment who engages in conduct directed at a specific individual based on sex, which would not have occurred but for the individual's gender, or gender identification, with conduct that is unwelcome and substantially interferes with work, educational performance or equal access to the College's resources and opportunities.

Sexual harassment is a violation of St. Joseph's College's Statement on Equal Opportunity, Affirmative Action, Sexual Harassment and Tolerance as well as Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964 (as amended in 1991). Under certain circumstances, sexual harassment may constitute sexual assault or abuse. The College will fully comply with all relevant civil laws prohibiting sexual harassment and all criminal laws concerning sexual assault.

Stalking *Minimum sanction: Probation; Maximum sanction: Expulsion*

Harassment includes —stalking, which is a course of conduct by a student directed at a specific person which is sufficiently severe or pervasive and objectively offensive that a reasonable member of the College community would fear for his/her safety or the safety of a member of that person's family or household or for the security of his/her residence and personal property. The course of conduct may include: repeatedly following the person, invading the person's privacy, vandalizing property, cyber-stalking, and similar acts that threaten, intimidate or create fear of injury or death of self or members of that person's family or household or fear of harm to that person's property. Harassment includes conduct by a student in violation of a domestic violence restraining order obtained against the student.

F. Destruction of Property

Minimum sanction: Probation; Maximum sanction: Suspension.

No student may intentionally damage, deface or destroy College property or that of any other person while on campus or while using College related premises. No student may litter or place graffiti on walls, doors, furniture or other property while on campus or while using College-related premises.

G. Disruptive Conduct

Minimum sanction: Warning; Maximum sanction: Suspension.

A student will be found responsible for disruptive conduct if he or she substantially impairs, interferes with or obstructs the orderly conduct, process and functions of the College. Disruptive conduct includes, but is not limited to: noise which is unreasonably excessive in the area, time or manner in which it occurs; threatening or obscene language or behavior in public places; obstruction of vehicular traffic; and classroom behavior which materially interferes with either (a) the instructor's ability to conduct the class or (b) the ability of other students to profit from the instructional program.

H. Drug Violations

Minimum sanction: Probation; Maximum sanction: Expulsion.

The intent of, actual distribution of, sale of or manufacturing of drugs, narcotics, barbiturates, hallucinogens, marijuana, steroids, amphetamines or any other controlled substance is prohibited.

The possession or use of controlled dangerous substances, marijuana, steroids, or narcotics, including, but not limited to, opium (morphine, codeine, heroin), prescription drugs in possession of someone other than

the prescribed individual, misuse of prescribed drugs, and every other substance not chemically distinguishable from them (i.e. imitation/synthetic products such as bath salts and/or K2) as well as any drug paraphernalia, on campus or in any College related premises is prohibited. Marijuana prescribed for debilitating medical conditions is not allowed on College property.

I. Failure to Comply

Minimum sanction: Warning; Maximum sanction: Suspension.

A student will be found responsible for failure to comply if he or she refuses to present identification to College officials acting in the performance of their duties; fails or refuses to respond personally to a request to report to an administrative office; or otherwise fails or refuses to abide by directions issued by a College official acting within the scope of his or her authority.

J. Forcible or Unauthorized Entry

Minimum sanction: Probation; Maximum sanction: Suspension.

Students are prohibited from forcible or unauthorized entry into any College or College related building, structure, or facility. This prohibition also includes, but is not limited to, illegal or unauthorized access to campus facilities gained by opening windows; tampering with door locks or locking mechanisms; scaling walls, fences or gates; or copying, obtaining or using keys without authorization.

K. Forgery, Alteration or Misuse of College Documents

Minimum sanction: Probation; Maximum sanction: Expulsion.

The forgery, alteration, destruction, or misuse of College documents, records, timesheets, and identification cards is expressly prohibited. This includes, but is not limited to, the alteration, destruction, or misuse of such College and College-related materials as academic forms, files, records, identification cards, or other papers. Students are prohibited from forging any such material and risk facing criminal charges should they be found in violation of this policy.

L. Furnishing False Information

Minimum sanction: Warning; Maximum sanction: Suspension.

Students are prohibited from furnishing false oral or written information to any College office or College official. Students are expected to be truthful with College officials at all times. Dishonesty is considered a serious offense against the College.

M. Gambling

Minimum sanction: Warning; Maximum sanction: Suspension.

Students are expected to abide by the federal laws and the laws of the State of New York prohibiting

illegal gambling. Gambling for money or other things of value on campus or at College sponsored activities is prohibited except as permitted by law. Such prohibited activity includes, but is not limited to, betting on, wagering on, or selling pools on any St. Joseph's College athletic event; possessing a book or other device for registering bets; knowingly permitting the use of one's premises or telephone or other electronic

communications device for illegal gambling; knowingly receiving or delivering a letter, package or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and, involvement in bookmaking or wagering pools with respect to sporting events.

N. Hazing

Minimum sanction: Suspension; Maximum sanction: Expulsion.

A student will be found responsible for hazing if, in connection with the initiation of applicants to or members of a student organization (including but not limited to fraternities and sororities, athletic teams, SGA organizations, honor societies, etc.) he or she organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which a) places or may place another person in danger or bodily injury or b) demonstrates indifference or disregard for another person's rights, dignity or well-being. Examples of hazing include, but are not limited to the following:

1. Forced or required ingestion of alcohol, drugs, food or any undesirable substance or quantity of substances.
2. Participation in sexual rituals or assaults.
3. Forced or required participation in criminal conduct, conduct which violates the civil rights of others.
4. Conduct which is mentally abusive or degrading to the participants or others.
5. Acts that could result in physical, mental or emotional deprivations or harm.
6. Physical abuse which includes whipping, paddling, beating, tattooing, branding and exposure to the elements.

Organizations charged with hazing, as distinct from individuals charged, face College disciplinary action.

O. Infliction or Threat of Bodily Harm

Minimum sanction: Probation; Maximum sanction: Expulsion.

Students are prohibited from fighting and engaging in other acts of physical assault and violence in any College or College related facility, or at College events, including academic, athletic, and social events held on campus or away from campus.

1. No student may intentionally inflict bodily harm upon any other person.
2. No student may intentionally take any action for the purpose of inflicting bodily harm upon any other person.
3. No student may intentionally take any action with reckless disregard for the fact that bodily harm could result on any other person.
4. No student may perform any intentional act that creates a substantial risk of bodily harm to any other person.
5. No student may threaten to use force to inflict bodily harm upon any other person.

P. Organization and Event Registration

Minimum sanction: Warning; Maximum sanction: Suspension.

Students are required to comply with policies or regulations governing the registration of student organizations, events on campus, and use of College facilities.

Q. Safety

Minimum sanction: Warning; Maximum sanction: Expulsion.

The College requires students to abide by numerous security regulations and other protective measures in order to assure safe learning environments for all students, as well as the faculty, administrators, and staff who also use campus facilities. Students are prohibited from threatening to and/or bringing any incendiary device to campus, to College related premises, or to College related events, including academic, athletic, and social events held away from campus. This includes, but is not limited to the following:

- Unauthorized use, possession, storage, knowledge, or failure to report fireworks, explosives or other incendiary device of any description, but not limited to: firecracker; M-80s; bottle rockets; ammunition; gasoline; kerosene; propane; paint thinner; and similar items.
- Causing or creating a fire.
- Tampering with safety measures or devices, such as alarm systems, fire extinguishers, exit signs, emergency phone systems, fire hoses, security systems, or locked exterior doors.
- Failing to conform to safety regulations.
- False report of a bomb, fire or other emergency in any building, structure or facility on campus or in any College-related premises by means of activating a fire alarm or in any other manner.
- Failure to evacuate facilities in emergency situations or in response to fire alarms.
- Inappropriate use of the fire alarm system.
- No smoking in any College building or parking lots.

R. Theft

Minimum sanction: Probation; Maximum sanction: Expulsion.

Students are not permitted to engage in any form of larceny; robbery; shoplifting or stealing involving College or personal property; on College or College related premises or at College events (including academic, athletic, and social events held away from campus. Students are also prohibited from enabling, aiding, or abetting any individual in the theft of any property or service on College or College related premises, or at any College event. This policy also applies to attempted theft and being in the possession of stolen items.

S. Violations of Local, State or Federal Law

Minimum sanction: Probation; Maximum sanction: Expulsion.

Students are not permitted to violate any local, state or federal law on campus, in other municipalities, or in College related events. The College retains the discretion to report suspected violations of state, local or federal law to appropriate law enforcement officials, at any time, regardless of the issuance of disciplinary charges against a student under this Code.

T. Violations of Written College Policy, Regulations and Announcements

Minimum sanction: Warning; Maximum sanction: Expulsion.

Students are expected to abide by written policies, regulations, and announcements about College processes and procedures that are developed and promulgated over the course of the academic year. No person will engage in conduct detrimental to the College community. Conduct will be deemed detrimental to the College community if it consists of an act or acts prohibited under municipal, state, or federal law or written policy or regulation of the College and either:

1. Results in or threatens injury, damage, or loss to students, faculty, or administrative personnel of the College, or to buildings, structures or other property under College control; or
2. Hinders the College in the pursuit of its educational mission and the discharge of its basic responsibilities to maintain an orderly educational atmosphere and to function without interruption as an institution of higher learning.

U. Weapons

Minimum sanction: Suspension; Maximum sanction: Expulsion.

Students are prohibited from threatening to and/or bringing any weapon or facsimile of a weapon including: dart gun, BB gun, bow and arrow, any instrument that can hurl a projectile, hunting knife, carpet knife, knives except those whose purpose is related to the preparation or consumption of food, to campus, to College related premises, or to College related events, including academic, athletic, and social events held away from campus. Exceptions to this policy include replica/toy versions of any weapon that is used for an on-campus class presentation, project, or activity with the faculty/staff member overseeing the event and College Security being alerted prior to the event occurring.

V. Student Organizations

Student clubs and organizations recognized by student government and/or their officers may be charged with and held responsible for violations of the Code of Student Conduct. Sanctions against the student organization and its officers may include recommendation to the Student Government Association for revocation of the organization's charter, loss of permission to use College facilities, loss of other privileges, and other appropriate sanctions.

W. Abuse of the Conduct System

Minimum Sanction: Probation; Maximum Sanction: Expulsion.

Any abuse of the College's conduct process, including but not limited to the following:

1. Failure to obey the notice from a College official to appear for a meeting or hearing as part of the Code of Student Conduct System.
2. Falsification, distortion, or misrepresentation of information at a Conduct Conference or College Hearing Panel.
3. Disruption or interference with the orderly conduct of a Student Conduct proceeding.
4. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system.
5. Attempting to influence the impartiality of a member of a College Hearing Panel prior to, and/or during the course of the College Hearing Panel.
6. Harassment (verbal or physical) and/or intimidation of a member of a College Hearing Panel prior to, during, and/or after a Student Conduct proceeding.
7. Failure to comply with the sanction(s) imposed under the Code of Student Code.
8. Influencing or attempting to influence another person to commit an abuse of the Student Conduct system.
9. Repeated and/or multiple violations of College policy.

IV. Procedural Standards

St. Joseph's College is committed to providing fair and reasonable procedural standards that are equitably applied in the adjudication of student discipline cases. Accordingly, the College affords the following process to all students:

A. To be presumed not responsible until found responsible by a preponderance of information.

B. To have the discipline matter at hand decided by an impartial College Hearing Panel, excluding any person who has a conflict of interest in the proceeding at hand.

C. Documents related to the incident will be read to the student, verbatim during the scheduled Conduct Conference Meeting and/or College Hearing Panel. Students have the option to request copies of documents regarding any charges. All documents will be redacted to remove information that is confidential under the Family Educational Right and Privacy Act (FERPA). Copies of College documents will be available in the Office of the Vice President for Student Life for two weeks for pick-up and then mailed to the home address listed for the student. FERPA requires the College to provide copies of such documents within 45 days from receipt of the request however any request will not delay the conduct process.

D. Access to advice by an individual of his or her choosing, including a College Advisor/Advocate. Such persons may not speak at a hearing on behalf of the student charged, or appear in lieu of the student.

E. The respondent will be given the opportunity to testify, to present witnesses, and to present to the College Hearing Panel written questions for the College representative presenting the charges and to witnesses. The respondent may remain silent in a College proceeding. Such decision will not be used against the respondent but a violation of the Student Code may be found based upon the other information presented. The complainant may be called as a witness by the College representative presenting the charges.

F. In all cases, the College Hearing Panel will not consider statements against the accused student until he or she has been advised of their content and the names of those who made them. The accused student has the ability to rebut such statements.

G. A list of all witnesses that the respondent wishes to present information at the hearing, must be submitted in writing to the campus Vice President for Student Life at least two business days prior to the hearing. The respondent is responsible for the attendance of witnesses at the hearing. Witnesses are considered individuals who have direct knowledge of the incidents or charges under investigation. Character witnesses will not be permitted.

H. In accordance with existing statutes, student disciplinary records are confidential records. The Student Right-to-Know and Campus Security Act (Clery Act) permits the disclosure of campus conduct findings to victims of "sex offenses" (including non-forcible ones) or "crimes of violence".

I. Students may be accountable to both external authorities and to the College for acts that constitute violations of law and this Code. College Conduct proceedings will continue normally regardless of pending administrative, civil or criminal proceedings arising out of the same or other events, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed, reduced, or are pending.

J. The College Hearing Panel may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the campus Vice President for Student

Life or designee to be appropriate.

K. In cases involving Sexual Harassment/Assault: The College will disclose to alleged victims of violent crimes or non-forcible sex offenses, or to the next of kin if they have died, the final results of any disciplinary proceedings against alleged student perpetrators of such crimes.

L. The respondent or complainant's withdrawal from the College does not terminate the disciplinary proceeding. Any student(s) who withdraws from the College in an attempt to circumvent the conduct process will still be held accountable to established policies, if the alleged student is found responsible based on process guidelines. In incidents such as this, the student would be subject to forfeiture of any tuition or fees depending on the outcome of the process.

M. Any question of interpretation or application of the College's Code of Conduct will be referred to the campus Vice President for Student Life for final determination.

V. Sanctions/Stipulations

A. Sanctions

The following criteria will be analyzed in determining appropriate disciplinary sanctions:

1. Present demeanor and past disciplinary record of the student.
2. The nature of the offense(s).
3. The severity of damage, injury, or harm as perceived by the victim and/or College officials.
4. College precedent for similar violations.
5. Mitigating or aggravating factors identified by the student and/or witnesses.

The use or abuse of alcohol and/or illegal substances will be considered an aggravating rather than a mitigating factor. Violations of the Code of Student Conduct that can be proven to have been motivated by illegal bias will result in the imposition of more severe sanctions. Victims may submit written statements detailing the effect of the offense on them and their ability to function as students. Repeated or aggravated violations of any provisions of this code may result in expulsion, suspension, or in the imposition of such lesser penalties as may be appropriate.

College Warning

This sanction indicates that a violation of the Code of Student Conduct has occurred and informs the student that a subsequent violation will be treated more severely.

College Probation

This sanction informs the student that a subsequent violation of the Code of Student Conduct will result in revocation of certain College privileges and a serious review of his or her status as a student at the College. Students on probation may be prohibited from being members of a recognized or registered student organization, participating in the activities of such organizations, serving as a representative of the College, or participating in intramural, club, or intercollegiate sports. Students on probation may also be restricted from certain campus facilities, including but not limited to the dining facilities and campus recreation facilities. Copies of the notification of this sanction will be sent to appropriate College offices to notify them about students placed on probation and the nature of their probationary status.

College Suspension

This sanction informs the student of College privileges that have been revoked for a specific period of

time, which include, but are not limited to:

1. The ability to enroll as a student.
2. The ability to register for or attend specific courses.
3. The ability to be present on campus grounds.
4. The ability to attend or participate in certain College-sponsored events, on- or off-campus.
5. The ability to use or visit College facilities such as dining halls or recreation facilities, and to participate in student organizations or events.

Students who are suspended during the academic semester will be administratively assigned a —WDI for their coursework and will forfeit semester tuition and fees.

College Expulsion

The student is permanently separated from the College and is not permitted to register for courses, be present on campus, or attend or participate in College-sponsored events. Individuals who do not comply are subject to arrest for criminal trespass. Students who are expelled during the academic semester will be administratively assigned a —WDI for their coursework and will forfeit semester tuition and fees.

B. Stipulations

In addition to receiving a sanction for violating the Code of Student Conduct, a student may also receive stipulations based on the following criteria:

1. The severity of the case.
2. The impact of the violation(s) on the campus community.
3. Other policies violated during the incident.
4. The discipline history of the student(s) involved
5. The learning and ethical development needs of the student found responsible.

Sanction stipulations that may be imposed at the discretion of the Vice President for Student Life and the College Hearing Panel. Stipulations may include, but are not limited to, the following:

1. Students may be required to complete community restitution projects and/or educational assignments.
2. Students may be required to make financial restitution for damages incurred as a result of the violation for which they have been found responsible.
3. Students may be required to disassemble and/or remove certain belongings, materials, possessions, or property from campus or campus-related facilities, including material hosted or placed on College networks, servers, or websites in an unauthorized manner or in a manner inconsistent with College policies.
4. Students may be referred to Counseling and Wellness Services for appropriate on- or off-campus medical/psychological services.
5. Students may be subject to having restrictions placed on their ability to register for credits or other holds placed on their accounts.
6. Underage students may be subject to parental notification in cases dealing with alcohol and/or drugs as outlined in the College Parental Notification Policy permitted by the Family Educational Rights and Privacy Act (FERPA).
7. Admission to, or a degree awarded from, the College may be revoked for fraud, misrepresentation, or other violation of College standards prior to graduation.
8. The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed.

A student may receive more than one stipulation for a single violation. Students who are found responsible for violating the Code of Student Conduct may, at the discretion of the Vice President for Student Life or the College Hearing Panel, be offered the opportunity to engage in substantive educational and reflective activities. After the satisfactory completion of the specified educational and reflective activities, certain appropriate privileges may be restored.

C. Transcript Notations

Students disciplinarily suspended from the College for certain violations, will have a notation placed on their transcript. The notation will read, *Disciplinary Suspension*. If the student reenrolls, remains in good disciplinary standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Vice President for Student Life and a decision will be made in consultation with the Vice President for Academic Affairs.

Students expelled from the College, as a result of disciplinary action, will have a permanent notation placed on their transcript, for certain violations. The notation will read *Disciplinary Expulsion*.

D. Refund Policy

No refunds of tuition or fees will be provided to any student who has been found responsible for violating the Code of Student Conduct and placed on probation, suspended or expelled from the College.

VI. College No Contact Order (CNCO)

If a student alleges to be a victim of any of the following:

- Violation C. Computer misuse
- Violation D. Dating, Relationship, or Sexual Misconduct
- Violation E. Harassment
- Violation G. Disruptive conduct
- Violation O. Infliction or Threat of Bodily Harm

A College No Contact Order (CNCO) will be issued by the Vice President for Student Life to assist the victim. The CNCO shall be served upon all parties and state the reasons in support of its issuance. Students who have been issued a CNCO will meet with the Vice President for Student Life to discuss the CNCO. The alleged student violator will be asked to provide written consent indicating compliance with the CNCO. If the alleged student violator fails to provide written consent, the Vice President for Student Life may proceed with a College Hearing Panel. The alleged student violator who fails to provide written consent may still be issued a CNCO, if warranted, for the protection and safety of the complainant pending a final hearing regarding the alleged violation. The College No Contact Order is not part of a student's official and/or unofficial academic record.

VII. Adjudication of Disciplinary Cases

A. Filing a Complaint

In order to initiate a disciplinary proceeding, a member of the College community, faculty, staff or

student, must file a complaint with the Office of the Vice President for Student Life and/or College Security. The document should include:

1. The name of the complainant.
2. The name of the person who is the object of the complaint.
3. The date or dates on which the alleged incident took place.
4. The place or places where the alleged incident took place.
5. A statement describing, in detail, the alleged incident.
6. The names of any witnesses to the alleged incident.
7. A one-sentence statement of the remedy sought by the complainant.
8. The signature of the complainant, and the date when the complaint is filed.

B. Responding to Complaints

Complaints may be submitted by St. Joseph's College students, faculty, or administrators. Incident reports filed by College Security are also considered complaints. The complainant and/or written complaint do not constitute formal discipline charges. The Vice President for Student Life responding to the complaint will determine which College policy may have been violated after reviewing the complaint thoroughly. A student will be charged with any applicable conduct violations by electronic delivery notice.

Interim Suspension

The Vice President for Student Life (VPSL) may suspend a student from the College for an interim period pending disciplinary proceedings. The interim suspension will become immediately effective without prior notice whenever the VPSL determines there is a reasonable basis to conclude that the continued presence of the student at the College poses a significant risk and high probability of substantial harm or substantial disruption to others, or to property, which cannot be addressed through reasonable accommodations requested by the student. Interim Suspensions will exclude the student from being on campus or participating in any College activity, including academic work, unless otherwise notified.

A student suspended on an interim basis will be given an opportunity to meet with the VPSL to discuss the following issues only:

- 1 The reliability of the information concerning the student's alleged misconduct, including the matter of his or her identity.
- 2 Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on College premises poses a significant risk and high probability of substantial harm or substantial disruption to others, or to property, which cannot be addressed through reasonable accommodations requested by the student.

The Vice President for Student Life may affirm or alter the decision to suspend on an interim basis based on the meeting. If the decision is affirmed, a College Hearing Panel will proceed as expeditiously as possible. Any student placed on interim suspension will be given an opportunity to appear at a College Hearing Panel within ten business days of being placed on suspension or as soon as practical after the respondent is prepared to participate in a Hearing.

Notice

All notices will be delivered via the student's College electronic mail and delivery will be considered confirmed upon the message being sent to the student's account. It is the responsibility of the student to check his/her College email. Students should note that disciplinary action may be taken, and sanctions,

and applicable stipulations, may be enacted, if they fail to attend the initial conduct conference or the subsequent College Hearing Panel. Students who fail to appear after proper notice will be deemed to have pled not responsible to the charges pending against them.

In cases where a student charged does not appear after proper notice or does not provide justifiable reason for non-appearance, the hearing will take place as scheduled and a decision rendered in the absence of the accused. In this circumstance, a student may not appeal under the ground that he or she has additional information that was not available at the time of the hearing.

Conduct Conference Meeting

After receiving a complaint and interviewing the complainant, the Vice President for Student Life will schedule a mandatory meeting with the respondent (the student accused of violating the Code) within five (5) business days of the electronic delivery of the violation notice to review the complaint and to discuss the conduct process. Parents, counsel or the College Advisor/Advocate will not be allowed in the Conduct Conference meeting. Only the student may request the rescheduling of the Conduct Conference meeting; requests made by third parties, including counsel, will not be honored.

College Hearing Panel

The Vice President for Student Life will refer the discipline matter to a College Hearing Panel comprised of faculty and/or, staff and students within the next seven (7) business days. The VPSL will give the respondent a list of College Advocates/Advisors, upon request.

Delay of College Hearing Panel

Only the complainant or the respondent may submit a written request with reason to the VPSL for a postponement of the scheduled hearing. Requests made by third parties, including counsel, will not be honored. Except in emergency situations, no request for a postponement will be considered unless received at least four (4) business days before the scheduled hearing date. The VPSL will determine if a hearing delay is appropriate. Hearings will be rescheduled at a student's request only once. The respondent will be expected to attend the next scheduled hearing. The failure of the student to appear at a scheduled hearing without just cause may result in a finding of 'Responsible' against the absent student for violation of the Code of Student Conduct. Disciplinary sanctions and stipulations, if appropriate, will be based upon the information presented at the College Hearing Panel.

Hearing Panel Procedures

The Vice President for Student Life (VPSL) will review the complaint with the respondent. The respondent may be asked to submit a written response, to provide names of witnesses to the alleged incident, and to identify a College Advisor/Advocate if desired. The respondent may have only one College Advisor/Advocate.

The VPSL, or a designee, will provide copies of the complaint, response (if one is provided), list of witnesses and a summary of the preliminary investigation to the members of the hearing panel. It will be the responsibility of the respondent to provide copies to their witnesses and attorney.

The Hearing Panel will typically consist of two faculty members, two administrators, and three students. Quorum will consist of one faculty member, one administrator, and one student. There will be a chairperson for each hearing. It may be appropriate for certain discipline matters involving alleged

violations of a particularly sensitive or confidential nature to be heard by faculty or administrators only. The complainant, respondent, or College representative presenting the charges may request the case be heard by a faculty/administrator panel. The VPSL or designee will determine if it is appropriate for a case to be heard in such a manner. If the VPSL or designee determines it is appropriate, a three-person faculty/administrator panel will be convened.

At the hearing, members of the hearing body will ask the respondent and his/her advisor or attorney to remain in the room throughout the hearing. Witnesses will be called one at a time, and excused at the conclusion of their testimony.

It will be the sole responsibility of members of the hearing body to question the respondent, the College representative presenting the charges, and their witnesses. Advisors, if any, may only offer advice on whether to answer any question posed to the respondent during the hearing and may not address the hearing body. At the conclusion of all testimony, the respondent and the College representative presenting the charges will be permitted a reasonable amount of time (not to exceed ten minutes) to amplify or clarify any aspect of the information or testimony presented.

If the respondent has a record of being found responsible for prior violations of the Student Code of Conduct, this information will be made available to the members of the hearing body. This information may then be used to assist in the determination of sanctions.

All matters upon which a decision may be based must be introduced into information at the hearing. The decision of the Hearing Panel will be based solely upon such information.

The Hearing Panel will examine all relevant facts and circumstances of the incident and will render a decision of ‘_responsible or not responsible’ based upon a preponderance of the information.

Formal rules of evidence applicable to civil and criminal cases will not be applicable to the proceedings. It will be the initial responsibility of the Chair of the Hearing Panel to insure the relevancy of testimony.

Hearings are regarded as confidential and are closed to all but the respondent, the advisor or attorney for the respondent, the College representative presenting the charges, the hearing panelists, and any witnesses called to provide testimony. The Chair of the hearing panel will send electronic notice of the decision of the Hearing Panel to the respondent through the VPSL or designee, within seven business days of the hearing.

Decisions may be appealed according to the standards outlined in Appeals, Section VIII. Decisions of a College Hearing Panel will be determined by a majority vote of the participating members.

VIII. Appeals

A student may appeal a conduct sanction if he/she believes one or more of the following conditions exist::

1. There was substantial and prejudicial failure to follow procedures and/or
2. The student can provide information and/or documentation that the sanction was unduly severe and/or
3. The student has additional information that was not available at the time of the hearing.

Appeals can only be made in writing and should be typed and submitted by the student who is appealing. Appeals will not be accepted from third parties, including but not limited to parents, relatives, employers,

legal counsel, or faculty.

SJC Brooklyn students should send their appeals to the Vice President for Student Life in Long Island designee; Long Island students should send their appeal to the VPSL Brooklyn or designee.

Appeals must be submitted within five business days of the date the delivery of the Sanction Letter. Late appeals will not be considered. Responses to appeal letters will be sent to students within seven business days of receipt of the written letter of appeal.

In most cases, students who are appealing their sanction(s) will not be subject to the imposed sanction until their appeal has been resolved. In cases that involve substantial threat, the campus VPSL maintains the right to continue or initiate an interim suspension, pending the outcome of the appeal.

Appeal outcomes can:

1. Affirm the original decision and support sanction and corresponding stipulations.
2. Affirm the original decision but modify the original sanction.
3. Oppose the original decision and determine a new outcome, which may include the dismissal of charges.

BEHAVIORAL ASSESSMENT COMMITTEE

I. Purpose and Goal of Behavioral Assessment Committee

The Student Behavioral Assessment Committee (BAC) meets monthly to collect and consider reports of student behavior that may indicate potential suicide or other risk to the health and safety of the student or others, and to provide consultation to the staff and faculty members involved. Any student (residential or commuter) whose behavior appears to pose a serious threat to the health and safety of him/herself or others may be directed to participate in a medical or psychological evaluation.

The goal of the Behavioral Assessment Committee is to prevent or reduce the number of emergencies on campus by identifying and assisting students at risk before their behavior reaches the level of imminent danger. Students whose behavior violates the Student Code of Conduct are subject to the usual judicial procedures at the same time as BAC consultations proceed and/or a psychological evaluation is mandated. BAC procedures are followed in addition to and parallel with the Student Judiciary —due process procedures including disciplinary counseling and judicial hearings/sanctions. The BAC procedures apply to all students regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, military or veteran status.

II. Description of Committee

The Behavioral Assessment Committee (SJC Long Island) will consist of:

- Vice President for Student Life – *Co-Chairperson*
- College Psychologist/Director of Counseling – *Co-Chairperson*
- Director of Student Involvement and Leadership
- Director of Wellness
- Assistant Director of Wellness
- Assistant Professor of Child Study (Faculty Representative) and Co-Director of Student Accessibility Services

- Assistant Dean of Student Success
- Assistant Dean of Student Academic Services
- Director of Security

When a student's behavior appears to be a direct threat to his/her own or another's safety and he or she refuses to seek help or remains at risk despite professional help, St. Joseph's College requires a medical and/or psychological evaluation. The purpose of the required evaluation is to assess the threat to safety and to identify the support or treatment services the student needs to remain safely on campus. All students who attempt suicide on or off campus are required to complete the college's evaluation and may be mandated for hospitalization and/or other appropriate treatment. Decisions regarding evaluation are made by the college's Behavioral Assessment Committee. Faculty and staff members are encouraged to consult with the Counseling and Wellness Center if they believe a student's behavior presents a direct threat.

III. Issues of Conduct

All behavioral issues that are causing distress or disrupting a class or other college functions should be addressed to the Dean of Students and Student Life and/or the Counseling and Wellness Center. In the event of an emergency, both offices will consult to assess the level of threat to a student. If there is an immediate threat, an ambulance and/or police should be contacted. Other departments within the college will be notified when it is deemed necessary.

Issues that are not of immediate threat will be discussed during the Behavioral Assessment Committee meeting(s). The committee has the authority to decide the next course of action, which can include a mandated medical and or psychological evaluation.

IV. Notification Policy

St. Joseph's College does not notify parents/emergency contact person or others about student behaviors that violate academic standards (or the student code of conduct-including sanctions imposed under the codes). However, notification of family/ emergency contact person will be considered in situations involving medical/ psychological or other life-threatening emergencies. Risk of serious harm to others or substantial disruption of university function may also be cause for notification of parents or emergency contact person. When possible, and in accordance with relevant law, the student will be notified and permission will be sought from said student to enable contact of parents/emergency person.

Intervention Protocol for Students at Risk

St. Joseph's College – SJC Long Island

A guide for staff and faculty on when and how to intervene with at-risk students

The purpose of this guide is to assist staff and faculty in identifying and responding to students who are: in distress, disruptive in class or other college environments, or at risk for harming themselves or others.

Behavioral and Verbal Indicators

Faculty and staff should speak privately to a student who appears to be in serious distress, disrupting a class or other college functions in order to encourage the student to get the necessary help and support. Any verbal or behavioral indicators of **depression, hopelessness, rage or**

unusual behavior are reason to directly inquire about the student's welfare and help him or her to make an appointment for counseling. Behaviors might include:

- Sadness, lethargy, withdrawal
- Belligerence, disruptive acting out behavior
- Hyperactivity
- Verbal or written threats toward self or other
- Noticeable change in student's mood, appearance, hygiene, quality of work, attendance

Goal of addressing the student

The purpose of addressing a student privately and directly regarding your concerns is to help him/her access appropriate support. By reaching out to the student you let him/her know that someone notices, someone is concerned, and that help is available. Faculty and staff members **should not** attempt to assess the degree of risk. In addition, it is not necessary to make yourself available as an informal counselor, confidante or emergency contact. Maintaining a professional but concerned stance will help to preserve appropriate boundaries while encouraging the student to seek appropriate help.

Intervention Options

Disruptions

Contact the Dean of Students and Student Life Office as soon as possible at 718.940.5856, 718.940.5854 (Brooklyn), or 631.687.4595 (Long Island) when a student disrupts a class or other college activities. You may be asked to describe the student's behavior in writing. The Dean of Students and Student Life will contact the student directly to arrange an interview and referral for further assessment and assistance as needed.

Emotional/Psychological Distress – If you are uncertain about how to intervene with a student of concern, and it is not an emergency situation, call the Counseling and Wellness Center at 631.687.1262.

To refer an emotionally distressed student for counseling, call the Counseling and Wellness Center as soon as possible at 631.687.1262, to schedule an appointment. To facilitate the process you can call on behalf of the student (in presence of student), you can have the student call directly, or you can bring the student to the Counseling and Wellness Center (O'Connor Hall, room E301). If you believe the situation is urgent, make that clear to the Counseling staff. (The Counseling and Wellness Center will refer the student to an on-call psychologist as needed/appropriate).

Assessing Potential Danger and Risk

A professional counselor will be scheduled to consult with any student whose physical or verbal behavior suggests potential danger to themselves or others, as soon as possible, to assess the degree of risk. Examples of potential danger include verbal or written references to suicide, angry outbursts, and agitation or hyperactivity. Contact the Counseling and Wellness Center at 631.687.1262 to refer a student between the hours of:

Monday- Thursday: 8:30-7:00 p.m.

Friday: 9:00-5:00 p.m.

If this office is closed or cannot be reached please contact Security (O'Connor Hall) at 631.687.2692 or call the Police at 911. Faculty should clarify to the police or emergency room why they are calling and what they should do. Faculty SHOULD NOT transport a student to the hospital by him or herself.

Emergencies and Direct Threats

If the student or others appear to be in imminent danger, or you have an emergency of any kind, call Security (O'Connor Hall) at 631.687.2692 or the Police immediately at 911 at any time of the day or night. Examples include direct threats of suicide, assault, or other injury. State clearly: —This is an emergency.¶

INVOLUNTARY WITHDRAWAL OR REMOVAL FROM ST. JOSEPH'S COLLEGE

St. Joseph's College occasionally faces the problem of students who pose a threat to themselves or others, who are unable to cope, or who create a pattern of extreme disruption. If such behavior constitutes a violation of College rules and regulations, the case will be referred to the Dean of Students and Student Life for action.

If the student's behavior occurs without such violation, if the student does not respond to the charges against him or her, or if the student did not know the nature or quality of the conduct in question at the time of occurrence, the Dean of Students and Student Life will investigate the situation and the effect or the potential effect of the behavior on the student and the College community. The Dean may require a personal interview with the student and/or an evaluation of the student by a psychiatrist or qualified professional. The Dean may require an interim removal of the student from campus pending resolution of the investigation.

If, as a result of this investigation, the Dean of Students and Student Life determines that the student's behavior indicates substantial risk of threat to self or others, or that the individual is otherwise unable to fulfill the expectations of a student at St. Joseph's College, the pursuit of professional care or a withdrawal from the College may be recommended. The student will be provided with the option of voluntarily withdrawing from the College for the remainder of the term. If the student refuses to do so, the Dean will consult with other members of Behavioral Assessment Committee as deemed appropriate. They will recommend to the Dean a course of action, which may include removal of the student from the College with conditions for readmission. If the student withdraws, he or she may be referred to an appropriate facility for additional assistance. The parents may also be notified and may be required to assume responsibility for the student's care.

Students who leave the College under the above conditions, either voluntarily or involuntarily, may be readmitted to the College only after being cleared by the Dean and, when appropriate, the Behavioral Assessment Committee. Permission for readmission will typically be based on the student's demonstrating a period of responsible behavior outside the College and may require a statement from a psychiatrist, physician, psychologist, or other qualified professional that the student is ready to return to and cope with college life. Follow-up assessment or services may be required as part of the readmission decision.

Removal of a student from the College will be undertaken only as a last resort. Every effort should be made to help students understand the consequences of their behavior, make responsible decisions, and develop skills that will allow them to remain and function at St. Joseph's College.

Students who have voluntarily withdrawn or who have been removed from campus are not allowed to attend class, have no access to the campus or College sanctioned or sponsored events.

**ACADEMIC POLICIES
SCHOOL OF ARTS & SCIENCES**

PLAGIARISM AND OTHER FORMS OF ACADEMIC DISHONESTY

ACADEMIC INTEGRITY: In common with all institutions engaged in the search for knowledge, St. Joseph's College is committed to high standards of academic honesty. Moreover, as a college whose motto is *Esse non-videri*: —To be, not to seem," St. Joseph's has a long- standing tradition of considering integrity as a primary value.

The College expects students to observe academic integrity in all aspects of their academic life, including the conduct of their examinations, assignments and research. All members of the College community share the responsibility for creating a climate of academic integrity, based on fairness to others and respect for oneself. Violations of academic integrity are treated very seriously. Policies and procedures for violations of academic honesty are explained below.

Plagiarism (the act of copying, stealing or representing the ideas or words of another as one's own without giving credit to the source), cheating on examinations, and all forms of academic dishonesty are forbidden.

Students found guilty of such behavior are subject to appropriate disciplinary action, which may include a reduction in grade, a failure in the course, suspension or expulsion.

PROCEDURE

1. If a faculty member suspects a student of academic dishonesty, the faculty member will discuss with the student the reasons and/or evidence which support the suspicion. If, after the exchange, the faculty member believes his/her suspicions are correct, he/she should consult with the Chairperson of the Department to discuss an appropriate penalty. This penalty may take several forms, such as reworking of the plagiarized material, reduction in grade, failure in the course. Consideration of suspension or expulsion is reserved to the Academic Dean.

To preserve the integrity of the degree and to avoid repetitions of the offense, faculty members are encouraged to report all instances of dishonesty to the Academic Dean. This is particularly important if any penalty imposed may affect eligibility for graduation.

2. When informed of an instance of academic dishonesty, the Academic Dean may meet with the parties and/or review the evidence to determine if suspension or expulsion may be an appropriate penalty. If so, that officer will initiate the proper procedures, i.e., a hearing conducted by the disinterested Academic Deans and the Provost. The Academic Dean who has initiated the proceeding may be present at the hearing and give testimony, but will not participate in making a determination. The hearing will be conducted in compliance with the principles of due process, and every effort will be made to safeguard the confidentiality of all parties. The hearing will be held ordinarily within fifteen (15) school days after the Academic Dean has initiated the process. A decision of the panel will be rendered, in writing, usually within ten (10) school days after the hearing.

APPEAL PROCESS FOR ACTION TAKEN IN REGARD TO ACADEMIC DISHONESTY

1. In cases in which a penalty has been imposed by a faculty member, the student may appeal the penalty by filing a written request for review with the Department Chairperson within five (5) school days of the decision. The Chairperson will render a decision in writing usually within fifteen (15) school days after receipt of the request.

The student may appeal the Department Chairperson's decision by filing a written request for review with the Academic Dean within five (5) school days of the decision. The Academic Dean will render a decision in writing usually within fifteen (15) school days after receipt of the request.

2. In cases in which suspension or expulsion has been recommended by the panel of disinterested Academic Deans and the Provost, the student may appeal the decision by letter, formally requesting a review by the President of the College, no later than five (5) school days after receipt of notice of the decision.

The President or an appropriate delegate will review the matter and may confirm or reverse the decision but may not increase any penalty imposed.

Within a reasonable time of receipt of the request for review, the President or an appropriate delegate will advise the student, in writing, of a decision.

STUDENT GRIEVANCE PROCEDURE IN ACADEMIC MATTERS

All faculty members have the right to state the requirements and standards they wish students to reach in their courses. They also have the right to state the conditions under which exemptions to final examinations will be given. A faculty member may or may not choose to grant exemptions.

These areas are not subject to grievance procedures!

Procedures for addressing complaints during the academic semester:

1. First, the student should attempt to resolve the matter informally by discussing it with the faculty member involved within ten (10) school days of the date the student learned or should have learned of the problem.

2. If informal consultation fails, the student should register the complaint in writing with the Chairperson of the Department within ten (10) school days of the consultation.

3. The Chairperson of the Department will meet with the student within ten (10) school days of receipt of the complaint. If no satisfactory resolution of the problem is achieved, the student may submit a copy of the complaint, with attached relevant materials to the Academic Dean who will meet with the student within fifteen (15) school days of receipt of the complaint. The Dean will render a decision in writing, normally within ten (10) school days after meeting with the student.

4. If the faculty member about whom the complaint is registered is also the Chairperson of the Department, the student should attempt to resolve the matter informally by discussing it with the Chairperson involved within ten (10) school days of the date the student learned or should have learned of the problem. If informal consultation fails, the student may register the complaint in writing with the Academic Dean who will meet with the student within fifteen (15) school days of receipt of the complaint. The Dean will normally render a decision in writing, usually within ten (10) school days after meeting with the student.

Grade Appeal Process:

1. Ordinarily the student will come to the Registrar's Office in the first 10 school days of the next semester to begin the process.
2. If the student has not already done so, the Registrar will tell the student to seek out the professor.
3. If the student cannot find the professor, he/she will fill out a Grade Appeal Form and leave it with the Registrar.
4. The Registrar will give the form to the Assistant Dean for Student Academic Services, who will see that the professor receives the white copy in his/her mailbox or at home.
5. The Professor will make an appointment with the student to discuss the grade.
6. If the student is not satisfied, he/she will return to the Assistant Dean for Student Academic Services who will help the student make an appointment with the Chairperson of the Department, using another Grade Appeal Form.
7. If the student is not satisfied with the Chairperson's decision, the matter will be referred to the Dean who, where possible, will decide the matter within two weeks.

***Please note:** Reviews of academic matters will be scheduled as soon as possible, but when requests are made outside of the regular session, they may have to wait for the availability of the faculty member. Examination papers may not be reviewed by students unless the faculty member is present.*

ACADEMIC POLICIES
SCHOOL OF PROFESSIONAL & GRADUATE STUDIES

PLAGIARISM AND OTHER FORMS OF ACADEMIC DISHONESTY

ACADEMIC INTEGRITY: In common with all institutions engaged in the search for knowledge, St. Joseph's College is committed to high standards of academic honesty. Moreover, as a college whose motto is —Esse non videri: To be, not to seem, St. Joseph's has a long- standing tradition of considering integrity as a primary value.

The College expects students to observe academic integrity in all aspects of their academic life, including the conduct of their examinations, assignments, and research. All members of the College community share the responsibility for creating a climate of academic integrity, based on fairness to others and respect for oneself. Violations of academic integrity are treated very seriously. Policies and procedures for violations of academic honesty are explained below.

Plagiarism (the act of copying, stealing, or representing the ideas or words of another as one's own without giving credit to the source), cheating on examinations, and all forms of academic dishonesty are forbidden.

Students found guilty of such behavior are subject to appropriate disciplinary action which may include a reduction in grade, a failure in the course, suspension or expulsion.

PROCEDURE

1. If a faculty member suspects a student of academic dishonesty, the faculty member will discuss with the student the reasons and/or evidence which support the suspicion. If, after the exchange, the faculty member believes his/her suspicions are correct, he/she should consult with the Chairperson of the Department to discuss an appropriate penalty. This penalty may take several forms, including reworking of the plagiarized material, reduction in grade, or failure in the course. Consideration of suspension or expulsion is reserved to the Dean.

To preserve the integrity of the degree and to avoid repetitions of the offense, faculty members are encouraged to report all instances of dishonesty to the Dean. This is particularly important if any penalty imposed may affect eligibility for graduation.

2. When informed of an instance of academic dishonesty, the Dean may meet with the parties and/or review the evidence to determine if suspension or expulsion may be an appropriate penalty. If so, that officer will initiate the proper procedures, i.e., a hearing conducted by the disinterested Academic Deans and the Provost. The Dean who has initiated the proceeding may be present at the hearing and give testimony, but will not participate in making a determination. The hearing will be conducted in compliance with the principles of due process, and every effort will be made to safeguard the confidentiality of all parties. The hearing will be held ordinarily within fifteen (15) school days after the Dean has initiated the process. A decision of the panel will be rendered, in writing, usually within ten (10) school days after the hearing.

APPEAL PROCESS FOR ACTION TAKEN IN REGARD TO ACADEMIC DISHONESTY

1. In cases in which a penalty has been imposed by a faculty member, the student may appeal the penalty by filing a written request for review with the Department Chairperson within five (5) school days of the decision. The Chairperson will render a decision in writing usually within fifteen (15) school days after receipt of the request.

The student may appeal the Department Chairperson's decision by filing a written request for review with the Dean within five (5) school days of the decision. The Dean will render a decision in writing ordinarily within fifteen (15) school days after receipt of the request.

2. In cases in which suspension or expulsion has been recommended by the panel of disinterested Academic Deans and the Provost, the student may appeal the decision by letter, formally requesting a review by the President of the College, no later than five (5) school days after receipt of notice of the decision.

The President or an appropriate delegate will review the matter and may confirm or reverse the decision but may not increase any penalty imposed.

Within a reasonable time from receipt of the request for review, the President or an appropriate delegate will advise the student, in writing, of a decision.

STUDENT GRIEVANCE PROCEDURE IN ACADEMIC MATTERS

All faculty members have the right to state the requirements and standards they wish students to reach in their course. **These areas are not subject to grievance procedures.**

Procedure for addressing complaints during the academic semester:

1. First, the student should attempt to resolve the matter informally by discussing it with the faculty member involved within ten (10) school days of the date the student learned or should have learned of the problem. If the complaint is against the decision of a committee, the student should discuss the matter with the Chairperson of the committee.

2. If informal consultation fails, the student should register the complaint in writing with the Chairperson of the Department (Associate/Assistant Dean) within ten (10) school days of the consultation.

3. The Chairperson (Associate/Assistant Dean) will meet with the student within ten (10) school days of receipt of the complaint. If no satisfactory resolution of the problem is achieved, the student may submit a copy of the complaint, with attached relevant materials to the Dean who will meet with the student ordinarily fifteen (15) school days of receipt of the complaint. The Dean will render a decision in writing, normally within ten (10) school days after meeting with the student.

4. If the faculty member about whom the complaint is registered is also the Chairperson of the Department (Associate/Assistant Dean), the student should attempt to resolve the matter informally by discussing it with the Chairperson (Associate/Assistant Dean) involved within ten (10) school days of the date the student learned or should have learned of the problem. If informal consultation fails, the student may register the complaint in writing with the Dean who will meet with the student within fifteen (15) school days of receipt of the complaint. The Dean will normally render a decision in writing, usually within ten (10) school days after meeting with the student.

Grade Appeal Process:

1. For final grade appeals, the student must initiate the process thirty (30) calendar days from the time student grades are posted by the Registrar's Office at the end of each semester.
2. If a student wishes to appeal a grade, the appeal should be directed to the Assistant Dean in Brooklyn or to the Associate Dean or Assistant Dean on Long Island. The student will be encouraged to meet with the instructor, with the arrangements made by the office.
3. In the event that the student and the instructor do not confer, or the matter cannot be resolved through discussion, the student will contact the Associate or Assistant Dean.
4. Students must submit the complaint in writing to the Associate or Assistant Dean. All relevant materials should be submitted at this time.
5. The Associate or Assistant Dean, in cooperation with the Registrar, will secure all tests, papers, attendance records, grade breakdowns, and outlines.
6. If the challenge is straightforward, i.e., a mathematical discrepancy or a question of mathematical computation, the matter will be handled by the Associate or Assistant Dean, who will inform the instructor of the need to correct the grade.
7. If the question is a qualitative one, the appropriate Department Chairperson (Associate/Assistant Dean) will review the matter with the faculty member. If the Chairperson (Associate/Assistant Dean) and the faculty member are in agreement about the appropriate grade, the faculty member will either change or retain the grade, and the student will be contacted.
8. If, however, the matter cannot be settled by agreement between the instructor and the Chairperson (Associate/Assistant Dean), or if the student disagrees with the decision reached in step 7 above, the decision may be appealed to the Dean, who may seek consultation with objective parties as needed. The student may submit a copy of the written complaint to the Dean who will meet with him/her within fifteen (15) school days of receipt of the complaint. The Dean will render a decision in writing, usually within ten (10) school days after the meeting with the student.

Please note: Reviews of academic matters will be scheduled as soon as possible, but when requests are made outside of the regular semester, they may have to wait for the availability of the faculty member. Examinations and papers may not be reviewed by students unless the faculty member is present.

MILITARY AND VETERAN STUDENT POLICIES

Heroes Act of 2003

The Higher Education Relief Opportunities For Students (HEROES Act of 2003, Public Law 108-76) is intended to ensure that service members who receive federal student aid are not adversely affected due to their military status and to minimize the administrative burden placed on such individuals. You may be eligible for certain waivers and modifications to your current financial aid or student loans. These waivers, first authorized by the HEROES Act of 2003, have been extended through Sept. 30, 2017. http://www.nasfaa.org/news-item/2440/Notice_Extensions_of_Higher_Education_Relief_Opportunities_for_Students_HEROES_Act_of_2003_Waivers; <http://www.finaid.org/military/heroes.phtml>

Military Withdrawal

Military withdrawal is available only to students who:

1. Are actively serving members (Active Duty, Guard and Reserve Duty Components) of the U.S. Armed Forces (not a contractor or civilian working for the military); and,
2. Have received formal orders to perform military service during a semester or session, whereby making them unable to meet class attendance and/or other participation requirements, including web-based activities.

Upon receipt of orders for military service, the student must follow the College's withdrawal policy outlined in the Course Catalog, including the completion of all necessary official withdrawal paperwork. The student shall present the registrar a copy of their military orders, along with a letter from the student's unit validating the orders and formally requesting that the student receive a military withdrawal from the College. The formal correspondence must include the following:

1. Unit letterhead and commander contact information; and,
2. Reference to and validation of the student's attached military orders.

Students who process a military withdrawal:

- Will not be charged tuition for the semester of withdrawal.
- Will have a notation in their transcript indicating the military withdrawal.

Note: The Office of Financial Aid and the Bursar's Office will be notified of a student's military withdrawal.

Military Readmission

SJC will readmit students who have withdrawn from the College as a result of receiving formal military orders to perform military service; these students will be guaranteed the same academic status as when they took a leave from the College if the absence is less than five years. Military students should contact the Office of Admissions to initiate the readmission process and identify themselves as returning from military service. Students will be readmitted under the same academic catalog requirements for their program at the time they were called to military service. The re-enrollment fee will be waived upon readmission to the College.

Below is the link to the Federal Student Aid Handbook. As a signatory of the DoD VOLED MOU, the College commits to meeting these provisions for the readmission of service members. <http://ifap.ed.gov/fsahandbook/attachments/1516FSAHbkVol2Ch3.pdf> (pages 19-21)

Course Extension

Military students will be granted an extension to complete coursework due to a military obligation, such as military training and/or monthly drills. The student is responsible for providing the faculty member with immediate notice of all foreseeable military absences. If, at the end of the semester, military absences have resulted in incomplete coursework, the student may request a course extension. For course extension approval, the student must provide the faculty member with formal training orders and/or a formal drill schedule validating the military absences. The student's course extension request must be approved by the faculty member; this request is subject to the approval of the Executive Dean. If approved, the course extension will be deemed an incomplete and treated accordingly. The student must follow the College's academic Incomplete Course Policy outlined in the Course Catalog.

OUT OF STATE COMPLAINT INFORMATION

To be in compliance with the United States Department of Education's Program Integrity Rule, St. Joseph's College, New York is required to provide all prospective and current students with the contact information of the state agency or agencies that handle complaints against post-secondary education institutions offering distance learning or correspondence education within that state.

Prior to filling out a complaint with the state we encourage our students to try to resolve the issue by following steps outlined in the St. Joseph's College Student Handbook.

Students who deem their issue was not solved at the College level and who wish to file a complaint regarding St. Joseph's College may do so by contacting:

Middle States Commission on Higher Education

3624 Market Street
2nd Floor West
Philadelphia, PA 19104
267.284.5000
info@msche.org

New York Office of College and University Evaluation New York State Education Department

5 North Mezzanine
Albany, NY 12234
ocueinfo@mail.nysed.gov
<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.htm>

For information on who to contact at the College please get in touch with Camille Karlson at 631.687.2677.

OTHER COLLEGE POLICIES THAT PROTECT STUDENT RIGHTS

**SCHOOL OF ARTS & SCIENCES
SCHOOL OF PROFESSIONAL & GRADUATE STUDIES**

I. PROTECTION OF SUBJECTS' RIGHTS IN RESEARCH PROJECTS

A student may be asked at some time during his/her years at St. Joseph's to participate as a subject in a research project. Such participation in research is extremely helpful to the experimenter and often can be educationally valuable to the subject. However, every person has the right to refuse. If you decide to take part in an experiment, the experimenter will provide you with a card containing his/her name and affiliation and the name of the experimental project. If the experimenter does not supply you with such information, you should request it from the experimenter. Should you have any complaints about the procedures used by the experimenter, you may submit a request for review to the Academic Dean either on the form on this page or in person. Your name is not required; however, to ensure a swift and thorough disposition of the complaints it would be helpful if you provided your name and a phone number where you can be reached. In either instance, your name will be held in strict confidence.

To: Dean

From: _____ Tel: _____

(To be held confidential by the Dean)

NAME OF EXPERIMENTER: _____

AFFILIATION OF EXPERIMENTER: _____

NAME OF EXPERIMENTAL PROJECT: _____

REASON FOR REQUESTED REVIEW: _____

The ultimate decision of the Dean will be made known to the person requesting this review.

II. GRIEVANCES RELATING TO ALLEGATIONS OF SEXUAL HARASSMENT AND ALL OTHER FORMS OF UNLAWFUL HARASSMENT AND DISCRIMINATION

A. St. Joseph's Policy Against Discrimination and Sexual and Other Forms of Unlawful Harassment.

It is the policy of St. Joseph's College not to discriminate against any individual on the basis of race, color, religion, sex, national or ethnic origin, citizenship, age, handicap, or disability, status as a Vietnam Era or special disabled veteran, or other veteran who served in a war, campaign or expedition for which a campaign badge has been authorized, marital status, or based on an individual's status in any group or class protected by applicable federal, New York State, or New York City Law. This policy applies to all terms and conditions of employment, education programs, admissions policies, financial aid, and all other school administered programs or policies.

In keeping with the spirit and intent of this policy, the college also prohibits any form of unlawful harassment against any individual based on sex, race, national origin, disability, veteran status, or based on any individual's status in any group or class protected by applicable federal, state, or local law.

With respect to sexual harassment, the College prohibits the following:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of sexual or otherwise offensive nature, especially where:
 - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic standing;
 - submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual;
 - such conduct has the purpose or effect of unreasonably interfering with an individual's performance or of creating an intimidating, hostile, or offensive academic environment affecting such individual;
2. Offensive comments, sexual or otherwise offensive jokes, innuendoes, and other sexually oriented statements. Examples of the types of conduct expressly prohibited by the College include, but are not limited to, the following:
 - touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body;
 - sexually-suggestive touching;
 - grabbing, groping, kissing, fondling;
 - violating another's personal space;
 - wolf or other offensive whistling;
 - lewd, off-color, sexually-oriented comments or jokes;
 - foul or obscene language;
 - leering, staring, stalking;
 - suggestive or sexually-explicit posters, calendars, photographs, graffiti, cartoons;
 - unwanted or offensive letters or poems;
 - sitting or gesturing sexually;
 - offensive e-mail or voice-mail messages;
 - sexually-oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, prowess;
 - questions about one's sex life or preferences;
 - repeated requests for dates;

- sexual favors in return for academic rewards, or threats if sexual favors are not provided;
- sexual assault or rape;
- any other conduct or behavior deemed inappropriate for the College environment by the College in its sole discretion.

Although sexual harassment usually involves a power relationship, and more commonly occurs in the faculty-student context, sexual harassment can also occur in a student-student relationship. Sexual harassment of one student by another student is also explicitly prohibited, and will not be tolerated.

Please note: The intent of the harasser is not the relevant issue. It is the impact of his or her behavior on the other person that determines whether the behavior is sexual harassment. As a general rule, if you are not sure if a comment or action is appropriate, don't do it. If another person makes it clear that he or she finds your comments or behavior offensive, or your expressions of interest unwelcome, don't attempt to pursue the relationship. Any repeated unwelcome effort to pressure or force another person to enter into or continue a relationship is considered by enforcement agencies to constitute sexual harassment, as are repeated offensive comments or actions.

Please note: A faculty member's selection of academic materials will ordinarily not form the basis for a sexual harassment complaint. However, this should not prevent a student who finds such material to be offensive from filing a complaint and utilizing the process set forth below. In such instances, the individual(s) reviewing the complaint will determine if the material is appropriate or violative of the College policy.

The College takes complaints alleging discrimination and harassment very seriously. Any individual who believes he or she has been subjected to discriminatory treatment or harassment should promptly report the incident following the procedure set forth below.

Procedure for Resolving Complaints Alleging Sexual and Other Forms of Unlawful Harassment and Alleged Discrimination:

1. The President of the College shall appoint a panel of at least three (3) persons chosen from the faculty and/or administrative members of the College community to handle complaints. An appropriate announcement of the formation of the panel and its membership should be disseminated to the College community. The Coordinator of Discrimination Policies (Dr. Paul Ginnetty) is responsible for overseeing compliance with the College's policies prohibiting sexual or any other form of unlawful harassment or discrimination. The Coordinator of Discrimination Policies serves as the non-voting presiding officer when either panel meets to review a complaint. It is the intent of the College to ensure that all investigations are conducted in a prompt, thorough, and objective manner. In this connection, if the Coordinator determines that it would be inappropriate for any panel member to be involved in the investigation of any complaint (e.g. the panel member reports to the alleged offender and would not be viewed as objective), the Coordinator shall discuss the matter with the President and recommend that an alternative panel member be appointed for that particular investigation.

2. Any member of the College community who believes he or she has been subjected to sexual or any other form of unlawful harassment or discrimination (e.g. based on race, sex, national origin, disability, etc.), or who becomes aware of acts of harassment or discrimination, or other improper conduct performed by another member of the College community, should communicate that information to a member of the panel or to the Coordinator of Discrimination Policies. If a panel member is notified he or she is to inform the Coordinator of the allegations immediately, and the Coordinator will determine the appropriate course of action. The College will take appropriate action to address all complaints, including conducting an investigation, where appropriate, and will also take prompt remedial action against any violator of the College's policy if the investigation reveals a policy violation has occurred.
3. Ordinarily, allegations of sexual harassment should be made within thirty (30) days of the alleged incident or thirty (30) days after a final grade is received, if that date is later.
4. The initial effort to resolve a complaint shall be made on an informal basis, and the College will endeavor to take reasonable steps to ensure the privacy of both parties, and to keep the matter confidential to the maximum extent practicable.
5. If a satisfactory informal resolution is not achieved within a reasonable time, a formal, signed complaint should be filed with the Coordinator of Discrimination Policies within fifteen (15) days of the failure of the informal process. The entire panel will meet with both parties independently as soon as possible after the written complaint is filed to review the allegations. Both parties will be asked to present any evidence they have to support their position, and for the names of any witnesses. The panel may interview any members of the College community or any other individuals who are believed to have pertinent information and factual knowledge regarding the matter. A written report with recommendations will be submitted to the President usually within thirty (30) days after the panel has concluded its investigation.
6. Normally within fifteen (15) days of receipt of the report from the panel, the President or a delegate will communicate the final decision regarding the complaint to the complainant, the respondent, and to the panel members.
7. If a sanction is deemed appropriate, it may range from a verbal reprimand, written warning, disciplinary probation, suspension, or expulsion for students; a verbal reprimand, written warning, or termination of employment for employees. If the offense, in the opinion of the College, rises to the level of a criminal nature, local law enforcement authorities may also be involved.
8. Ordinarily, if the complainant wishes to withdraw his or her complaint, and terminate the proceedings before a full review is completed, the panel will meet and prepare a summary of the claims and allegations and, if possible, a statement of findings based on the material evidence available.
9. The College prohibits any form of retaliation against any student or employee who files a complaint in accordance with this procedure, provides testimony as a witness, or otherwise cooperates with the College in connection with any complaint or investigation. The College takes complaints of sexual and other forms of unlawful harassment and discrimination very seriously. Therefore, if any individual files a frivolous complaint, or intentionally provides false or misleading information or evidence regarding the complaint, disciplinary action may be taken against the individual who filed the frivolous complaint or intentionally provided the false or misleading information or evidence.

III. POLICIES REGARDING STUDENTS WITH DOCUMENTED DISABILITIES

It is the policy of St. Joseph's College not to discriminate on the basis of disability in its educational programs, admissions policies, employment policies, financial aid, or other school administered programs. This policy is implemented in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable federal and state statutes.

STUDENT RESPONSIBILITY:

It is the responsibility of all students with documented disabilities who wish particular adjustments or accommodations to facilitate their academic careers to identify themselves to the Office of Student Accessibility Services and to request whatever accommodations or assistance that may be necessary. Students requesting such adjustments or accommodations should present objective documentation or evidence of the existence of the disabling condition. Students with documented disabilities include those with a physical, visual, hearing, mental, emotional, or learning disability that has been accepted by the College.

Long Island Coordinator:

Dr. Lucianna Basilice – O'Connor Hall, E301, 631.687.2403

Monday through Friday (9:00 a.m. – 5:00 p.m.) or by appointment

COLLEGE RESPONSIBILITIES:

Academic Adjustments

St. Joseph's College recognizes its responsibility to make reasonable accommodations in our academic programs and requirements to ensure that such programs and requirements do not discriminate or have the effect of discriminating on the basis of disability against a qualified applicant or student with a disability. It should be noted that academic requirements that are essential to the course of instruction, or directly related to any licensing requirements are not considered discriminatory.

Auxiliary Aids

St. Joseph's College recognizes its responsibility to make available auxiliary aids are necessary to ensure that no student with a documented disability is denied the benefits of, or excluded from participation in, any educational program or co-curricular activity, unless the provision of such aids would entail undue hardship to the College.

OTHER POLICIES AND PROCEDURES REGARDING DISABILITIES

1. Examinations: Methods for evaluating the achievement of students who have a disability that impairs sensory, manual, or speaking skills will be developed as needed. Such methods will ensure that the results of the evaluation represent the student's mastery of the course work, and do not reflect the student's impaired sensory, manual, or speaking skills.
2. It is expected that students will cooperate in efforts to acquire any available assistance from outside organizations and agencies such as VESID (Vocational and Educational Services for Individuals with Disabilities).
3. Students requiring accommodations in order to participate in co-curricular activities should make special needs known to the Office of Student Activities & Co-Curricular Programs. To arrange for a sign language interpreter, please give seven days' notice.

4. Technical Equipment Assistance – Zoom text software with high resolution LCD monitors has been installed in the Callahan Library and each computer lab; equipment is labeled in large print. There is also personal reader equipment in the Callahan Library and Academic Center. This equipment enables students to enlarge any print text (book, journal article, class notes, etc.). Auditory Trainers may be checked out by students who have hearing impairments.
5. *Please note:* The College is not required to provide personal care or personal attendants.

GRIEVANCE PROCEDURE IN COMPLIANCE WITH SECTION 504:

Any student who believes he or she has been subject to discrimination on the basis of disability should read and follow the “**Procedure for Resolving Complaints Alleging Sexual and Other Forms of Unlawful Harassment and Alleged Discrimination**” on page 79 of this handbook.

Grievance Procedure for Students with a Disability:

St. Joseph’s College ensures that all students are afforded fair and equitable access to its programs and activities. The Office of Student Accessibility Services, along with faculty, staff and administration, assist students with disabilities in accessing their documented, reasonable accommodations.

The purpose of the grievance procedures is to ensure compliance with federal, state, and the College guidelines and regulations related to students with disabilities. This policy applies to all College academic and co-curricular programs, functions and staff.

- Students with disabilities are urged to contact the Office of Student Accessibility Services and register for services with the Office.
- Upon providing the Office with appropriate documentation, the documentation will be reviewed and letters will be provided to the student for each of their instructors that they have indicated.
- Students are expected to inform their instructor of their accommodations as determined by the Office of Student Accessibility Services and provide them with the Faculty Notification Form filled out by the Office of Student Accessibility Services.
- In the event that the instructor does not respond, the student should immediately inform the coordinator for disability services who will evaluate the situation and determine the accommodations appropriate for the student and reach out to the instructor to make the necessary adjustments.
- If the student wishes to make a formal complaint, they will then fill out the Formal Complaint Form. The coordinator for disability services will also send the form to both the Dean of Students and the Coordinator of Discrimination Policies.
- The Coordinator for Discrimination Policies will review the complaint and begin a formal investigation, notifying the Academic Dean, the Department Chairperson and the Provost.

St. Joseph's College, SJC Long Island
Office of Student Accessibility Services
O'Connor Hall, Room N301A
PHONE: 631.687.1248 • FAX: 631.687.1251
jrooney@sjcny.edu

Disability Formal Complaint Form

Student Name: _____ Date: _____

Phone Number: _____ Mobile Home

E-mail Address: _____

Person you are filing a complaint against: _____

Please describe in detail, the nature of the complaint:
(Please use the space provided or attach statement on a separate sheet)

By signing here, you are declaring that the above information is accurate and truthful:

(Signature)

(Print Name)

To be filled out by the Office of Student Accessibility Services:
Met with student on: _____
Staff Signature: _____ Student Signature: _____
Student acknowledges that this form will be brought to the Dean of Students and Coordinator of
Discrimination Policies:

IV. POLICY REGARDING STUDENT RECORDS

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. (Forms are available in the Office of the Registrar for this purpose.) The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend or remove a record that they believe is inaccurate or misleading. They should write the Office of the Registrar, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Grievance Procedure Regarding Student Records

In case of disagreement between the student and the Registrar, the student may file a written request for review with the academic dean, who will attempt to resolve the matter informally. If an informal settlement cannot be reached, the dean will request the Advisory Council to conduct a hearing. This hearing will be held within (15) school days of the dean's request. An appeal from the decision may be taken to the president.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Some exceptions to this stipulation are campus officials with a "**legitimate educational interest**" in the information. A legitimate educational interest is defined as an official who needs to review an education record in order to fulfill his or her professional responsibility. Those with a legitimate educational interest include, but aren't limited to: professors, instructors, administrators, health staff, counselors, attorneys, auditors, clerical staff, trustees of the College, members of committees and disciplinary boards – which may include other students; and any contractor or vendor to whom the college has outsourced institutional services or functions.
- Certain federal officials, accrediting agencies, parents of a dependent student, information required for the application for financial aid and release of information for health emergencies.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

ST. JOSEPH'S COLLEGE POLICY FOR RELEASING INFORMATION

Directory information released without prior consent of the student is limited to the student's name, dates of attendance, current enrollment status – full, half or part time, major field of study, minors, concentrations, class level, date of birth, honors/ awards, degree(s) received, home address and SJC e- mail address.

Students who do not wish release of directory information, must file a form with the Office of the Registrar requesting that the College not disclose this information. This directive will remain in effect even after graduation or withdrawal from the College unless the student revokes the request.

V. NEW YORK STATE CONSUMER COMPLAINT PROCESS

Any student who believes he or she has been aggrieved by St. Joseph's College may file a written complaint with the New York State Education Department within three (3) years of the alleged incident. The form to be used for these complaints has been determined by the Department. Upon receipt of the written complaint, the Department will either conduct an investigation or refer the matter to an appropriate entity for resolution. St. Joseph's College will take no adverse action against any student who files a complaint.

SECTION 1213 OF TITLE XII OF THE HIGHER EDUCATION ACT OF 1965 MANDATES THE ANNUAL DISTRIBUTION OF A STATEMENT TO EACH STUDENT AND EMPLOYEE THAT INCLUDES THE INFORMATION HEREIN SPELLED OUT.

VI. DRUG-FREE CAMPUS POLICY STATEMENT:

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989 – Public Law 101-226.

St. Joseph's College is committed to maintaining a drug-free campus in compliance with applicable laws.

- A. Standards of Conduct: The unlawful possession, use, distribution, dispensation, sale, or manufacture of controlled substances, and/or the abuse of alcohol are prohibited on College premises and at College sponsored functions or while engaged in business or activities on behalf of the College off-campus.
- B. Applicable Legal Sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol include penalties ranging from confiscation of property to fines and/or imprisonment. The penalties are further specified in the booklet entitled —St. Joseph's College Alcohol and Drug Education Program.¶
- C. Health Risks associated with the use of illicit drugs and the abuse of alcohol are many. Some of these are: danger of overdose, lessened resistance to sickness and disease, organic damage, mental illness, malnutrition, psychological and physical dependence. The health risks are further specified in —St. Joseph's College Alcohol and Drug Education Program¶ booklet.
- D. The College urges students engaged in the illegal use of controlled substances to seek professional advice and treatment. The Counseling and Wellness Center will offer informal counseling and will refer students to professional programs. There are many private and public agencies in and about this City (of New York) which offer the kind of help a person may need. In addition, the Counseling and Wellness Center arranges for lectures and plans events such as "Wellness Week" in which the dangers of drug abuse are explained. The office also distributes materials that point out the dangers of drug abuse.
- E. St Joseph's College will impose sanctions on students consistent with local, state, and federal law, which may include reprimands, fines, disciplinary probation, suspension and/or expulsion and will, where appropriate, refer for prosecution by lawful authorities any student who violates the standards of conduct described above.

VII. BIAS RELATED CRIMES

In Compliance with Section 6436 of the Education law, St. Joseph's College adopts the following policies and procedures:

All actions against persons or property which may be considered bias crimes are unequivocally prohibited at all times in any college owned or operated property, or at any college sponsored activities.

Bias crimes may be defined as any form of unlawful harassment or other harmful behavior such as assault which is based on an individual's sex, race, national origin, disability, veteran status, or on any individual's status in any group or class protected by applicable federal, state, or local law.

VIII. CAMPUS SAFETY STATISTICS

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. The US Department of Education web site address for campus crime statistics is:

<http://www.ed.gov/admins/lead/safety/campus.html>

The College has designated campus contacts who are authorized to provide campus crime statistics.

Long Island Contact Person:

Daniel Bowe, Director of Security, 631.687.2692

Brooklyn Contact Person:

Mike McGrann, Director of Security, 718.940.5741

The College shall provide a hard copy mailed to the individual within 10 days of the request and that information will include all of the statistics that the campus is required to ascertain under Title 20 of the U.S. Code Section 1092 (f).

CHILDREN ON CAMPUS DURING CLASS HOURS

Students are not permitted to bring children to campus while the students are in class. Campus security has been instructed to ask children who are in College buildings for their names to ensure that this policy is enforced.

CAMPUS PHONE DIRECTORY

<u>Office/Department</u>	<u>Phone Number</u>	<u>Location</u>
SJC Long Island (Main Number)	631.687.5100	2nd Floor Lobby
Academic Advisement Center	631.687.1497	N302
Admissions and Enrollment Management	631.687.4500	Main Lobby
Academic Center	631.687.1427	N304 & N304A
Academic Affairs Office	631.687.1272	E207
Alumni Relations	631.687.2652	1 Terry St. Patchogue
Bookstore (Barnes & Noble)	631.447.2018	1 st Floor – West Wing
BSN Department/Nursing	631.687.5186	N329
Business Affairs - Bursar	631.687.4570	N211
Cafeteria (Eagles Nest)	631.687.2481	Cafeteria
Callahan Library	631.687.2636	Callahan Library
Campus Ministry	631.687.1467	N227 (Back Office)
Career Development and Engagement	631.687.1248	E301
Center for Community Solutions	631.687.2402	N227 (Front Office)
Clare Rose Playhouse	631.654.0199	Clare Rose Playhouse
College Psychologist	631.687.4588	319 Roe Boulevard
Financial Aid	631.687.2600	N209A
General Studies Program	631.687.2673	Great River, GR208
Global Studies Office	631.687.1280	N109
Graduate Management Studies	631.687.1488	BT Building/2 nd Floor
Math Lab (Academic Center)	631.687.1425	BT B-12
Military and Veteran Services/Resource Center	631.687.2674	N224
Institutional Advancement	631.687.2656	1 Terry St. Patchogue
John A. Danzi Athletic Center	631.687.1444	Athletic Center
Multicultural Student Life	631.687.4596	N307A
Online Campus	631.687.1418	Great River, GR204
Physical Plant Office	631.687.2672	N103
Registrar's Office (Scheduling/Registration)	631.687.1400	N211
Security (Parking)	631.687.2699	N107
Student Accessibility Services	631.687.1217	N301A
Student Engagement and Scholarship Retention	631.687.1277	N303
Student Success Office	631.687.1482	N301
Student Involvement and Leadership	631.687.2602	N307
Student Health Services	631.687.1259	319 Roe Boulevard
Technology Help Desk	718.940.8324	Help Desk
The Center for Wellness	631.687.1262	319 Roe Boulevard
Vice President for Student Life (Health Insurance)	631.687.4595	N215

STUDENT OFFICE DIRECTORY

Student Government	631.687.1408	N307A
Campus Activities Board	631.687.1409	N307

SJC BROOKLYN

SJC Brooklyn (Main Number)	718.940.5300	
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SCHOOL CLOSING INFORMATION

SNOW DAYS: On snow days, the College makes the decision to close or remain open after careful consideration of weather forecasts and road conditions. When the decision is made to hold classes, the presumption is that travel to the College is safe. Individuals who live in an area especially hard hit by a storm are expected to make responsible decisions about travel. On such days, faculty is encouraged not to penalize absent students if quizzes or assignments are scheduled.

Our calendar is in conformity with New York State requirements. We cannot, therefore, lightly make the decision to close the College.

Check for announcements on the following:

1. Your SJC Student Webmail --- notices are sent out to all students
2. www.sjcnj.edu (preferably)
3. The Campuses' Main Phone Numbers:

SJC Long Island:	631.687.5100	O'Connor Hall
SJC Brooklyn:	718.940.5300	Tuohy Hall

DIRECTIONS TO THE COLLEGE

Location:

The SJC Long Island of St. Joseph's College is located in Patchogue at 155 West Roe Boulevard. Sunrise Highway borders the College to the north. It is easily accessible from south shore locations via Southern State Parkway, Sunrise Highway (exit 52), and central and northern Long Island via Veterans Highway, Patchogue-Holbrook Road, Nicolls Road or Route 112.

TRAVEL DIRECTIONS:

By Train

Long Island Railroad to Patchogue Station. Take West Avenue north, West Ave. turns into Holbrook Road, which turns into Waverly Avenue. Take Waverly Avenue to West Roe Boulevard. Make a right on West Roe Boulevard and the College is on the left.

By Car

Heading East: Travel east on the Long Island Expressway to Exit 61 onto Patchogue-Holbrook Road, south to Sunrise Highway (Rte. 27), service road (eastbound). Turn left on Rte. 27, service road (eastbound), 1000 feet to the College entrance on the right, or

Travel east on Southern State Parkway to Exit 44, Sunrise Highway East (Rte. 27). Continue on Sunrise Highway to Exit 52, College is on Sunrise Highway service road (eastbound), 1000 feet beyond Waverly Avenue.

Heading South: Travel south on Veterans Highway to Sunrise Highway (Rte.27) to exit 52. College is on Sunrise Highway service road (eastbound), 1000 feet beyond Waverly Avenue.

Heading West: Travel west on Sunrise Highway (Rte. 27) to Exit 52. Turn left at Waverly Avenue (first light). Turn left into Sunrise Highway service road (next light). Travel approximately 1000 feet to the College entrance on the right.

By Plane

Islip MacArthur Airport approximately 5 miles from the College.