



# Student Handbook

SJC Long Island

*2017 – 2018*

### **Student Handbook Disclosure**

The Student Handbook is prepared and updated by the Division of Student Life, LI, in consultation with appropriate College officials. The College reserves the right to change provisions as deemed appropriate at any time.

### **Use of the College name**

Students may not use the college name, St. Joseph's College New York, in any manner without the appropriate approval of College officials. Failure to comply with this policy is a violation of the Code of Student Conduct.

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## **INTRODUCTION**

**St. Joseph's College, New York**

**155 West Roe Boulevard  
Patchogue, New York 11772  
631.687.5100**

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

COLORS: Gold and White

### **FACILITIES:**

The SJC Long Island campus is adjacent to the Great Patchogue Lake and Sunrise Highway. The campus includes the following facilities:

- 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, Wellness and Student Health Services
- John A. Danzi Athletic Center – Home of the Golden Eagles. Facility includes: Swimming Pool, Aerobics/Dance Room, Gymnasium, Indoor Track, Multipurpose Room, Athletic Training Room and Athletic Offices.
- Outdoor Athletic Complex – Athletic Fields, Athletic Offices, and the Athletic Training Room.
- O'Connor Hall – Smart Classrooms, Science and Nursing Labs, Student Hospitality Lounge, Golden Eagles Nest Cafeteria and Golden Eagles Starbucks Perch, Administrative Offices, Muriel and Virginia Pless Center for Performing Arts Auditorium, McGann and Shea Conference Centers, Board Room/Art Gallery, Facilities, Security, and Barnes & Noble Bookstore.
- Terry Street (1 Terry Street, Suite 2, Patchogue) – Offices of Institutional Advancement (Development/Advancement Operations/Corporate and Foundation Relations) and Marketing and Communications.

## **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.

## 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

**Christopher R. Carroll '88, Esq.**, *Chair*, Partner, Kennedys CMK

**Mary Ellen Dubiel Freeley '67, Ed.D.**, *Vice Chair*, Associate Professor of Education at St. John's University

**Peter M. Meyer '87**, *Secretary*, NYC Market President, TD Bank

**Mary M. Lai**, *Chair, Finance Committee*, Treasurer Emerita and Senior Adviser, Long Island University

**Alberta D'Afflisio Aldinger '70**

**Matthew J. Barbis '94, CFS, CTS**, Chief Operating Officer, Matthew Barbis & Co. Founder & Chairman, The Rose Brucia Educational Foundation

**Peter M. Boger**, Chairman and Chief Executive Officer, Ridgewood Savings Bank

**Donald R. Boomgaarden, Ph.D.**, President, St. Joseph's College, Ex Officio

**Mary Butz '69**, Independent Consultant, Edspiration Enterprises LLC

**John A. Danzi**, Principal, Long Island Hotels LLC

**W. Christian Drewes, Esq.**, Partner, Kelley Drye & Warren LLP

**Sister Angela Gannon, C.S.J.**, Coordinator of Sponsored Educational Ministries, Sisters of St. Joseph

**Sister Elizabeth A. Johnson, C.S.J., Ph.D.**, Distinguished Professor of Theology, Fordham University

**Sister Helen Kearney '67, C.S.J., Ph.D.**, President, Sisters of St. Joseph

**Dennis McCarthy**, President, Wilcom Inc.

**Sister Kathleen McKinney '71, C.S.J., Ed.D.**, Principal, The Mary Louis Academy

**Margaret Mohan Meegan '69**

**Peter M. Rogers**, President, Edwards and Company

**Paul Peter Romanello '79, M.D.**, Co-founder, Park East Cardiovascular Associates P.C.

**Lisa Rose '97**, Vice President, Clare Rose Inc.

**Steve Somers '82**, Owner and President, Vigon International, Inc.

## TRUSTEES EMERITI

Sheila Baird

Stephen Hochberg, Esq.

N. Hilton Rosen, Esq.

Sister Elizabeth Hill, C.S.J., J.D.

## **COLLEGE-WIDE ADMINISTRATION**

### **President of the College**

Dr. Donald Boomgaarden, chief executive of the College, articulates the mission, philosophy and policies that direct the College. The President has ultimate authority for personnel, facilities, and fiscal resources of the College. The President is accountable to the Board of Trustees and is the Chief Liaison to the students, faculty, administration and alumni.

### **Interim Provost**

Dr. Thomas Travis is chief academic officer of the College and is responsible for coordinating College-wide academic policies, including faculty hiring, retention, and promotion; curriculum design; academic support services; and the instructional budget, including library and academic computing. The Provost works closely with deans, chairpersons, and faculty standing committees, and supervises the Director of the Dillon Child Study Center at SJC Brooklyn. The Provost reports to the President and, in the absence of the President, acts in the President's name in the governance of the College.

### **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 CFO. works with the College's senior leadership team, and assists operations and supports all elements of planning, operations and management. Mr. Roth serves as a member of the President's Cabinet and reports directly 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. Ms. Papajohn serves as a member of the President's Cabinet and reports directly 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. Ms. McAleer serves as a member of the President's Cabinet and reports directly to the President.

### **Interim Executive Dean, SJC LI**

Dr. Wendy Turgeon is responsible for the academic programs and instructional activities, including the campus library. She serves as a member of the President's Cabinet and reports to the President concerning academic, faculty, fiscal and personnel matters.

### **Vice President for Enrollment Management, SJC LI**

Gigi Lamens reports directly to the President and is responsible for college recruitment and the oversight of the Admissions Office at SJC LI, and the Financial Aid Offices at SJC LI and SJC BK. The Vice President collaborates with the Office of Marketing and Communications on all recruitment advertising. Ms. Lamens serves as a member of the President's Cabinet and reports directly to the

President.

**Vice President for Student Life, SJC LI**

Dr. Rose Mary Howell is responsible for fostering a vibrant and diverse campus community where students have opportunities for dialogue, inquiry, service and leadership through programs, and experiences that are designed to enhance student development and create a holistic educational experience. The Vice President, who also serves as the Title IX Deputy Coordinator, oversees judicial affairs, club sports, Counseling, Wellness and Health Services, Campus Ministry, Career Development and Engagement, Student Accessibility Services and the Program for Access and Student Success (PASS), and the Center for Student Involvement, Leadership and Multicultural Programming which includes new student and parent orientation programs, FYE (First Year Experience), Evolve Leadership, the Student Government Association, student organizations/clubs and Greek Life. Dr. Howell serves as a member of the President's Cabinet and reports directly to the President.

**Interim Executive Dean, SJC BK**

Dr. Michael Hanophy is responsible for the academic programs and instructional activities, including the campus library. He serves as a member of the President's Cabinet and reports to the President concerning academic, faculty, fiscal and personnel matters.

**Vice President for Enrollment Management, SJC BK**

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 Cabinet and reports directly to the President.

**Vice President for Student Life, SJC BK**

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 enhance student development and create a holistic educational experience. The Vice President, who also serves as the Title IX Deputy Coordinator, oversees the following areas: the Office of Student Leadership and Involvement which includes Orientation Programs, and the Student Leadership Experience (SLE), Off-Campus Housing, Campus Ministry, Career Development, Counseling and Health Services, Multicultural Student Life, International Student Services, Judicial Affairs, First Year Experience, the Student Government Association, and the Council for the Arts. Ms. Van Arnam serves as a member of the President's Cabinet and reports directly to the President.

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

Shantey M. Hill-Hanna, 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 Cabinet and reports directly to the President.

## **SJC LONG ISLAND ADMINISTRATIVE SERVICES**

### **ACADEMIC CENTER**

**Main Lab: O'Connor Hall, N304 and N304A, Appointments, 631.687.1428; Information, 631.687.1426**

**Katie Blumenthal, Associate Director of the Academic Center**

**Math Lab: BT Building, B-12, Appointments/Information, 631.687.1425**

**Jayme Sewell, Associate Director of the Academic Center**

The Academic Center consists of two major student help centers: 1) the main Academic Center Lab offers tutoring in a variety of disciplines, skill development and writing assistance; and 2) the Math Lab offers tutoring in math, accounting and computer related courses. The Academic Center is open on Monday – Thursday from 9 am – 7:30 pm, and Friday – Saturday from 9 am – 3 pm. The Math Lab is open Monday – Thursday from 9 am – 6 pm, and Friday from 9 am – 3 pm. The Academic Center Lab offers tutoring in math, accounting and computer related courses on Saturday. All services are free. Walk-ins are accepted, however, students are encouraged to schedule appointments.

### **EXECUTIVE ACADEMIC DEAN**

**O'Connor Hall**

**Wendy Turgeon, Ph.D., Interim Executive Dean of the School of Arts and Sciences, 631.687.1272**

**Susan Pollock, Executive Assistant to the Executive Dean, 631.687.1272**

**Gail Lamberta, Ph.D., Associate Dean-Community Development, 631.687.1285**

**Amy Poland, Ph.D., Associate Dean-Online Learning, 631.687.1209**

**S. Karen Donohue, Assistant Dean for Student Engagement, 631.687.1278**

**Debra Zaech, L.M.S.W., Assistant Dean for Student Academic Services, 631.687.1282**

**Mary Herold, M.A., Assistant Dean for Student Academic Services, Preceptor, 631.687.1279**

### **OFFICE OF STUDENT ENGAGEMENT**

**O'Connor Hall, N303**

**S. Karen Donohue, Assistant Dean for Student Engagement, 631.687.1278**

**Gianna Hooper, Senior Administrative Assistant, 631.687.1277 (To schedule appointments.)**

This office coordinates academic events, including Investiture, Honors Convocation, SGA Induction, Baccalaureate and Graduation; monitors all academic scholarship recipients, and coordinates the St. Joseph's College Circle, a volunteer organization that provides service to the College and the local community. All undergraduate students are eligible to participate in the St. Joseph's College Service Circle.

### **OFFICE OF STUDENT ACADEMIC SERVICES**

**O'Connor Hall, N301**

**Debra Zaech, L.M.S.W., Assistant Dean for Student Academic Services, 631.687.1282**

**Mary Herold, M.A., Assistant Dean for Student Academic Services, 631.687.1279**

The office supports students in need of academic assistance, and those seeking college withdrawal, leave of absence, grade appeal and readmission.

### **ATHLETICS DEPARTMENT**

**John A. Danzi Athletic Center, Rm. 100**

**Shantey Hill-Hanna, Assistant Vice President/Sr. Director of Athletics, 631.687.1445**

**Melody Cope, Associate Athletic Director for Operations and Community Programs, 631.687.1436**

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

**631.687.5126 Rosemarie Brown, Assistant Athletic Director of Sport Programs, 631.687.1443**  
**Tyler Dowd, Assistant Director of Recreational Sports and Fitness, 631.687.1449**  
**Andrew Capitelli, Manager of Athletic Communications, 631.687.1437**  
**Lisa Komnik, Head Athletic Trainer, 631.687.1454**

The Athletics Department coordinates all extracurricular sports, including intercollegiate, intramural and recreational sport activities. For information, please see [www.sjcgoldeneagles.com](http://www.sjcgoldeneagles.com).

#### **CAMPUS MINISTRY**

**O'Connor Hall, Student Hospitality Lounge, Room 4**  
**Cristian Murphy, Director of Campus Ministry, 631.687.1466**

Campus Ministry supports the mission of St. Joseph's College by focusing on the personal, spiritual and moral development of students. The three pillars of Campus Ministry are:

1) Service:

Campus Ministry offers a wide variety of programs that focus on the rights, dignity and needs of every person, especially the poor and most vulnerable. Programs provide opportunities for students to participate in community service.

2) Spirituality:

Campus Ministry offers students the opportunity to develop their own spiritual journey, regardless of their faith, through various events and prayer services.

3) Social:

Campus Ministry provides a variety of activities and opportunities, including festive luncheons and community service projects, where students are encouraged to meet and build friendships with others.

For more information about Campus Ministry and Mass times on the SJC LI Campus, please call 631.687.1466.

#### **CENTER FOR STUDENT INVOLVEMENT, LEADERSHIP AND MULTICULTURAL PROGRAMMING**

**O'Connor Hall, Student Hospitality Lounge, Room 6**  
**Bryan Gill, Executive Director, 631.687.4590**  
**Hugo Morales, Assistant Director, 631.687.4589**  
**Magie Hassanin, Coordinator of Multicultural Programming, 631.687.4593**  
**Michelle Frati, Senior Administrative Assistant, 631.687.4598**

This center works closely with students, staff and faculty to provide a variety of on and off-campus co-curricular and extra-curricular activities, programs and events that provide opportunities for student development and enhancement of leadership, conflict resolution, and critical thinking skills. All student organizations and clubs, including SGA, CAB and SJC Radio, are monitored by the center. The center sponsors all orientation programs, FYE, the Evolve Leadership Program and campus-wide diversity and multicultural programs. Faculty, staff and student college ID cards are also processed and distributed by the center.

#### **COORDINATOR OF INNOVATIVE PROGRAMS**

**O'Connor Hall, N311**  
**Mark Hessler, Ph.D., Coordinator of Innovative Instruction, 631.687.2626**

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, N131E**

**Anna Malzone, Coordinator of the Council for the Arts, 631.687.1434**

The Council for the Arts is a group of volunteers from the college and the community who seek to foster and encourage an appreciation and enjoyment of the visual and performing arts through exposure to a variety of artistic experiences. Opportunities for active involvement as participants or informed as spectators are offered.

## **COUNSELING and WELLNESS**

**319 West Roe Boulevard, Patchogue**

**Mary Schultz, Ph.D., Director of Counseling Services, 631.687.4588**

**Jacqueline Hermida, Director of Wellness Services, 631.687.1246**

**Laurie McArdle, Assistant Director of Wellness Services, 631.687.1262**

**Nicole Cromer, Psychologist, 631.687.4588**

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

The Counseling and Wellness Center provides free and confidential services that support the holistic development of students. Prevention, outreach, education, and consultation services are available to students, faculty, and staff.

Counseling and Wellness services can be divided into the following 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

Students are encouraged to schedule an appointment at the center if they are experiencing difficulties that could compromise their ability to remain enrolled at St. Joseph's College. All services are free and confidential. No information is recorded on school records.

## **FINANCIAL AID**

**O'Connor Hall, N209A**

**Amy Thompson, Director of Financial Aid, Main Number: 631.687.2600**

This office assists students in assessing their financial need and in identifying available resources to meet their educational costs. The office administers federal, state and institutional grant programs, and assists with on-campus employment opportunities. Financial Aid counselors provide individual counseling to parents/family and students. All information is kept confidential.

## **HEALTH SERVICES**

**319 Roe Blvd, Patchogue, NY 11772**

**Kerry Smith Vall, R.N., Director of Health Services, 631.687.1259 (for information or to schedule an appointment)**

The Health Services Office is staffed by a registered nurse who works under the direction of a consulting physician. The following services are available to students:

- 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

In case of an emergency on campus:

Dial 3 from any on-campus phone, or

Use the Blue Light Emergency Phones located in all Parking Lots, or

Dial 911 from your mobile phone.

## **OFFICE OF INSTITUTIONAL ADVANCEMENT**

**Advancement Office, 1 Terry Street, Suite 2**

**Vice President for Institutional Advancement, 631.687.2658**

The office works closely with faculty and staff to support college initiatives that inform and strengthen public and private relationships. The office integrates fundraising, advancement services, and alumni relations, on the SJC BK and SJC LI campuses to expand the recognition, reputation and financial support of the college. Fundraising efforts enhance the campuses in the areas of scholarships and financial aid, increased academic programs, technology upgrades, library acquisitions, faculty enrichment, and capital improvements.

## **OFFICE OF INSTITUTIONAL RESEARCH AND PLANNING**

**Touhy Hall, SJC BK, Room 207**

**Allison List, Director of Institutional Research & Planning, 718.940.5770**

The major functions of the office are:

- Assist College administration in designing and implementing a plan to assess institutional

- effectiveness
- Serve as chief reporting official for federal/state and other external agents
- Work with college offices and IT to maintain data quality, provide longitudinal data and data analysis
- Design, develop and execute internal research projects to support the college mission, planning objectives and decision-making
- Provide information services to meet the needs of campus constituents and support teaching and learning assessment activities
- Administer surveys for data collection, analysis, and reporting
- Coordinate research efforts and assist in reporting research findings in the College

### **JOHN A. DANZI ATHLETIC CENTER**

**Shantey Hill-Hanna, Assistant Vice President & Senior Director of Athletics, 631.687.1445**

**Tyler Dowd, Assistant Director of Recreational Sports and Fitness, 631.687.1449**

**Danzi Center Desk, 631.687.1444 – [www.sjcnny.edu/danzi](http://www.sjcnny.edu/danzi)**

For information about the Danzi Athletic Center and the Golden Eagles Athletic Program, please visit the website as [www.sjcgoldeneagles.com](http://www.sjcgoldeneagles.com)

### **LIBRARY**

**The Callahan Library, 631.687.2630**

Located directly across from O'Connor Hall. <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.

The library supports the academic pursuits of 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, 631.687.4500**  
**Kathleen Magistro, Director of Undergraduate Admissions, 631.687.4536**  
**Office of Admissions, 631.687.4500**

The Office of Admissions provides applications, catalogs and brochures for student applicants. Online applications are also available. New transfer students may contact the office if they have questions about transfer credits.

Students have the opportunity to gain valuable work experience by working in the Office of Admissions. Students interested in providing campus tours for prospective students, assisting with major events, or visiting their former high schools or community colleges should contact the office.

#### **OFFICE OF ALUMNI ENGAGEMENT**

**Institutional Advancement Office, One Terry Street, Suite 2**  
**Paige Carbone, Director of Alumni Engagement, 631.687.2653**  
**Vicki Irwin, Executive Assistant of Alumni Engagement, 631.687.2675**  
**Taryn Kutujian, Associate Director, 631.687.2654**  
**Lisa Galasso, Assistant Director, 631.687.2652**

The Office of Alumni Engagement creates meaningful opportunities for 35,000 alumni on the SJC BK and SJC LI campuses. Alumni Engagement and the Alumni Association sponsor programs and special events, including student mentoring, seminars, career networking and reunions. The Alumni Association also provides scholarship assistance to relatives of alumni. Students are encouraged to get involved before they graduate.

#### **OFFICE OF BUSINESS AFFAIRS**

**O'Connor Hall, W302**  
**Matthew Brellis, Controller, 631.687.4561**

The office is responsible for general accounting and reporting, accounts payable, accounts receivable, institutional budgets, payroll accounting and reporting and ensuring compliance with institutional financial accounting policies and procedures and federal and state laws and regulations. The Controller reports to the Chief Financial Officer.

#### **OFFICE OF THE BURSAR**

**O'Connor Hall, N211**  
**Eric Seda, Bursar**  
**Roseann Russo, 631.687.4555**

The office is responsible for collecting tuition and fees from all registered students. Bills are sent electronically to students and payment can be made online through the Student Portal/Financial Information page. Bills are due by the first day of classes. Cash, checks, money orders and credit card

(VISA, MasterCard, Discover) payments are accepted online, in person and by mail. The office also addresses student account inquiries.

#### **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**

**Alice Baumer, Career Advisor, 631.687.1247**

The office assists students and alumni in exploring major program and career options, and clarifying and attaining career goals. Students receive assistance in interviewing and in writing a resume, cover letter and personal statement.

#### **OFFICE OF GLOBAL STUDIES**

**O'Connor Hall, Student Hospitality Lounge, Room 3**

**Linda Lubranski, Coordinator of Global Studies and Director of Academic Engagement, 631.687.1276**

**Lena Grasso, Administrative Assistant, 631.687.1280**

The office provides opportunities for students in all divisions to have a global learning experience that extends beyond the classroom. The office collaborates with faculty and other institutions, in order to provide short-term programs of one month or less, where students can earn degree credit for courses, taught partially or entirely, in another country. The office provides information, counseling, and contacts for students who desire to spend a semester or more at a foreign college or university.

#### **OFFICE OF GRADUATE MANAGEMENT STUDIES (GMS)**

**Business & Technology Center, Room 2-6**

**Mary Chance, Interim Director**

**Jean Dillon, Assistant Director for Academic Advisement, 631.687.1489**

The 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. The office also assists with advisement, registration, dropping and adding courses, leaves of absence, withdrawals, degree changes, alumni grants and graduation applications.

#### **OFFICE OF INTRAMURALS AND RECREATIONAL ACTIVITIES**

**John A. Danzi Athletic Center**

**Tyler Dowd, Intramurals Coordinator, 631.687.1449**

The Intramurals Program develops and sponsors sports programs and recreational activities for students who want to participate in non-intercollegiate athletics. 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, Student Hospitality Lounge, Room 5**  
**Rose Mary Howell, Ed.D., Vice President for Student Life, 613.687.4594**

This office is responsible for the planning, development, coordination and supervision of programs that support student learning outside of the classroom. The office provides assistance for students in crisis and students who are victims of Title IX.

**OFFICE OF MILITARY AND VETERAN SERVICES**  
**O'Connor Hall, Student Hospitality Lounge, Room**  
**Erin D'Eletto, Director 631.687.2678**  
**Veterans Resource Center and Lounge, Student Hospitality Lounge, Room 1, 631.687.1293**

The office supports, assists, and advocates for military-connected students, dependents, and their families from admission to career services and beyond. Significant programs and resources are provided that empower military-connected students to achieve academic success. The office endeavors to create a seamless transition to civilian life and to the college campus environment, which enhances the student experience.

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
- On – Campus active Student Veterans of America
- 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, 631.687.2671**  
**Daniel Valenza, Assistant to the Director of Physical Plant, 631.687.2496**  
**Kerry Colichio, Senior Administrative Assistant, 631.687.2672**

The office is responsible for all daily maintenance and supervision of buildings, grounds and learning environments.

**REGISTRAR – One Stop Service Center**  
**O'Connor Hall, N211**  
**Robert Pergolis, College Registrar**  
**Registrar's Office, 631.687.1400 or [registrar@sjcnv.edu](mailto:registrar@sjcnv.edu)**

The Registrar's office is responsible for maintaining the academic records of all students. The office issues transcripts, schedules courses and final exams, and provides the following services:

**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. If the faculty changes the grade and submits a Change of Grade Form, the Registrar corrects the transcript.

Students who want an **incomplete grade** should meet with the course professor. If the professor agrees to allow the student extended time to submit coursework, the professor should speak with the academic dean.

**Graduation:** Students can complete a Graduation Application on-line through WebAdvisor. Once the Graduation Application is submitted, a Graduation Audit is generated by the Registrar and emailed directly to the student's sjcny.edu address.

**Transcripts:** Current and former students can access information on requesting an official transcript: <http://www.sjcny.edu/long-island/official-transcript>

**Verification Letter for Enrollment:** Students can request a Verification Letter on-line through WebAdvisor.

**REGISTERING FOR CLASSES:** All students must see a faculty advisor in order to register. Your major determines your advisor. If you are undeclared you should meet with an advisor in the Advisement Center. If you have a major but you do not remember your advisor: go to *WebAdvisor* on the portal, click *Registration*, click *Student Planning*, click *Go To Plan A Schedule*, click *Advising*.

Students register using Web Registration. Once you and your advisor agree on 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 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 and initials. 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 College 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.

You may access the Web Registration site through the St. Joseph's College website at [www.sjcny.edu](http://www.sjcny.edu). This can be done through any computer with Internet access by following these simple instructions:

- Log on to [www.sjcny.edu](http://www.sjcny.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 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 make sure that you do not have any holds that will prevent you from registering. Any of one of the following points listed below will prevent you from registering:

- Trying to register at a time other than your assigned time. Your registration time can be found in Student Planning.
- 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.
- 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).
- Trying to register for a course without receiving the appropriate permission, if required. 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.

#### 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 within specific withdrawal dates.

### **SCHOOL OF PROFESSIONAL & GRADUATE STUDIES ADMISSIONS**

**O'Connor Hall, N209B**

**Christina Seifert, Director of Graduate and Professional Studies Admissions, 631.687.4525**

**Office of Admissions, 631.687.4501**

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.

### **OFFICE OF STUDENT SUCCESS**

**O'Connor Hall, N301**

**Mary Herold, Assistant Dean, 631.687.1279**

**Debra Zaech, L.M.S.W., Assistant Dean for Student Academic Services, 631.687.1282**

**Office Fax: 631. 447-3624**

The office addresses the following academic concerns: academic development, ADC reinstatement contracts, early alerts, leave of absences, college withdrawals, incompletes, and make-up exams and provides handouts and applications for incompletes, permission for off-campus courses, credit overload, change of majors, transfer of campus, CASAC Practicum/Internship, and DSST/CLEP Proficiency Exams. Assistance is offered to students seeking information related to academic policies, student grievances, plagiarism, and academic dishonesty. Referrals are also made for the Academic Center, the Math Lab, 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**

In the case of an emergency, call 911 (9+911 from a Campus Phone); Contact Security also by calling 631.687.2424 (24 Hr. Hotline) or cell 917.209.3625 (during a power failure or text, if unable to talk); or Press the Red Button on any Blue Light Box (located in the Parking Lots), or Dial 3 on any Campus Phone. Security provides emergency medical response, campus safety, vehicle assistance (jump start, gas, flat tire), locksmith services, directions, escorts and transportation, and parking lot surveillance.

**STUDENT ACCESSIBILITY SERVICES**

**O'Connor Hall, N215**

**Lucianna Basilice, Ed.D., Director of Student Accessibility Services, 631.687.2403**

**Antonetta Dente-Bostinto, Assistant to the Director, 631.687.1257**

Student Accessibility Services works with the Academic Center and the faculty, to provide appropriate support services and accommodations for students who are ADA eligible, to ensure their college success. Students may schedule an appointment to submit their documentation and to complete an Intake Form.

## **GENERAL INFORMATION**

### **ACADEMIC ADVISEMENT AND PROGRAMMING**

During the first year, all students are assigned an academic advisor. If you have declared your major, your advisor will be a faculty member in your major academic department. If you have not declared a major, your advisor will be in the Advisement Center.

### **ACADEMIC POLICIES**

The College Catalogue, which is available online on the College website ([www.sjcny.edu](http://www.sjcny.edu)) and in the Office of the Registrar, Room N211, contains information on all college academic policies.

### **ACCIDENTS**

All SJC undergraduate and graduate students are covered under the **Student Accident Insurance Plan** while enrolled. Brochures are available in the Center for Student Involvement, O'Connor Hall, Student Hospitality Lounge.

### **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.

### **ATM MACHINE**

The ATM machine is located in O'Connor Hall, 1<sup>st</sup> floor, near the elevator.

### **BARNES & NOBLE BOOKSTORE**

The bookstore offers books, school supplies, college clothing and sundries. O'Connor Hall, 1<sup>st</sup> floor.

### **CALENDAR OF COLLEGE EVENTS AND ACTIVITIES**

The calendar is located on the Student Involvement and Leadership (LI) Portal page.

### **CHAPEL**

The chapel is available for prayer services, weekly liturgies and for personal meditation and prayer. O'Connor Hall, E203A.

### **COPY MACHINES**

Copy machines are available in O'Connor Hall, 2nd floor Student Lounge and Golden Eagles Nest Cafeteria.

### **DRUGS**

The unlawful possession, use and sale of marijuana, hallucinogens and other drugs are not allowed on campus. Students who fail to comply are in violation of the Code of Student Conduct.

### **ELEVATORS**

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

## **FUND RAISING POLICY**

All fundraising activities must be approved. Please see the Fund Raising Procedures in the SGA Constitution.

## **GRADUATION INFORMATION**

Undergraduate and graduate commencement information can be found on the Student Portal under Student Services, Graduation.

## **ID CARDS**

Every enrolled student must have an official college ID card. The Center for Student Involvement, Leadership and Multicultural Programming is responsible for taking ID pictures and distributing ID cards. The ID card, also known as the One Card, can be used to print, to purchase food on campus, to use library resources, to enter the Danzi Athletic Center, to vote in student elections, and to purchase and sell back books in the college bookstore. There is a \$15 fee to replace a lost card.

## **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 Laurie McArdle, Asst. Director of Wellness, by email [lmcardle@sjcnyc.edu](mailto:lmcardle@sjcnyc.edu), telephone 631.687.1262, or in-person visit to the Counseling and Wellness Center at 319 West Roe Boulevard.

## **SAGE DINING SERVICE**

Food service is provided on campus by Sage Dining Services. The Golden Eagles Nest cafeteria, located in O'Connor Hall, 1<sup>st</sup> floor, and the Golden Eagles Perch Café, located in O'Connor Hall, 3<sup>rd</sup> floor, offers a variety of foods, made and baked fresh on the premises, and beverages, including Starbucks beverages.

## **LOST AND FOUND**

The lost and found is located in Security, O'Connor Hall, N229.

## **MAILBOXES**

Mailboxes for SGA executives, CAB officers, club presidents and class representatives are located in the Student Hospitality Lounge, O'Connor Hall, 2<sup>nd</sup> floor.

## **PARKING**

Parking information can be obtained from Security in O'Connor Hall, N229, or on the Student Portal

under College Resources, Security LI.

**POSTING POLICY**

All posters are to be placed on appropriately designated bulletin boards after approval by the Center for Student Involvement, Leadership and Multicultural Programming. No posters or signs are permitted on glass windows or doors. Posters that are not approved or displayed in unauthorized locations will be removed. Event posters should be removed within one business day after the event by the person responsible for the event.

**SHEA CONFERENCE ROOM**

The Shea Conference Room, located in O'Connor Hall, E117, is available by advance reservation for special meetings, lectures and guest speakers.

**STUDENT HOSPITALITY LOUNGE**

The Student Lounge, located in O'Connor Hall, 2<sup>nd</sup> floor, contains vending machines, charging stations, a print kiosk, and a flat screen.

**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.

**STUDENT GOVERNMENT ASSOCIATION/CAB OFFICE**

The SGA/CAB Office, located in O'Connor Hall, 2<sup>nd</sup> floor, is used by SGA executives, class representatives, and members of the Student Senate to conduct Student Government business.

## 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.
- 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.
- 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 the Danzi Gymnasium meet in the O'Connor Hall Auditorium. If the emergency is in any other building meet in the Danzi Gymnasium.

**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. Exit if possible. If it is not possible, bring the person to the stairwell or landing farthest from the danger and call 911 with his/her location; then call Security. Should the need arise to evacuate buildings, faculty or staff members are asked to be aware of the following information:

**Escape Chairs:**

**Escape rescue chairs are located in the following areas:**

- O'Connor Hall 3<sup>rd</sup> floor, stairwell 9 (far North wing).
- O'Connor Hall 3<sup>rd</sup> floor, stairwell 4 (far West wing).
- Library 3<sup>rd</sup> floor in FACP room within offices.
- BT building 2<sup>nd</sup> (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:**

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> 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, 1<sup>st</sup> Floor & 2<sup>nd</sup> 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:
  - Flammable Materials, (wood, paper, etc.).
  - Flammable Liquids
  - 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 reason 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.
  - Do Not move the injured person, unless they are in danger (pool, fire, etc.).
  - 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.
- 2<sup>nd</sup> Floor O'Connor Hall on the wall next to the desk at door #7 by the flagpole.
- 1<sup>st</sup> 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
- Counseling and Wellness Center, Nurse's Exam Room.

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.sjcnj.edu](http://www.sjcnj.edu)
- The campus switchboard: 631.687.5100

## **FINAL EXAM INFORMATION**

**Please refer to the SJC College catalog for information on final exam procedures.**

### **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, Student Accessibility Services, Campus Ministry, the Center for Student Involvement, Leadership and Multicultural Programming, 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, founded in 1920 as the Undergraduate Association, is comprised of all students who pay the prescribed student activity fee. It is vested with all the powers granted by the administration to the student body.

### **BRANCHES OF STUDENT GOVERNMENT ASSOCIATION**

**THE EXECUTIVE BRANCH** of the Student Government Association is comprised of the President, Vice President, Secretary, and Treasurer. It reserves right to initiate action of any matter of students' interest, but is not empowered to make independent decisions. It regulates leadership for the senate and coordinates activities facilitated by all student clubs and organizations. Additionally, it conducts elections in accordance with the procedures established by the Student Government Association Constitution.\*

**THE LEGISLATIVE BRANCH** of the Student Government Association (the Student Senate) is comprised of all Student Government Executives, the Program Coordinator of the Campus Activities Board, and a voting member from each student club and organization. This branch admits new organizations to Student Government, approves the constitutions of all organizations under its jurisdiction, establishes the amount of the student activities fee, and authorizes legislation for all matters concerning student activities.\*

**THE JUDICIAL BRANCH** of the Student Government Association follows all rules and regulations set forth by the Student Code of Conduct (refer to the table of contents for more information).\*

\*All branches fall under the directorship of the current Executive Director of the Center for Student Involvement, Leadership and Multicultural Programming.

## **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.

### **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 on the Student Involvement portal.

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 Center for Student Involvement, Leadership & Multicultural Programming and the Student Government Association, which full-time or part-time faculty/staff member will be the organization's moderator/advisor.
3. Prepare a club constitution. Samples of club constitutions are available in the SGA Office.
4. Complete the forms (New Club Proposal) 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.

## **STUDENT ORGANIZATIONS**

The following organizations are subject to SGA jurisdiction and regulations:

Accounting Society  
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)  
Chemistry Club  
Child Study Club/CEC (Council for Exceptional Children)  
Criminal Justice Club Dance Club  
Dance Team (Club Sport)  
Delta Kappa Epsilon (International Fraternity)  
Delta Phi Epsilon (National Sorority)  
Diversity Union (Celebrates All Cultures)  
Drama Society  
English Club  
Equestrian Team (Club Sport)  
Finance and Investment Club  
Habitat for Humanity  
History Club  
HTM Club (Hospitality Tourism Management Club)  
Kappa Beta Gamma (National Sorority)  
Latin Dance Club  
LGBTQA  
MATRIX (Math & Computer Science)  
National Panhellenic Council  
Nicaragua Project  
NSSLHA/Speech Pathology Club (National Student Speech Language Hearing Association)  
Peer Health Educators  
Political Science Club  
Pre-Health Club  
Project Sunshine  
Psychology Club Recreation Club Relay for Life  
Roller Hockey Team (Club Sport)  
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  
Sociology Club  
STARS (Students Taking an Active Role in Society)  
Student Veterans of America (SVA)  
Talon (Student Newspaper)  
The I.N.N. (The Individual Needs Network)  
Theta Phi Alpha (National Sorority)

## **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.

Parent Orientation: Parents of incoming students 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: An annual event, organized by Campus Ministry, centered on helping the community through acts of service and kindness.

New Student Orientations: 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 first year, 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**

For information on SJC LI Athletics, please refer to [www.sjcgoldeneagles.com](http://www.sjcgoldeneagles.com).

# CODE OF STUDENT CONDUCT

## I. Introduction

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.

### A. Rationale

In support of the mission of the College to provide a strong academic and value-oriented education, all students are expected to adhere to and comply with College policies and regulations that promote an environment of dignity, respect, and safety for all members of the College community.

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, through the SJC online platform, 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. Glossary of Terms

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

**College Administrative Hearing** – The Vice President of Student Life, as chief Conduct Officer, meets with parties involved in an alleged violation of the Code of Student Conduct and renders a decision.

**College Hearing Panel (CHP)** – a panel consisting of faculty, staff, and students convened to hear information regarding the alleged conduct violation of a student. The student may 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.

**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.

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

**Sexual assault** – Please reference the St. Joseph’s College [Gender-Based Misconduct Policy and Procedures](#).

**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.*

Prohibited behaviors include: Drinking or being in possession of any alcoholic beverage in public or private areas of College premises or any college related facility 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. 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*

Refer to the [Gender-Based Misconduct Policy and Procedures](#), page 4.

**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.

### **E. 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.

### **F. 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.

### **G. 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 or college related premises.

#### **H. 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.

#### **I. 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.

#### **J. 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.

#### **K. 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.

#### **L. 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.

### **M. 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, including whipping, paddling, beating, tattooing, branding, exposure to the elements.

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

### **N. 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. No student may threaten to use force to inflict bodily harm upon any other person.

### **O. 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.

### **P. 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.
- o smoking in any College building or parking lots.

**Q. 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.

**R. 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.

**S. 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.

**T. 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.

#### **U. 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.

#### **V. 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 “WD” 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 “WD” 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.

### **Notices**

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, counselor or the College Advisor/Advocate will not be allowed in the Conduct Conference meeting. Only the respondent may request, in writing, the rescheduling of the Conduct Conference meeting; requests made by third parties, including counsel, will not be honored.

### **College Administrative Hearing**

The Vice President for Student Life, as the College's Conduct Officer, will meet with parties involved in the incident, including the complainant, the respondent, and witnesses, if necessary, and will render a decision. The respondent may choose to have an Administrative Hearing held immediately after their initial Conduct Conference. If the respondent chooses to have the Administrative Hearing at another time, the meeting must occur within three (3) business days of the initial Conduct Conference meeting. If the Conduct Officer determines that a preponderance of information indicates that the respondent is responsible for violating the Code of Student Conduct, the Conduct Officer will then issue appropriate sanctions, and applicable stipulations, to the respondent. The outcome will be electronically delivered within five (5) business days of the College Administrative Hearing. The respondent may appeal the Conduct Officer's decision. Instructions on filing an appeal will be provided to the student in writing within the outcome letter.

The respondent will also be informed in writing if the Conduct Officer determines that he or she is not responsible for any violation of the Code of Student Conduct. Administrative Hearings will be attended only by the Conduct Officer, the accused student, and an Advisor/Advocate, if one is chosen.

### **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/or 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 or 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.

## **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, not to seem," St. Joseph's College 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.*

## **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.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:

- a. Unit letterhead and commander contact information; and,
- b. 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 Academic 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](mailto: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](mailto:ocueinfo@mail.nysed.gov)  
<http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.htm>

For information on who to contact at the College please call 631.687.2677.

## 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 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: \_\_\_\_\_  
(To be held confidential by the Dean)

Tel: \_\_\_\_\_

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. POLICIES REGARDING STUDENTS WITH DOCUMENTED DISABILITIES**

St. Joseph's College prohibits any form of discrimination in educational programs, admissions policies, employment policies, financial aid, or other school administered programs, against any person based on disability. This policy is in compliance with the Americans with Disabilities Act (1990), Section 504 of the Rehabilitation Act (1973), and other applicable federal and state statutes.

### **STUDENT RESPONSIBILITIES:**

It is the responsibility of all students with documented disabilities to identify themselves to the Office of Student Accessibility Services and to request the accommodations that may be necessary. Students requesting accommodations must present medical documentation verifying the disability.

Students are expected to cooperate in acquiring assistance from outside agencies and organizations such as Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR).

### **Long Island Coordinator:**

Dr. Lucianna Basilice – O'Connor Hall, N215, 631.687.2403

Antonetta Dente Bostinto – O'Connor Hall, N215, 631.687.2403

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

### **COLLEGE RESPONSIBILITIES:**

#### **Academic Accommodations**

St. Joseph's College recognizes its responsibility to make reasonable accommodations in 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. Academic requirements that are essential to the course of instruction, or directly related to any licensing requirements are not considered discriminatory.

#### **Examinations**

Methods used to evaluate the achievement of students with sensorimotor or speech impediments, are 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 disability.

#### **Auxiliary Aids**

St. Joseph's College recognizes its responsibility to make auxiliary aids available in order 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.

### **GRIEVANCE PROCEDURE IN COMPLIANCE WITH SECTION 504:**

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 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 631.687.2403 and register for accommodations.
- Upon submitting appropriate documentation to the Office of Student Accessibility Services, 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 course faculty of accommodations as determined by the Office of Student Accessibility Services by providing each faculty with a *Faculty Notification Form*.
- If a student wishes to make a formal complaint, they should send an email to Dr. Lucianna Basilice at [LBasilice@sjcny.edu](mailto:LBasilice@sjcny.edu), Director of the Office of Student Accessibility Services.
  - 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.

**\*\*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.**”

#### **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.

### **III. 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

#### **IV. 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.

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 Code of Student Conduct.

## **VIII. 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 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, 631.831.4280

### **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).

## **GENDER-BASED MISCONDUCT POLICY AND PROCEDURES**

Title IX of the Education Amendments of 1972 prohibits sex discrimination in programs or activities that receive federal financial assistance. Consistent with this mandate, the College is committed to fostering a climate free from sexual and gender-based discrimination, harassment and violence, intimate partner violence and stalking.

St. Joseph's College prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity or expression, national origin, disability, military or veteran status, genetic characteristics, domestic violence victim status, criminal conviction or any other legally-protected status in the administration of its programs and activities, including education, employment, admissions athletics and this policy.

The comprehensive SJC [Gender-Based Misconduct Policy and Procedures](#) can be accessed here.

### **STUDENTS' BILL OF RIGHTS**

**If you have been the victim of sexual misconduct (sexual assault, domestic violence, dating violence, and/or stalking) you have the right to:**

1. Make a report to local law enforcement, State Police or College Security.

**To Contact local and State Law Enforcement**

911 from any location or 9 + 911 from any campus phone  
NYSP Campus Sexual Assault Victims Unit 844.845.7269, LI  
NYPD Special Victims Division 646.610.7272, BK

**To Contact St. Joseph's College Security, Long Island Campus**

631.687.2424 or 917.209.3625

Or Dial 3 from any campus phone

or press the red button on any Blue Light Box

**To Contact St. Joseph's College Security, Brooklyn Campus**

646.208.4597 or 646.996.7917

Or Dial 6 from any campus phone

2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution.
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.

6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution.
9. Have access to at least one level of appeal of a determination.
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process.
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice or judicial or conduct process of the institution.

## **RESOURCES FOR VICTIMS OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING**

**If you have been the victim of sexual misconduct (sexual assault, domestic violence, dating violence, and/or stalking), you may contact the Title IX Coordinator or any Deputy Coordinator listed below for PRIVATE REPORTING.**

### **Title IX Coordinator for St. Joseph's College:**

D'adra Crump, Executive Director of Human Resources  
 245 Clinton Ave, Tuohy Hall, Suite 109, Brooklyn, NY 11205  
[dcrump@sjcny.edu](mailto:dcrump@sjcny.edu) or 718.940.5869

### **Deputy Title IX Coordinators:**

Rose Mary Howell, Ed.D  
 Vice President for Student Life  
 155 W. Roe Boulevard Patchogue, NY 11772  
 O'Connor Hall, SHL, Room 5  
[rmhowell@sjcny.edu](mailto:rmhowell@sjcny.edu)  
 631.687.4594

Sherrie Van Arnam  
 Vice President for Student Life  
 245 Clinton Ave Brooklyn, NY 11205  
 Tuohy Hall, Student Life Suite, Room 101B  
[svanarnam@sjcny.edu](mailto:svanarnam@sjcny.edu)  
 718.940.5754

Anthony Costagliola  
 Assistant to the Director of Benefits Administration  
 155 W. Roe Boulevard Patchogue, NY 11772  
 O'Connor Hall, Room E217  
[acostagliola@sjcny.edu](mailto:acostagliola@sjcny.edu)  
 631.687.4513

Matthew Kubacki, Ed.D.  
 Associate Dean for Student Success  
 245 Clinton Avenue, Brooklyn, NY 11205  
 McEntegart Hall, 1st floor  
[mkubacki@sjcny.edu](mailto:mkubacki@sjcny.edu)  
 718.940.5314

**You may contact any staff resource listed below for CONFIDENTIAL REPORTING.**

Dr. Mary Schultz, Director, Counseling Services  
Center for Wellness  
319 Roe Blvd, Patchogue, NY 11772  
[mschultz@sjcny.edu](mailto:mschultz@sjcny.edu) or 631.687.4588

Jacqueline Hermida, Director, Wellness  
Center for Wellness  
319 Roe Blvd, Patchogue, NY 11772  
[jhermida@sjcny.edu](mailto:jhermida@sjcny.edu) or 631.687.1246

Kerry Vall, Registered Nurse  
Center for Wellness  
319 Roe Blvd, Patchogue, NY 11772  
[kvall@sjcny.edu](mailto:kvall@sjcny.edu) or 631.687.1259

Cristian Murphy, Director, Campus Ministry  
O'Connor Hall, SHL, Room 4  
155 W Roe Blvd, Patchogue, NY 11772  
[cmurphy3@sjcny.edu](mailto:cmurphy3@sjcny.edu) or 631.687.1467\

Fr. Francis Pizzarelli, Chaplin  
O'Connor Hall  
155 W Roe Blvd, Patchogue, NY 11772  
[fpizzarelli@sjcny.edu](mailto:fpizzarelli@sjcny.edu) or 631.687.2688

S. Susan Wilcox, Director, Campus Ministry  
Tuohy Hall, LL  
245 Clinton Ave, Brooklyn, NY 11205  
[swilcox@sjcny.edu](mailto:swilcox@sjcny.edu) or 718.940.5805

Dr. Anissa Moody, Director, Counseling Services  
Tuohy Hall, Room 215  
245 Clinton Ave, Brooklyn, NY 11205  
[amoodu@sjcny.edu](mailto:amoodu@sjcny.edu) or 718.940.5853

Sam Lee, Mental Health Counselor  
Tuohy Hall, Room 201A  
246 Clinton Ave, Brooklyn, NY 11205  
[slee@sjcny.edu](mailto:slee@sjcny.edu) or 718.940.5357

Joan Carrig Collins, Registered Nurse  
Tuohy Hall, Room 202  
245 Clinton Ave, Brooklyn, NY 11205  
[jcarrig@sjcny.edu](mailto:jcarrig@sjcny.edu) or 718.940.5805

**OFF – CAMPUS RESOURCES and 24 HOUR CONFIDENTIAL HOTLINES**

Crime Victims Center: 631.689.2672 or 24 Hour Line 855.736.5847

Gay & Lesbian Anti-Violence Hotline 212.714.1141

New York State Domestic Violence Hotline: 800.942.6906

New York State Office of Victim Services: 800.247.8035 or [www.ovs.ny.gov](http://www.ovs.ny.gov)

New York State Police 24 Hour Hotline: 844.845.7269

NYC Domestic Violence Hotline: 800.621.4673

RAPE Crisis Hotline: 914.345.9111

Safe Horizon's Hotline: 212.577.7777

Safe Horizon's Rape/Sexual Assault & Incest Hotline 212.227.3000

VIBS Rape 24 Hour Hotline: 631.360.3606

## SCHOOL CLOSING INFORMATION

### **SEVERE WEATHER CONDITIONS**

St. Joseph's College recognizes its responsibility for the safety of individuals associated with the College in the event of severe weather conditions. Severe weather can be defined as any hazardous weather event that may pose a threat to life and/or property. In the event of severe weather conditions or other emergencies, the Executive Deans on both campuses will determine whether or not the College will close early or if classes will be canceled or delayed.

College administration routinely monitors local weather conditions and reports when weather becomes hazardous or threatening. In the event the College is forced to close due to an emergency situation, information will be posted to the College [website](#), [portal](#), social media pages ([Facebook](#) and [Twitter](#)) and the main campus telephone numbers (Long Island - 631.687.5100 or Brooklyn - 718.940.5300). A text message will also be transmitted to all students, faculty, administration and staff. If you are not already registered to receive text messaging alerts (or you want to change your notification number), please log into the [MySJC portal](#) and look for the Enroll/Update link in the box at the top of the main page to sign up.

### **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.

## CAMPUS PHONE DIRECTORY

<u>Office/Department</u>	<u>Phone Number</u>	<u>Location</u>
<b>SJC Long Island (Main Number)</b>	<b>631.687.5100</b>	<b>2<sup>nd</sup> Floor Lobby</b>
Academic Advising Center	631.687.1497	O'Connor, N302
Admissions and Enrollment Management	631.687.4500	O'Connor, Main Lobby
Academic Center	631.687.1428	O'Connor, N304 & N304A
Alumni Relations	631.687.2652	1 Terry St. Patchogue
Bookstore (Barnes & Noble)	631.447.2018	O'Connor, 1 <sup>st</sup> Floor
BSN Department/Nursing	631.687.5186	O'Connor, N329
Business Affairs – Bursar	631.687.4570	O'Connor, N211
Cafeteria (Eagles Nest)	631.687.2481	O'Connor, Cafeteria
Callahan Library	631.687.2636	O'Connor, Callahan Library
Campus Ministry	631.687.1467	O'Connor, SHL, Room 4
Career Development and Engagement	631.687.1248	O'Connor, E301
Center for Community Solutions	631.687.2402	O'Connor, N320A
Center for Student Involvement, Leadership and Multicultural Programming	631.687.2602	O'Connor, SHL, Room 6
Clare Rose Playhouse	631.654.0199	Clare Rose Playhouse
College Psychologist	631.687.4588	319 Roe Boulevard
Financial Aid	631.687.2600	O'Connor, N209A
General Studies Program	631.687.2673	Great River, GR208
Global Studies Office	631.687.1276	O'Connor, SHL, Room 3
Graduate Management Studies	631.687.1488	BT Building/2 <sup>nd</sup> Floor
Math Lab (Academic Center)	631.687.1425	BT B-12
Military and Veteran Services/Resource Center	631.687.2674	O'Connor, SHL, Rooms 1 & 2
Institutional Advancement	631.687.2656	1 Terry St. Patchogue
John A. Danzi Athletic Center	631.687.1444	Athletic Center
Office of the President	631.687.5143	O'Connor, E204
Office of the Executive Dean	631.687.1272	O'Connor, E207
Physical Plant Office	631.687.2672	O'Connor, N107
Registrar's Office (Scheduling/Registration)	631.687.1400	O'Connor, N211
Security (Parking)	631.687.2699	O'Connor, N229
SJC Online	631.687.1418	Great River, GR204
Student Accessibility Services	631.687.2403	O'Connor, N215
Student Engagement and Scholarship Retention	631.687.1277	O'Connor, N303
Student Success Office	631.687.1492	O'Connor, N301
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	631.687.4595	O'Connor, SHL, Room 5
<b>STUDENT OFFICE DIRECTORY</b>		
Student Government Association (SGA)	631.687.1408	O'Connor, SHL Room 7
Campus Activities Board (CAB)	631.687.1409	O'Connor, SHL Room 7
<b>SJC BROOKLYN</b>		
<b>SJC Brooklyn (Main Number)</b>	<b>718.940.5300</b>	

## COLLEGE RESOURCES INDEX

Information	Office/Department	Room	Phone Number
Academic Advisement Issues	Advisement Center	O'Connor, N302	631.687.1497
Academic Instructional Labs	Academic Center	O'Connor, N304	631.687.1426
Academic Issues	Academic Dean	O'Connor, E207	631.687.1272
	Academic Services	O'Connor, N301	631.687.1492
Accident Reports (Students)	VP Student Life Office	O'Connor, SL#5	631.687.4595
Activities on Campus	Student Involvement	O'Connor, SL#6	631.687.2602
Adding/Dropping a Course	Registrar's Office	O'Connor, N211	631.687.1400
Admissions Information	Admissions	O'Connor, 1 <sup>st</sup> Fl.	631.687.4500
Alumni Information	Alumni Office	1 Terry Street	631.687.2653
Athletics Information	Athletic Center	Danzi Center	631.687.1444
Bills/Fees/Payments	Business Affairs-Bursar	O'Connor, N211	631.687.4570
Blood Drive Information	Student Involvement	O'Connor, SL#6	631.687.2602
Book Buy>Returns	Barnes & Noble	O'Connor, N102	631.447.2018
Clubs	Student Involvement	O'Connor, SL#6	631.687.2602
Campus Activities Info	CAB Office	O'Connor, SL#7	631.687.1409
Career Information	Career Development	O'Connor, E301	631.687.1248
Catalogs/Course Offerings	Registrar's Office	O'Connor, N211	631.687.1400
Chapel	Campus Ministry	O'Connor, E203A	631.687.1466
Club Information	SGA Office	O'Connor, SL#7	631.687.1408
College Ring Information	Student Involvement	O'Connor, SL#6	631.687.2602
Community Service Information	Campus Ministry	O'Connor, SL#4	631.687.1466
Computer Labs	BT Building & Library	O'Connor	
Counseling Appointments	Center for Wellness	319 Roe Blvd.	631.687.1262
Deans Service Circle	Student Engagement	O'Connor, N303	631.687.1277
Diversity Initiatives	Student Involvement	O'Connor, SL#6	631.687.4593
Emergencies	Security Office	O'Connor, N229	631.687.2699
Escort to Car	Receptionist	O'Connor, 2 <sup>nd</sup> Fl.	631.687.5100
Financial Aid Assistance	Financial Aid	O'Connor, N209A	631.687.2600
First Aid Supplies	Student Health Services	319 Roe Blvd.	631.687.1259
Food Services	Eagles Nest Cafeteria (Sage)	O'Connor, 1st Fl.	631.687.2481
	Golden Eagles Perch Cafe	O'Connor, 3 <sup>rd</sup> Fl.	631.687.2498
General Graduate School Info	Career Development	O'Connor, E301	631.687.1248
Graduation Information	Student Engagement	O'Connor, N303	631.687.1277
Health Emergencies	Security Office	O'Connor, N229	631.687.2699
	Student Health Services	319 Roe Blvd.	631.687.1259
I.D. Photos	Student Involvement	O'Connor, SL#6	631.687.2602
Immunization Files	Center for Wellness	319 Roe Blvd.	631.687.1262
Internships	Career Development	O'Connor, E301	631.687.1248
Intramural Sports	Athletics	Danzi Center	631.687.1444
Job Information	Career Development	O'Connor, E301	631.687.1248
Leaves of Absence (Personal)	Student Success	O'Connor, N301	631.687.1281
Library Information	Callahan Library	Callahan Library	631.687.2636
Lights and Sound for Auditorium	Lights and Sound Office	O'Connor, Auditorium	631.687.5120

Loans	Financial Aid Office	O'Connor, N209A	631.687.2600
Lost and Found	Security Office	O'Connor, N229	631.687.2699
Mailboxes	Receptionist	O'Connor, Lobby	631.687.5100
Medical Assistance	Security Office	O'Connor, N229	631.687.2699
Medical Leaves of Absence	Center for Wellness	319 Roe Blvd.	631.687.1262
Mount Carmel Bus Schedules	Security Office	O'Connor, N229	631.687.2699
MTA/LIRR Schedules	Security Office	O'Connor, N229	631.687.2699
Off-Campus Trips	CAB Office	O'Connor, SL#7	631.687.1409
Outreach Information	Campus Ministry	O'Connor, SL#4	631.687.1466
Parking Permits & Tickets	Security Office	O'Connor, N229	631.687.2699
Photo Copies (Students)	Student Hospitality Lounge, Cafeteria & Library		
Play & Theatre Information	Clare Rose Playhouse		631.654.0199
Posting Approval	Student Involvement	O'Connor, SL#6	631.687.2602
Psychologist	Center for Wellness	319 Roe Blvd.	631.687.1262
Recreational Activities	Intramurals Office	Danzi Center	631.687.1444
Registration	Registrar's Office	O'Connor, N211	631.687.1400
Schedule of Classes	Registrar's Office	O'Connor, N211	631.687.1400
Scholarship Information	Student Engagement	O'Connor, N303	631.687.1277
Spiritual Events	Campus Ministry	O'Connor, SL#4	631.687.1466
Student Publications	Student Involvement	O'Connor, SL#6	631.687.2602
Security	Security Office	O'Connor, N229	631.687.2699
Senior Portraits	Student Involvement	O'Connor, SL#6	631.687.2602
Social Events	Student Involvement	O'Connor, SL#6	631.687.2602
Student Activities Information	Student Involvement	O'Connor, SL#6	631.687.2602
Student Government Information	SGA Office	O'Connor, SL#7	631.687.1408
Study Abroad Information	Global Studies Office	O'Connor, SL#3	631.687.1280
Students with Disabilities	Student Accessibility Serv.	O'Connor, N215	631.687.1257
This Week at SJC!	Student Involvement	O'Connor, SL#6	631.687.2602
Transcript Requests	Registrar's Office	O'Connor, N211	631.687.1400
Tuition	Business Affairs-Bursar	O'Connor, N211	631.687.4570
Tutoring Help	Academic Center	O'Connor, N304	631.687.1426
Volunteer Projects	Student Involvement	O'Connor, SL#6	631.687.2602
	Campus Ministry	O'Connor, SL#4	631.687.1466
Wellness Information	Center for Wellness	319 Roe Blvd.	631.687.1262
Writing Coordinator	Academic Center	O'Connor, N304	631.687.1426
Work Study Information	Financial Aid Office	O'Connor, N209A	631.687.2600