

ST. JOSEPH'S COLLEGE

School of Professional and Graduate Studies

St. Joseph's
College
NEW YORK



Student Policy Handbook

BROOKLYN/LONG ISLAND 2006/2007

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.

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STUDENT RIGHTS AND RESPONSIBILITIES

St. Joseph's College respects the integrity and maturity of its students and seeks their cooperation and assistance in carrying out its mission. Since, however, the educational goals of SJC can best be realized in a community in which the relationships between the College and the student are clearly communicated, the following delineation of rights, responsibilities, and procedures for redress of student grievances is presented here.

Students in good standing have the right to participate in the College community for the duration of their enrollment at the institution.

In pursuit of knowledge and truth, students have the right to free inquiry, discussion, and expression in the classroom. Students are protected through orderly procedures (delineated below) against prejudiced or capricious evaluation. As citizens, lawful permanent residents, or international students, students enjoy the same freedom of speech, peaceful assembly, and the right of petition that all citizens of the United States enjoy.

The College adheres to Public Law 93-380, which protects the students' right to privacy and guarantees student access to records.

Students participate in College policy-making through membership on the School of Professional and Graduate Studies Advisory Council.

St. Joseph's admits students without discrimination on the basis of race, color, religion, sex, age, disability or national origin. All students who pay the student activities fee are members of the organization of student government known as the Student Government Association, and all such members are eligible to join any student association approved by the Student Senate.

As members of the academic community, students are subject to the obligations, which accrue to them by virtue of this membership. Specifically, they have the responsibility to accept the ideals, standards, and regulations of St. Joseph's College as set forth in the College Catalogue, the Student Handbook, and the official bulletin board of the College. They must respect the rights of all members of the College community, the rights of others based upon the nature of the educational process and the rights of the institution.

STUDENT CODE OF CONDUCT

REGULATIONS OF ST. JOSEPH'S COLLEGE FOR CONDUCT ON CAMPUS AND OTHER COLLEGE PROPERTY USED FOR EDUCATIONAL PURPOSES (adopted by the Board of Trustees in June 1969—it shall obtain until contrary action by the State Legislature)

St. Joseph's College has traditionally entrusted to the students the regulation of their conduct. We have the utmost regard for their personal autonomy, respect for their judgment, and appreciation of their good will.

In order, however, to comply with Article 129-A, Section 6450 of the State Education Law, we are adopting the statement of the Board of Higher Education of the City of New York:

Rules

1. A member of the College community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he/she interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directives issued by representatives of the College when they are acting in their official capacities. Members of the College community are required to show their identification cards when requested to do so by an official of the College.
3. Unauthorized occupancy of College facilities or blocking access to or from such areas is prohibited. Permission from appropriate College authorities must be obtained for removal, relocation, and use of College equipment and/or supplies.
4. Theft of or damage to College premises or property, or theft of or damage to property of any person is prohibited.

5. Each member of the College community or an invited guest has the right to advocate his/her position without having to fear abuse from others supporting conflicting points of view. Members of the College community and other persons on the College grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the College, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on College-owned or controlled property is prohibited.
8. No individual shall have in his/her possession a rifle, shotgun, or firearm or knowingly have in his/her possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual, or damage upon a building or the grounds of the College without the written authorization of such educational institution. Nor shall any individual have in his/her possession any other instrument or materials which can be used and are intended to inflict bodily harm on an individual or damage upon a building or the grounds of the College.
9. No individual or group shall act in a manner or create a situation which intentionally or recklessly endangers the mental or physical health of another, or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. (Adopted by the Board of Trustees on October 21, 1980, in compliance with Chapter 676 of the Laws of 1980, which amended Section 6450 of the Education Law.)

In addition to the above, St. Joseph's College prohibits the following:

- 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.
- Tampering with or misuse of fire alarms, fire fighting equipment, safety equipment, or electrical equipment in any College building or anywhere on College grounds, or at College-sponsored functions or while engaged in business or activities on behalf of the College off-campus.
- All forms of dishonesty, such as forgery, plagiarism, and furnishing false information to the College with intent to deceive.

COMPUTER USE POLICY

St. Joseph's College provides an atmosphere in which “students are challenged to develop their full potential and are encouraged to acquire a spirit of inquiry and a joy in learning.” In keeping with its mission and goals, the College provides computer facilities and Internet access for faculty, students, and other authorized persons, to facilitate educational research and communication. The purpose of this Computer Use Policy is to promote the responsible use of these facilities and to maximize the availability of finite resources.

As an academic community centered on teaching, learning and research, we have responsibilities toward each other as well as toward the computing community beyond the College. Respect for the rights of others, their intellectual property, and the privacy of data and files is of central importance.

This policy governs the use of all computers, network and related telecommunications equipment owned and operated by St. Joseph's College. The policy intends to permit the maximum freedom of use of these facilities

consistent with federal, state, and local laws and regulations, St. Joseph's College policies, and the existing Student Code of Conduct.

Everyone who uses St. Joseph's College computer facilities is expected to be socially responsible and to behave in a manner suitable to a productive learning and research environment. Computer users are expected to exercise care in their use of the equipment and are particularly discouraged from consuming unreasonable amounts of limited resources such as paper, disk space, or time on the computers. We support only academic or College work.

Intellectual property is protected by copyright, and it is the policy of St. Joseph's College to adhere to the letter and spirit of copyright laws and regulations, including software-licensing agreements. Programs and computer files must be used in an ethical and legal manner and may not be copied in violation of copyright laws.

The computer facilities may not be used for non-academic purposes or for personal business.

The computer facilities may never be used for malicious mischief, illegal activities, or any purpose inconsistent with the mission of the College. Thus they may not be used for commercial or profit-making purposes, or for political purposes. Access or attempted access to private information, the files of others without their permission, encrypted information, or other computer systems without authorization is prohibited.

The use of the computers and network resources including the Internet, electronic mail, chat rooms, and bulletin boards, should always be guided by respect for the privacy and rights of others and should never include activities or language that is inappropriate, indecent, libelous, intimidating, threatening, harassing, or that would bring discredit to St. Joseph's College. (This would include, but not be limited to, printing or displaying materials unsuitable for an academic environment.) The College reserves the right to inspect work being done on College computers, and to monitor the use of computers and any other College equipment at its discretion.

Depending upon the seriousness of the offense, violation of this policy can result in penalties ranging from reprimand, to the loss of computer privileges, to referral to the appropriate College authorities for disciplinary action in keeping with College policies as stated in the Student Handbook.

St. Joseph's College shall not be held responsible for the activities of anyone in violation of this policy.

Free student web-based e-mail is available for all St. Joseph's students. Webmail is accessible from any computer with an Internet connection. Account and password information is mailed to new students at the beginning of the semester. To access your Webmail account, point your web browser to <http://student.sjcny.edu>. If you have problems with your Webmail account, please send a message to webmail@student.sjcny.edu with problem details.

ENFORCEMENT OF REGULATIONS

Any student or group of students found violating the Student Code of Conduct will be referred to the Vice President and Dean of the School of Professional and Graduate Studies (The titles "Vice President and Dean of the School of Professional and Graduate Studies" and "Academic Dean" are used interchangeably in this document.

- A. In the case of lesser offenses deemed solely by the College in its discretion not to constitute acts which could result in suspension or expulsion, disciplinary action may be imposed as follows:
- verbal reprimand;
 - requirement of restitution;
 - official warning (notice in writing that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, will be cause for more severe disciplinary action);
 - fines;
 - disciplinary probation (a written reprimand for violation of specified regulations, stating the possibility of more severe disciplinary action in the event of the finding of a violation of any regulation within a stated period of time, and/or exclusion from participation in all College activities except those directly involved with the student's academic course of study).

Please note: Any official warning or notice of disciplinary probation will be placed in the student's official folder.

- B. In any non-academic case in which the violation is of such a nature that suspension or expulsion could be imposed, the matter must be reviewed by the Advisory Council in compliance with the procedures described herein.

- C. Failure to pay any fine levied will result in the withholding of a transcript and/or diploma.

ENFORCEMENT OF REGULATIONS FOR STUDENT ORGANIZATIONS

Please note: Student organizations charged with violating College rules and regulations will be accorded the same procedural and substantive due process as individual students.

DUE PROCESS GUIDELINES

DUE PROCESS: In situations in which student rights are involved, a procedure appropriate to the facts of each specific situation will be applied; these procedures may range in the sole discretion of the College, from review of documents and evidence, to informal discussions with the party(ies)involved, to a formal hearing.

HEARING: In appropriate situations, as described in the Student Handbook or as determined by the Vice President and Dean of the School of Professional and Graduate Studies, a formal hearing will be held.

- timely notice will be given to all parties specifying the date, time, and place at which the hearing will be held;

- parties appearing at a hearing have the right to be assisted by an advisor of their choice; each party should be given an opportunity to testify, to present evidence and witnesses, and to hear and question adverse witnesses;

- each party should inform the other party of the names of witnesses who are expected to testify. This notice should be given no later than five (5) days before the hearing. In no case should anonymous negative statements be considered by the hearing officers;
- ordinarily, hearings are closed, unless both parties request an open hearing;
- after the hearing has concluded, the panel/committee will deliberate in private and render its decision in the manner and the time limits prescribed in this handbook.

SUSPENSION IN NON-ACADEMIC MATTERS

Suspension of a student may be invoked when serious violations of the Student Code of Conduct occur or when the conditions of disciplinary probation are disregarded.

Ordinarily, the Vice President and Dean of the School of Professional and Graduate Studies will initiate the formal process of review by requesting the Advisory Council to meet and conduct a hearing. The hearing will be held no later than fifteen (15) school days after the Vice President/Dean has initiated the process.

Ordinarily, suspension is carried out only upon the recommendation of the Advisory Council and such recommendation requires the approval of a majority of disinterested members of the President's Council. The President's Council will conduct its review and render its decision generally within ten (10) school days after receiving the recommendation of the Advisory Council. Since an appeal from this decision may be taken to the President, that officer will not participate in this review.

Suspension is imposed for a specific period of time, and the student is notified of the term of his/her suspension. A student under suspension forfeits all rights and privileges of student status, including the right to attend all classes and all College-sponsored activities.

All suspension actions will be noted in the student's record until the student completes the course of study for a degree or has left the College. Ordinarily, such notices will then be destroyed by the College.

EMERGENCY SUSPENSIONS IN NON-ACADEMIC MATTERS

In emergency or extraordinary situations, particularly when a student's presence may reasonably be deemed by the College in its sole discretion to pose an immediate danger to persons (including the student) or property, or to present an immediate threat of seriously disrupting the academic process, a student may be summarily suspended by the Vice President and Dean of the School of Professional and Graduate Studies or his/her delegate. Notice and opportunity for denial and/or explanation may follow suspension in this situation, but shall be given as soon as feasible thereafter.

Emergency suspensions shall ordinarily not exceed ten (10) school days, during which time the Advisory Council will convene and conduct a hearing in compliance with its stated procedures. The recommendation of this Council must be approved by a majority of the disinterested members of the President's Council. During the pendency of the review, the emergency suspension may be continued if the circumstances warrant such action.

The President's Council will conduct its review and render its decision ordinarily within ten (10) school days after receipt of the recommendation of the School of Professional and Graduate Studies. Since an appeal from this decision may be taken to the President of the College, that officer shall not participate in the review.

EXPULSION IN NON-ACADEMIC MATTERS

Expulsion will be invoked when extreme violations of the Student Code of Conduct occur or when previous suspensions have been issued to a student but there has been no improvement in behavior.

Expulsion involves the total permanent separation of a student from the College. No student may be expelled for non-academic reasons before a hearing is held by the Advisory Council. After such hearing is conducted by

the Advisory Council, a recommendation to expel a student must be approved by a majority of the disinterested members of the President's Council. The President's Council will conduct its review and render its decision ordinarily within ten (10) school days after receiving the recommendation from the Advisory Council. Since an appeal from this decision may be taken to the President, that officer will not participate in this review.

WITHDRAWAL FROM A COURSE IN NON-ACADEMIC MATTERS

If at any time a student's behavior in a class creates a situation which is deemed by the College in its sole discretion to be detrimental to the welfare of the College or to any student or employee thereof, and that student does not modify that behavior as requested by appropriate College authorities, he or she may be withdrawn from the course by the College. The usual requirement of a student's signature on the withdrawal form may be waived under these circumstances. The student will be withdrawn only after he/she has been properly notified by the Vice President/Dean of this decision.

The involuntary withdrawal of a student from a course must be approved by a majority of the disinterested members of the President's Council. The President's Council will conduct its review and render its decision ordinarily within ten (10) school days after the student has been notified of the withdrawal. Since an appeal from this decision may be taken to the President of the College, that officer will not participate in this review.

STUDENT GRIEVANCE PROCEDURE IN OTHER NON-ACADEMIC MATTERS

Any student or group of students who finds it necessary to file a complaint in a non-academic matter must follow this procedure:

1. Consult informally with the appropriate Associate/Assistant Dean.
2. If the matter cannot be resolved informally, the student should register the complaint in writing with the Vice President and Dean of the School of Professional and Graduate Studies. The Vice President/Dean or his/her delegate will conduct an investigation

within a reasonable time of the receipt of the complaint. The investigation may involve a meeting with the parties involved. In appropriate situations, as determined by the Vice President/Dean, the Advisory Council will conduct a hearing.

APPEAL PROCESS FOR OTHER NON-ACADEMIC DECISIONS

The student may appeal the decision by filing a written request for review with 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.

ACADEMIC POLICIES

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 and 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 Vice President/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 Vice President/Dean. This is particularly important if any penalty imposed may affect eligibility for graduation.

2. When informed of an instance of academic dishonesty, the Vice President/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 Academic Vice President. The Vice President/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 Vice President/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 Vice President/Dean within five (5) school days of the decision. The Vice President/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 Academic Vice President, the student may appeal the decision by filing a written

request for review with 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 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 normally 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 Vice President/Dean who will meet with the student ordinarily within fifteen (15) school days of receipt of the complaint. The Vice President/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 Vice President/Dean who will meet with the student normally within fifteen (15) school days of receipt of the complaint. The Vice President/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, 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 in Patchogue. 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 Vice President/Dean, who may seek consultation with objective parties as needed. The student may submit a copy of the written complaint to the Vice President/Dean who will meet with him/her within fifteen (15) school days of receipt of the complaint. The Vice President/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.*

**OTHER COLLEGE POLICIES
THAT PROTECT STUDENT RIGHTS**

I. PROTECTION OF SUBJECTS' RIGHTS IN RESEARCH PROJECTS

A student may be asked at some time during his/her years at St. Joseph's College 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 Vice President/Dean either on the form on this page, or in person. Your name is not required; however, to insure a swift and thorough disposition of the complaint, 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: Vice President/Dean

FROM: _____ TEL: _____
To be held confidential by the Vice President/Dean

NAME OF EXPERIMENTER: _____

AFFILIATION OF EXPERIMENTER: _____

NAME OF EXPERIMENTAL PROJECT: _____

REASON FOR REQUESTED REVIEW: _____

The ultimate decision of the Vice President/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 a 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 law enforcement agencies to constitute sexual harassment, as are repeated offensive comments or actions.

Please note: A faculty member's selection of academic materials shall 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 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.

B. 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 the 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 that a policy violation has occurred.

3. Ordinarily, allegations of sexual or any other form of unlawful harassment or discrimination 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 Coordinator of Services for Students with Disabilities 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 have been accepted by the College.

Patchogue Contact Person:

Dr. Anna Bess Robinson—O'Connor Hall, N313, 631.447.3318
Monday through Friday (9 AM – 5 PM) or by appointment

Brooklyn Contact Person:

Linda Fonte—Lorenzo Hall, Third Floor, 718.399.0392
Monday through Friday (9 AM – 5 PM) 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 whatever auxiliary aids are necessary to ensure that no qualified 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).

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 a disability should read and follow the “**Procedure for Resolving Complaints Alleging Sexual and Other Forms of Unlawful Harassment and Alleged Discrimination**” on page 20 of this Handbook.

IV. POLICIES REGARDING STUDENT RECORDS THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student’s education records within forty-five (45) days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. (Forms are available in the Registrar’s Office 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.
2. 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 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 the student 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 Vice President/Dean, who will attempt to resolve the matter informally. If an informal settlement cannot be reached,

the Vice President/Dean will request the Advisory Council to conduct a hearing. This hearing will usually be held within fifteen (15) school days of the Vice President/Dean's request. An appeal from the decision may be taken to the President of the College.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. Some exceptions to this stipulation are: faculty and administrators of the College, certain state and local officials or authorities as required by state statute, data supplied to educational organizations that develop and validate tests so long as the data are not personally identifiable, 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.

4. 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, DC 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, major field of study, honors and awards, and degree received, if any.

Students who do not wish release of directory information, must file a form with the Registrar's Office 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, use, 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 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 Director of Counseling and Career Services 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 Office of Student Life 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.

The penalties for committing such crimes will include reporting the incident to the appropriate authorities so that an independent investigation can be conducted. The College will also undertake an investigation of the incident, in keeping with the guidelines published in the Student Handbooks. The procedures for dealing with bias related crimes will be the same as those

outlined for grievances relating to allegations of sexual harassment and all other forms of unlawful harassment and discrimination.

The Office of Counseling will provide support services for victims of bias related crime, and will make appropriate referrals to outside agencies.

Bias related crime on college campuses occur when a lack of familiarity with people who are different, or who belong to groups that others are uncomfortable with, evolves into a hostile environment. In a college setting many young people come together and encounter people of different cultures and backgrounds for the first time. Because the students bring biases and attitudes from their own past experiences, the possibility of bias related crimes must be recognized and every effort must be made to provide opportunities for open and honest dialogue and sharing.

The College provides information about security procedures through a brochure that is distributed to all incoming students and new employees, as well as frequent updates in campus newsletters and publications.

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.

Patchogue Contact Person:

Paul Casale, Director of Security, 631.447.3321

Brooklyn Contact Person:

Sherrie VanArnham, Director of Student Services, 718.636.6811

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).

PROGRAMS SHARED BY STUDENTS, FACULTY, STAFF, AND ADMINISTRATION

ADVISORY COUNCIL

The Advisory Council provides a forum for discussion and for the exchange of ideas as well as a vehicle concerned with the resolution of alleged violations of the Students' Code of Conduct for which the penalty of suspension or expulsion may be imposed; with disagreements between a student and a College officer charged with custody of the student's records; and, when determined by the Vice President/Dean, certain other grievances of a non-academic nature.

For each campus, the Council will be composed of fifteen members: five students, five faculty members, and five administrators. Committee members will be appointed from volunteers by the Vice President/Dean for terms of one year.

VALEDICTORIAN SELECTION

The Advisory Council of the School of Professional and Graduate Studies meets to select the Valedictorian from a group of eligible graduating seniors who have been notified to determine their willingness to be considered. For those who respond in the affirmative, the application requires an essay which becomes an important factor in the selection process.

To be eligible, students must achieve a cumulative index of 3.85 for their last 45 credits at St. Joseph's College. The criteria for nomination and final selection are:

1. Academic record
2. Service or commitment to the College
3. Ability to write and deliver a speech
4. Stage presence

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.