

STUDENT
HANDBOOK

2015-16

MANHATTANVILLE COLLEGE
STUDENT HANDBOOK & CODE OF CONDUCT



Manhattanville COLLEGE

Dear Manhattanville Students:

Welcome to Manhattanville College's Student Handbook for 2015 – 2016. I hope you, as a Manhattanville Valiant, find this publication to be a valuable and useful resource. This Student Handbook and Code of Conduct contain policies, resources for student success, and general information on campus life. As a member of our community, you are responsible for adhering to these policies. I strongly encourage you to thoroughly review the handbook and gain a full understanding of our expectations.

Manhattanville recognizes students as our first priority, and, like all administrators, staff, and faculty, we are here to help support and guide you through your academic and personal growth. As students, be sure to take steps to become and stay involved and engaged both in and out of the classroom. Explore our diverse living and learning community, demonstrate respect for yourself and others around you, and you will make the most of your college experience.

Please feel free to stop by my office, on the second floor of Reid Castle if you have any questions. I look forward to getting to know you and hope you become an involved participant in the Manhattanville College community.

Have a great year!

Sincerely,

Sharlise Smith-Rodriguez

Sharlise Smith-Rodriguez
Dean of Students

**Manhattanville College Important
Telephone Numbers Off-Campus Dial
(914)-323-plus extension**

OFFICE	EXTENSION
Academic Advising	5353
Academic Resource Center	5474
Admissions	5464
Athletics	7285
Bookstore	5323
Campus Safety	7233/888
Career Development	5484
Center for Student Success	5463
Chartwells	5395
Chartwells Catering	5396
Commuter Affairs	5154
Counseling Center	5155
Dean of Students	3134
Disability Services	7127
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English Language Institute	5271
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Health Center	5245
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Mentor Center	5101
Post Office	6068
President's Office	5218
Provost's Office	5208
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Student Accounts	5266
Student Financial Services	1989
Office of Student Activities	5154
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Work Order Line	5415

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ACADEMIC CONDUCT & ADJUDICATION

Academic Policies

Students should consult the Course Catalog; for degree programs and requirements students should specifically consult the Course Catalog that was current at the time of their matriculation.

Academic Dishonesty

Academic dishonesty is a serious form of misconduct in an educational community. It threatens the relationship of trust that must exist among members of that community. As such, it warrants the most serious of responses, including possible expulsion from the College. It is each student's responsibility to become familiar with the information presented below as well as with related procedures and sanctions. In cases where academic dishonesty is suspected, both faculty members and students have an obligation to bring the matter to the attention of the Director of the College Writing Program for appropriate action.

NOTE: All students are held accountable to these rules, even if a professor does not explicitly specify rules regarding academic integrity in his/her syllabus or course policies.

Forms of Academic Dishonesty

Academic dishonesty can take many forms and though always serious can be assessed as a minor or major offense.

- *Minor offenses:* usually relate to more technical matters, are isolated or limited in scope, *and are not committed for the purpose of academic advantage.* Improper citation, failure to use quotation marks around a direct quote, or to acknowledge a source in-text or on a Works Cited page, *when these instances are isolated and limited,* are a few examples of minor offenses. How such offenses are sanctioned is usually determined by the individual instructor's evaluation of the impact of these technical errors within the context of the structure and content of the particular course. Minor offenses are not required to be reported to the Director of the College Writing Program.
- *Major offenses:* relate to anything that constitutes an action that may result in an unearned academic advantage or inexcusable gross negligence. These include, but are not limited to:
- *Plagiarism:* This consists of offering as one's own work the words, ideas or arguments of another. Appropriate citation (including page numbers) with quotation marks, references or footnotes, is required when using another's work; the failure to do so constitutes plagiarism. Copying homework and answers on an exam or report, submitting a term paper from the archives of a group or from another student, procuring a paper from any source (electronic or otherwise) and submitting it as one's own are further examples of plagiarism.
- *False citation:* Providing false information about a source is academic dishonesty. This includes citing a title, author and page as if it were from one source when, in fact, it is from a different source, or including information that did not come from the cited source.
- *Cheating:* on exams.
- *Forgery:* Signing any faculty member or administrator's name to a College form or document without express permission.

- *Falsification*: Altering any official College document, paper or examination to mislead others; or, any deception (written, oral, or electronic) of a College official in an attempt to circumvent College academic policy.
- *Computer abuse*: For all assignments for computer-related courses, students are required to acknowledge any information, from word texts to full programs, that is not their own. In addition, infringing on the rights of other students to gain access to the computer system, destroying or infecting files, copying files or programs without permission are considered academically dishonest.
- *Destruction*: theft or displacement of library materials.
- *Multiple submissions*: Work done for one course cannot be submitted for another course without the express permission of the professor.
- *Unauthorized collaboration*: on academic assignments.
- *Aiding another student*: in the commission of academic dishonesty.
- *Making materials*: including but not limited to assignments, papers, quizzes, or tests from any academic courses available to persons outside the class, including uploading to an online site not pre-approved by the course instructor. Such actions may also constitute a violation of Intellectual Property.

Procedures Regarding Academic Dishonesty

The primary responsibility for finding plagiarism and determining the penalty in terms of the grade for the plagiarized assignment and the course lies with the instructor of the course. For proven or uncontested major acts of academic dishonesty, either of the following sanctions may be imposed by the instructor: Failure of the assignment or failure of the course. When an instructor has found what he/she considers to be a major offense (or if someone witnesses what he/she considers to be a major offense), the Director of Writing Program is contacted. The instructor (or other person witnessing or suspecting academic dishonesty) and the Director of Writing Program will decide together whether the offense is of a serious nature. If the Director and Instructor cannot agree on a penalty, the Chair of the Board on Academic Standards will determine the penalty. If it is determined that a major offense has occurred, the instructor or Director of Academic Writing will contact the student and inform him/her of the findings and the penalty that will be imposed within the course, and will be informed that he/she must meet with the Director of the College Writing Program.

All further disciplinary procedures will proceed in the following manner:

First Offense:

- The student and instructor may meet to discuss the matter. The student is required to meet with the Director of Academic Writing. If the student accepts responsibility for the offense and the penalty imposed by the instructor, no further sanction beyond that imposed by the instructor will be made. However, the student waives his/her right to a formal hearing by the Board on Academic Standards on the matter and consents to the instructor's penalty.
- The Admission of Academic Dishonesty form will be filed with the Director of Academic Writing and is retained until the completion of the degree; if there are no further violations of the Code of Academic Integrity, the agreement will be destroyed. The student, should he/she reconsider his/her consent to the agreement, may void the document within ten (10) days of signing the agreement, and request a hearing by the Board on Academic Standards (BOAS) to review the penalty imposed by the instructor.

- Where the student disputes the finding of the instructor, the student may choose to not sign the Admission of Academic Dishonesty form and must contact the Director of Academic Writing. The student must submit a formal written appeal to the Chair of the Board on Academic Standards *within 48 hours* of notification of the sanction. The BOAS Chairperson may uphold the finding and sanction, overturn the finding and sanction, or impose an alternative sanction, as appropriate, based on their examination of the matter.
- Where the student disputes the decision of the BOAS Chairperson, the student may ask for a formal review by the full Board on Academic Standards. The BOAS may uphold the initial sanction, impose a lesser sanction, or impose a more severe sanction as a result of the appeal.
- If the penalty involves a change in a grade for a course, the student has the right to appeal the grade through the procedures outlined under GRIEVANCE PROCEDURES under ACADEMIC ISSUES.
- If the sanction imposed or upheld involves suspension or expulsion from the College, the student may appeal the sanction to the Provost within 48 hours of notification of the decision. Such an appeal will only be considered on the basis of procedural unfairness or new evidence that might have resulted in a different decision.

For Second or Later Offenses:

- The student and instructor may meet to discuss the matter. The student is required to communicate with the Director of the Academic Writing regarding the offense. The course instructor will submit the Admission of Academic Dishonesty form to the Director of Academic Writing, who will then forward it to the Board on Academic Standards for investigation and possible disciplinary action. All second or later offenses are forwarded to the BOAS Chairperson for review. The student will be asked to appear before the BOAS. The BOAS will impose one or a combination of sanctions depending on the severity of the infraction and the student's prior academic integrity record.
- If the penalty involves a change in a grade for a course, the student has the right to appeal the grade through the procedures outlined under GRIEVANCE PROCEDURES under ACADEMIC ISSUES.
- If the sanction imposed or upheld involves suspension or expulsion from the College, the student may appeal the sanction to the Provost within 48 hours of notification of the decision. Such an appeal will only be considered on the basis of procedural unfairness or new evidence that might have resulted in a different decision.

If the sanction imposed by the BOAS Chairperson involves a suspension or expulsion from the college, the student may appeal the sanction to the Vice President for Student Affairs within 48 hours of notification of the decision. Such an appeal will only be considered on the basis of procedural unfairness or new evidence that might have resulted in a different decision.

- Disciplinary probation for academic dishonesty (this disqualifies the student from academic or departmental honors, including honor societies, study abroad candidacy, Dean's List and the Castle Honors Program and will require the student to work with his or her Class Advisor who will monitor the student for further academic integrity violations and assist the student in rectifying any underlying academic weaknesses which may have contributed to the initial violation)

- Suspension from the College for one or more semesters. Students are entitled to apply for readmission to the College at the end of their suspension. While a suspension is in effect, students may not attend classes or be processed for the conferral of a degree, even if the student completes remaining degree requirements at other institutions. Degree review and conferral will resume after the student is readmitted. Other prohibitions may also apply as detailed in the Student Handbook or College catalog.
- Expulsion from the College. Students are not entitled to readmission to the College.
Additionally, once expelled, students will not be conferred a degree from the College.

Attendance Policy Regarding Absences Due to Athletics

Students who are involved in any of the College's athletic teams that have games during scheduled class times are required to check with their Professors during the Add/Drop Period at the beginning of each semester to confirm arrangements to make up the work for any classes that will be missed during the semester due to an athletic commitment. Faculty are not required to excuse students for athletic team events, but are encouraged to work with student athletes to help them make up the work when at all possible. Faculty who determine that a student cannot miss class and make up the work should inform the student during the Add/Drop period so the student may drop the course and add another. If the student does not meet with the Professor during Add/Drop, the Professor has no obligation to work with the student to make up work that is missed.

Disruptive Student Conduct in the Classroom or Other Learning Environments

What Constitutes Disruptive Behavior?

Disruptive student behavior is student behavior in a classroom or other learning environment (to include both on and off-campus locations), which disrupts the educational process. Disruptive class behavior, as defined by an Instructor includes, but is not limited to, verbal or physical threats, repeated obscenities, unreasonable interference with class discussion, making/receiving personal phone calls, text messaging during class, excessive tardiness, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, and persistent, disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the faculty, staff or classmates outside of class.

What Can Instructors Do To Prevent Student Behavioral Disruptions?

Instructors are the first line of defense when it comes to preventing and/or curtailing disruptive student behavior. These preemptive steps may be followed to minimize the likelihood of such behavior:

- a. Include behavioral norms and expectations in the course syllabus/presentation.
Discuss what constitutes disruptive classroom behavior at the first meeting of the class with periodic reminders as necessary.
- b. Establish and maintain an environment in which opposing views may be expressed in a civil and respectful manner.
- c. Exhibit the type of behavior you expect from the students.
- d. It is important to deal with disruptive student behavior in a calm, courteous and direct fashion before it escalates or becomes an ongoing pattern. Ask the disruptive student to meet with you after class or during office hours so that you may address the issue in private. If you are more comfortable with a third party present, ask a colleague to sit in on your meeting with the student. Warn the student that further disruptions can result in disciplinary action. Do document this verbal warning for your own records. Keep Department Chair or supervisor informed of problematic interactions with students.

- e. If the disruptive behavior continues after the instructor has had a private conversation with the student, then the faculty/staff member may consult with the Offices of the Dean of Arts and Sciences, Academic Advising, or Dean of Students to discuss ways to resolve the situation informally.

What can Instructors do in Response to Disruptive Student Behavior?

Step One: Instructor Warns Student

When disruptive behavior occurs:

1. The instructor should warn the student. The warning will consist of orally notifying the student that (a) his/her behavior is disruptive, and (b) it must cease immediately, or else face removal from the classroom or other context, and/or be subject to other disciplinary action.
2. If the student fails to comply with the instructor's warning, the instructor may require that the disruptive student immediately leave the classroom or area for the remainder of the class period/presentation. If the student refuses to leave, the instructor may summon Campus Safety to remove the student.
3. If the instructor believes that the student's disruptive behavior poses an immediate threat to the safety of the instructor, the student, or any other students or persons, the instructor may summon Campus Safety to remove the student, regardless of whether a warning has been issued. This action should be immediately reported by the instructor to the Dean of Students for review with respect to whether the student's behavior poses an imminent threat to self or others such that s/he should be removed from the campus, pending disciplinary proceedings.
4. The instructor will decide whether the student will be allowed to return to the classroom or area. If the instructor chooses to allow the student to return to the class/presentation and continue in the course/event, the process is resolved.
5. If the instructor believes the student should not be permitted to return to the class to continue in that course, s/he should proceed to Step Two, below.

Step Two: Withdrawal Process

A. The Instructor

1. If the instructor decides that withdrawing the student from the course is necessary, s/he shall, within two (2) working days of the disruptive incident, provide the Department Chair with a written report of the disruptive incident(s).
2. If the Instructor has the disruptive student in more than one class and decides that the student is disrupting learning in more than one of those classes, or exhibiting threatening and/or intimidating behavior outside the class (e.g., in the instructor's office, outside the classroom), the instructor has the authority under this policy to initiate removal of the student from all courses taught by that instructor, with the signed approval of the Department Chair, Dean of Arts and Sciences, Provost, or designated Dean or representative.

B. Department Chair

Except for extenuating circumstances, the Department Chair will:

1. Notify the student in writing, via e-mail and campus mail/U.S. mail, within 2 days of receiving the Instructor's notice that the matter has been submitted to the Department Chair for a decision on whether the student should be removed from the course, and that s/he may not return to the class until the issue is resolved. This notice shall include a written description of the reported disruptive behavior

and a copy of the Disruptive Student Conduct in the Classroom or Other Learning Environment Policy, which includes a description of the appeals process.

The student will also be informed that if s/he wishes to respond to the complaint, s/he must submit a written statement, within 2 days of receiving the Department Chair's notice, to the Department Chair and meet with the Department Chair within five 5 working days from the date of the written notice. The Department Chair's contact information should be included.

2. The Department Chair should make her/himself available to meet with the student as soon as possible within 5 working days after written notice to the student.
3. Decide on the appropriate outcome and send notice of the decision to the student, explaining the basis for the decision. The decision may consist of
 - a) Allowing the student to return to course or courses, with or without conditions;
 - b) Allowing or requiring the student to transfer to another course section or sections; or
 - c) Withdrawing the student from the involved course or courses.
4. Notify the student via e-mail and Campus mail/U.S. mail of his/her decision within 5 working days of receiving the student's response. If the Department Chair decides that the student should be removed from the involved course or courses, s/he will notify the Registrar and Associate Provost via email that the student should be withdrawn. A copy of the withdrawal email will be mailed to the student by the Department Chair via e-mail and Campus Mail/U.S. mail at the time the Department Chair's written notice of his/her decision is sent. The Department Chair will also include notice that the student may appeal the decision by submitting a written appeal to the Dean of Undergraduate Education or other Deans, as appropriate, detailing the basis of the student's denial of the charges, within 5 working days from the date of the Department Chair's written notice of his/her decision.

Step Three: the Appeals Process

The student may appeal the decision of the Department Chair to the Dean of Arts and Sciences or other Deans, as appropriate. The student's appeal must be received by the appropriate Dean in writing within 5 working days of the date of the Department Chair's decision. The Dean's decision shall be made and, except for extenuating circumstances, will be sent to the student within five 5 working days of receipt by the Dean of the student's appeal via e-mail and campus mail/U.S. mail.

Step Four: Final Resolution

According to college policy, students who are withdrawn from a course for disruptive behavior will receive a grade of W. If the charge of disruptive behavior is upheld, regardless of whether the student is allowed to return to the course, the student is responsible for any loss of financial aid. In the event a decision is made at any point in this process that the student was removed without sufficient cause, then the student will be allowed to immediately return to the course without penalty and the Department Chair will work with the student to facilitate the completion of any work missed. The Department Chair or appropriate Dean, depending upon where the decision ends, will notify the Registrar's Office and appropriate Dean's Office of the final decision on the matter.

What Confidentiality Standards Should I Follow?

Please note that all information and discussion regarding the disruptive student shall be handled in a confidential manner. The privacy of the student's educational records, including misconduct cases, is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). For information on FERPA, go to: <http://www.ed.gov>

Disruptive Behavior and Disability

A student with a disability is not exempt from the college's behavioral expectations, rules, and regulations. Disruptive behavior by such students must be responded to as any other disruptive activity.

Criteria for Academic Probation & Dismissal

Full-time undergraduates will be on academic probation if:

- They fail to achieve a grade of C- or higher in either semester of the Freshman Seminar or Freshman Writing course or the FYP 4001 College Skills/ENC 2000 course; or
- They fail to meet earned credit and GPA standards as listed below:

Following this Semester A Student must have earned With a cumulative GPA of at least

1	10 credits	1.8
2	22 credits	1.9
3	34 credits	2.0
4	46 credits	2.0
5	58 credits	2.0
6	70 credits	2.0
7	82 credits	2.0
8	94 credits	2.0
9	106 credits	2.0
10	118 credits	2.0

Full-time undergraduate students qualify for dismissal if:

- academic probation has been incurred in two consecutive semesters of enrollment (not including summer or winter sessions); or
- academic probation has been incurred in a total of three semesters of enrollment; or
- in their first semester at the College, the semester GPA is below 1.25.

Part-time students qualify for academic probation if their cumulative GPA falls below 2.0. Part-time students who remain on probation for two consecutive semesters of enrollment at the College shall be dismissed, in this case meaning that they are disqualified from enrolling for further courses.

Students (full-time or part-time) who have been dismissed may appeal that decision to the Academic Appeals Committee. Students should direct their appeals to the Office of Academic Advising. The decision of the Committee, which is normally final, is conveyed to the student in writing by the Dean of Undergraduate Education. Further appeals can only be considered on the basis of procedural unfairness of new evidence. Such appeals should be directed to the President within 48 hours after the student has received the letter from the Dean.

Students whose appeals have been denied may apply for readmission to the College after one year's absence. Readmission is not automatic and requires the student to demonstrate the ability and readiness to undertake continued studies, as specified in the dismissal letter.

The Academic Appeals Committee is chaired by the Dean of Undergraduate Education and also includes: the Dean of Studies; the chairperson of the faculty Academic Policy Committee; the chairperson of the faculty Board on Academic Standards; the Director of Residence Life; and the Dean of Students. The Academic Appeals Committee will request a statement from the student's academic

advisor and may also request further information from individual instructors. A Student whose appeal is approved may be required to participate in specific courses or mentoring programs as a condition of continued enrollment. The student's academic advisor will be notified of the outcome of the appeal.

Policy for Resuming Study Following a Withdrawal or Leave of Absence

Students who do not return in the next consecutive semester are withdrawn from the College and a "readmission hold" is entered into the College-wide computing system which will prevent any future course registration for the student until he/she has been approved for readmission through the College's Readmission Process. Returning to the College requires clearance through a specific readmission procedure as outlined below, before which the student will not be permitted to register for any course work or receive a room assignment in the residence halls.

Withdrawals

Students who intend to withdraw from Manhattanville College should arrange for an exit interview by contacting the Office of Academic Advising. Students who do not have prior approval to return to the College within a clearly limited time (usually 1 semester) are withdrawn. Withdrawn students (either administratively withdrawn or self-withdrawn) who subsequently wish to reapply to the College must submit a formal letter of appeal for readmission to the Office of Academic Advising at least one month prior to the first day of classes in the semester of intended return. This appeal should include the following: the reason(s) for departure from the College, how the student has spent his/her time while away and why he/she feels prepared to resume studies at Manhattanville. If time away included completion of coursework at another college, the student should request an official transcript be sent to the attention of the Office of Academic Advising in support of his/her request for readmission; if the student's time away has included employment and/or volunteer work, he/she should request that a letter of recommendation be sent to the attention of the Office of Academic Advising in support of his/her request for readmission. Finally, if conditions for return were stipulated at the time of the student's departure then the appeal letter should also include information and all applicable documentation of how the conditions have been met.

The designated Dean will consult with all relevant offices of the College regarding the request for readmission (Academic Advising, Student Accounts, Financial Aid, Residence Life, Health Center, Counseling Center, the Dean of Students and the Vice President for Student Affairs) and regarding possible holds. In doing so, if the designated Dean determines the student can be academically approved and any outstanding holds have been resolved to the satisfaction of the applicable College office, the student can be readmitted to the College. Withdrawn students who are approved for readmission may register after the designated registration dates for continuing students. Though withdrawn students are not eligible to participate in room lottery, they may apply for a room in the residence halls once they have been approved for readmission and have registered for a full-time course load. A student's finalized readmission AND/OR placement on a housing waitlist does *not* guarantee that the student will receive a housing assignment for that semester.

Leaves of Absence

In general, a leave of absence is intended to provide a student time away from his/her studies due to a temporary circumstance or situation (financial, personal or medical). Any student wishes to request a leave of absence should contact the Office of Academic Advising for additional information and guidance as to next steps to formalize a leave from the College. Students must request a leave in writing to the Dean of Studies and in making the request, include the following information: the specific reason/purpose for the leave, how the student plans to spend his/her time while away and confirmation of the semester intended semester of return (a leave is normally granted for one semester). In addition, if the reason for a leave of absence is medical in nature, students must also provide a letter from their current medical provider in support of the leave that includes the student's current diagnosis as well as offering his/her support of the leave of absence. If applicable, the letter from the medical provider should be sent to the attention of the Dean of Studies in the Office of Academic Advising.

Students who have been granted a leave of absence must contact the Office of Academic Advising Office at least one month prior to the first day of classes in the semester of anticipated return to request readmission and follow the process as outlined above. At times, there may be conditions attached to a student's possible return as stipulated at the time the student is granted the leave of absence. In these cases, the student should provide evidence and all applicable documentation of having met these conditions. The Dean of Studies will contact relevant offices of the College regarding the request for readmission (Academic Advising, Student Accounts, Financial Aid, Residence Life, Health Center, Counseling Center, the Dean of Students and the Vice President for Student Affairs) and regarding possible holds. In doing so, if the designated Dean determines the student can be academically approved and any outstanding holds have been resolved to the satisfaction of the applicable College office, the student can be readmitted to the College. Students approved for return from a leave of absence may register after the designated registration dates for continuing students. Though students on an approved leave are not usually eligible to participate in room lottery, they may apply for a room in the residence halls once they have been approved for readmission and have registered for a full-time course load. A student's finalized readmission AND/OR placement on a housing waitlist does not guarantee that the student will receive a housing assignment for that semester.

Grievance Procedures

At Manhattanville grievance procedures pertaining to situations not covered in the policies above have been established at Manhattanville College for students who feel they have received biased or unfair treatment by a faculty member in a class. The following grievance procedures do not apply to issues relating to academic dishonesty, academic dismissal and misconduct. Students should consult the Student Handbook or other sections of the College Catalog, as they apply to these situations. Meant to protect students' rights, these grievance procedures are as follows:

- 1) Students with complaints should first attempt to resolve the issue by discussing their problem with the faculty member involved. This must happen within one semester of the claimed instance of unfair treatment. If the student cannot locate the teacher, he/she should contact the Chair of the department.

- 2) In the event that the discussion with the faculty member does not resolve the matter to the student's satisfaction, the student should go to the head of the department or program and explain his/her grievance, submitting a summary of that grievance in writing. (If the department chair is the faculty member identified in the grievance, the student should go to the Provost or the relevant Dean for graduate students.) This must occur within 5 business days of the discussion with the faculty member. The department or program head will investigate the matter, consulting with the faculty member identified in the grievance, as well as with other members of the department, and going over pertinent records and documents, in an effort to

achieve a fair resolution of the grievance. The resolution will be given in writing to the student and a copy sent to the Office of Academic Advising.

- 3) In the event that the grievance cannot be resolved to the student's satisfaction within the department, within 5 business days after the receipt of the chair's letter the student should make a formal complaint to the Grievance Committee, attaching all pertinent documents and evidence. The Grievance Committee is chaired by the Provost, and in addition, consists of the Vice President for Student Affairs and the Chairperson of the Faculty. In the case of graduate students, the Dean of the Graduate Program or the Chairperson of the Faculty will also sit on the Grievance Committee. In cases where any one of these members must be excused due to a conflict of interest or inability to meet, the Chair of the Board on Academic Standards, or Board designee will sit on the Grievance Committee. Once the grievance is received in writing, the Grievance Committee reviews the available materials, consults with the student and the faculty member, as well as with the department. After consultation and review of the materials, the Grievance Committee will vote and the decision will be conveyed by letter to the concerned parties.
- 4) The decision of the Grievance Committee may be appealed to the President or his/her designee with clear evidence of procedural unfairness or new evidence that might result in a different decision. Such an appeal must be made in writing within 5 business days after receipt of the letter from the Grievance Committee.
- 5) For grievances regarding charges of academic dishonesty or for misconduct in the residence halls, please see the Manhattanville Student Handbook and Code of Community Conduct. For grievances regarding academic dismissal, please see the section in the catalog on Academic Probation and Dismissal. For grievances regarding grades received as a result of academic dishonesty, follow the grievance procedure above.

ACADEMIC RESOURCES

Academic Advising

The Office of Academic Advising coordinates the College's advising system and its staff serves as the primary Academic Advisors for Freshmen and Sophomores at the College through declaration of a major. In addition, the Office of Advising coordinates outreach during the Midterm Grade Report process each semester, provides support to and oversees tracking of Probationary Students and offers a wide array of advising services. The Office of Academic Advising also plays an essential role in receiving and responding to concerns expressed for and by students and coordinates with various academic support and student services offices in follow-up with students and offering them appropriate support referrals.

Academic Computing Facilities

In addition to the research computers in the library, facilities are located throughout other areas on campus. Several labs and two 20-workstation classrooms are located in Brownson Hall and Wing. The Multimedia Enhanced Computer Learning Center (MEC Lab), equipped with 25 workstations, is located beneath the chapel. There is also a 6 workstation facility on the ground floor lounge of the Spellman Residence Hall. Internet access is available in all these facilities.

Academic Resource Center

The Academic Resource Center (ARC) offers academic support free of charge to all undergraduate Manhattanville students, whether full-time or part-time, in a variety of subjects at all levels of the

curriculum. The ARC is located in the Library first floor Learning Commons, room 119; Tel. (914) 323-5474; E-mail ARC@mville.edu.

At the ARC students may receive support, individually and in groups, in a relaxed environment, where personal requests may be met. One-on-one peer tutoring is available for many classes, and is conducted at times mutually convenient for both students and tutors. In addition, walk-in assistance is available daily at regularly scheduled times in all math courses through Calculus II. Regularly scheduled Supplemental Instruction review sessions are available for nearly two dozen different classes. SI reviews are designed to help students build study strategies and reinforce difficult concepts in a group setting. Students are encouraged to look for the SI leaders who may be assigned to their courses, and take advantage of this opportunity to enhance their academic success.

At the Academic Resource Center, emphasis is put on learning and the gaining of independence. Tutors and SI leaders offer guidance and explain principles that students can put into practice. It is important for students who seek assistance to understand that by doing so they are making a commitment both to themselves and the ARC staff. Undergraduates who wish to gain valuable work and teaching experience are encouraged to apply to be Peer Tutors and Supplemental Instruction Leaders in the ARC.

College Writing Program

The Academic Writing Program provides extensive instruction and support in all aspects of composition. Within the First-Year Program, First-Year Writing instructors direct students in the development of techniques and strategies in critical writing, analysis and research that will foster success throughout their educational programs. Through The Writing Center professional and peer writing specialists provide broad support in composition, including individual tutoring, workshops, and supplemental classes. The Writing Center is located in the Library, Room 122.

Center for Career Development

The Center for Career Development provides students and alumni with advice, resources and workshops on all aspects of their career development. A wide range of services are offered to assist students with self-assessment, career exploration, job and internship search strategies and ongoing career planning. Career services are available to all Manhattanville students and alumni at any stage of their careers.

The Following Resources are Available:

- Individual consultation with a professional career counselor to assist with selecting a major and researching careers, industries and jobs.
- Assistance with writing resumes and cover letters, interviewing skills, job search and other career-related strategies.
- Career exploration through online resources, networking events, and job shadowing.
- Resources to assist in all aspects of career development in print and online.
- Professional development events for networking, interview preparation, and job search strategies.
- Internship and full-time job opportunities at job fairs and through online postings.
- Student employment opportunities including Federal Work Study and campus employment.
- Post-graduation planning for graduate school or employment.
- Online resources can be found at www.mville.edu/careers

The office is located in Founders Hall, G-4. Visit the office, call at 323-5484 or e-mail careers@mville.edu for more information or to make an appointment with a counselor.

On-Campus Student Employment

Federal Work-Study Program

Federal Work-Study (FWS) may be awarded as part of a student's financial aid package. It is a financial award which allows a student with demonstrated financial need to earn a portion of the educational expenses by working in an on-campus position or an approved off-campus position in a public or private not-for-profit organization. Van transportation may be available for some of these positions. If a student chooses not to earn the FWS money, the award remains unclaimed. The award may not be transferred to the next academic year or to another student.

Campus Employment Program

Students who do not have Federal Work-Study may apply for a campus job under the Campus Employment Program.

The Center for Career Development administers both the Federal Work-Study Program and the Campus Employment Program. Students seeking employment may consult the Center for Career Development for potential work sites. Currently campus jobs are posted on <http://mville.experience.com>. Students may also inquire at individual campus offices and departments for available positions. All students are encouraged to actively investigate job opportunities. No student is guaranteed on-campus employment under the Campus Employment Program or the Federal Work-Study Program.

Once hired, students in both programs are paid hourly according to the pay scales of the Manhattanville College Student Employment Job Classification System. Work schedules for campus positions are arranged by the student and the supervisor, normally ranging from 6-12 hours per week.

IMPORTANT NOTE: All hired student employees may not begin working until all required paperwork is received by the Center for Career Development. All potential student employees are advised to have acceptable documents readily available to establish identity and employment eligibility. Some common documents are the U.S. Passport, Social Security Card or U.S. Birth Certificate.

Center for Student Success

The mission of the Center for Student Success is to provide services and resources to students that will strengthen academic performance, enhance student satisfaction, and help them realize their educational goals. The ultimate goal of the Center for Student Success is to enable and foster the personal growth and development of each student to allow them to become strong students, persons of upstanding moral character, leaders on campus and in the wider community, and people who welcome opportunities to make a positive difference in the world. The following is a brief description of the services offered by the Center for Student Success:

Manhattanville Advancement Program (MAP)

Is a scholarship program that provides educational opportunity and support to economically disadvantaged students. The MAP scholarship is a four-year commitment for incoming first semester freshman. Students receive a broad range of services including academic, personal, and career counseling. Beyond the traditional academic focus of most scholarship programs, MAP encourages the development of the student as a whole; intellectually, ethically and socially. Students are encouraged towards these aims by fostering community service, student leadership development, and goal-oriented self-management.

Manhattanville Mentoring Program (MMP)

MMP connects incoming Manhattanville students with successful upperclassmen in order to help them with the transition to college life, with emphasis on successful academics and student leadership. Through one-on-one mentoring and group activities, mentors not only provide support, but create an environment that nurtures and

values the diversity of each student. Students are matched through their First Year Program groups and may also register individually for a mentor to meet with on a weekly basis.

Transitional Program (TRAN)

The Transitional Program provides transitional students the opportunity to adjust academically and socially. Any student who is admitted through the Office of Admissions transitionally is automatically enrolled in a 1 credit Student Success course. Students must successfully complete 12 credits with at least 2.0 GPA by the end of their first semester. If all these criteria are successfully met, the students will have completed the program.

Stress Relief Week (SRW)

Stress Relief Week is a weeklong programming aimed at wellness, stress management, balance, and mindfulness before finals week in both Fall and Spring. CSS collaborates with other departments and areas to help support all students before their final exams. Our typical programs generally include therapy dogs, yoga, meditation, wellness teas, art therapy and massages. All services are free of charge.

Bridge Pathways at Manhattanville College

Through our partnership with BridgePathways, international students who do not meet Manhattanville's English proficiency requirements for direct admission may enroll in an on-campus intensive English program. Students may apply for **conditional admission** at both the undergraduate and graduate levels, and upon successful completion of the English program, will be granted a TOEFL waiver.

Manhattanville College Library

The Manhattanville College Library is more than a place to study. It's where students go, on campus or online, to achieve academic success. Friendly people are ready to help with assignments in every subject. The Library is open 24/5 when fall and spring classes are in session. Wi-Fi and coffee are easy to find. Students make constant use of library computers, printers, copiers and scanners. There are rooms for working in groups, video viewing facilities, and a bustling crossroads at the center of campus to meet fellow students and professors. The library is also an important refuge, a quiet place students can count on to get work done.

Manhattanville librarians teach students to become informed citizens and critical consumers of information. Students become experts at evaluating and effectively using information, a critically important skill in work and life after college. The Digital Innovations lab in the library is where students learn how to showcase their most impressive academic achievements.

Quick Facts: Services

- Experienced and friendly staff
- Librarians with expertise in specific subjects
- Free tutoring in writing, math and every academic subject
- Wi-Fi in public spaces; computers in the stacks
- Library instruction embedded in the First-Year Program
- In-class visits from librarians to help with any kind of research project
- Walk-in help with term papers, theses, projects, or just to answer questions
- Extended research consultations with a subject specialist librarian by appointment
- Access to a librarian by SMS text
- Laptops on loan for use in the library
- Help with using campus information systems

Quick Facts: Facilities

- Spacious, comfortable and charming café
- A Writing Center in the first floor Learning Commons
- A Disability Services office with many ways to ensure student success
- Individual study carrels and quiet, attractive study areas
- Electronic classroom and flexible spaces designed for active learning
- Free Wi-Fi
- PC and Macintosh computers available
- High speed printers
- Public fax machine, copy machines and wireless touch-screen scanners
- Group study areas

Quick Facts: Collections

- Nearly 250,000 physical items: books, maps, audio, video, music, manuscripts, & more
- State of the art online catalog- plan your research from anywhere
- Rare books, archives and manuscripts unique to Manhattanville
- Over 100 scholarly electronic databases covering all subjects
- Nearly 60,000 electronic journals and 139,000 electronic books
- Citation tools for easy integration with papers and presentations

Quick Facts: Extended Library

- Keep in touch with library happenings through social media applications
- Off campus student access to the Library's subscription databases
- A full service library web site with access to both content and interactive services
- Extended catalogs allow students to view holdings from libraries all over the world
- Rapid interlibrary loan of books and articles at no charge to students
- Online renewals for library materials
- Reference assistance available by SMS text message
- Access to many library facilities and collections in New York City and Westchester County
- Direct borrowing from Purchase College (SUNY) library

Registrar

The Registrar's Office is located in Brownson Hall, Rm. BR-113. The Registrar's Office provides timely and accurate records of the academic progress of all students while upholding the privacy and security of those records. The office provides students with the following services:

- Maintenance and accuracy of the WebAdvisor online student system
- Release of transcripts, letters of attendance and enrollment verifications
- Class cancellation information
- Guidance related to FERPA policy
- Supervision of grade collection, posting of Incomplete grades and letter grade changes
- Transfer credit evaluation and processing for transfer and returning students
- Scheduling of many academic facilities and final exam coordination
- Process data changes on student records for name, address and social security updates
- Implement policy and regulations set forth by Academic Affairs and the College administration

The Registrar's web site at <http://www.mville.edu/registrar> displays hours of operation, information and assistance with a variety of services. Online forms are available to:

- Order transcripts
- Obtain faculty permissions for special registration situations ("FACO" form)
- Request letters of attendance
- Update name and contact information with the College

Mandatory Use of WebAdvisor

Manhattanville College provides all students with a secure online self-service portal called WebAdvisor. Students may perform the following self-service functions in WebAdvisor:

- Register for courses, perform adds and drops while registration is open and check academic calendars for specific dates
- View term schedules, final grades, tuition status, unofficial transcript and demographic profile (name data, address/phone info, academic status)
- Create and maintain FERPA waivers for access to academic/financial records
- **Undergraduates** are expected to routinely use Degree Audit to check their progress fulfilling general education, distribution and liberal arts credit requirements
- View the status of accepted transfer credits, Manhattanville placement exam scores and the recording of external testing results (TOEFL, CLEP, etc.)
- Submit faculty evaluations: At the completion of a semester, faculty evaluations are administered through WebAdvisor

WebAdvisor also hosts the College's online Schedule of Classes. This online schedule is open to the public. All students attending classes at Manhattanville College are required to setup access to WebAdvisor and use the system. WebAdvisor access may be established once the student receives a "Welcome" email or letter indicating that their account is ready to be activated. This is done in conjunction with their Office365 email account (see below). Visit the Registrar's Office or Information Technology web pages for more information.

Mandatory Student Use of College's Email System

Email is the official means of communication among the students, faculty and staff at Manhattanville College. **Every student is provided with an Office 365 email account and is expected to use it!** The College reserves the right to send email communications to a student's Office365 email account with the expectation that such communications will be received, opened and read in a timely manner. In many cases, an email will be the **ONLY** form of notification sent to the student. College faculty use email on a constant basis to conduct classes and expect students to monitor their account as part of their studies. College administration and offices use email to communicate announcements, advisories and important deadlines to the student community. Students will receive a "Welcome" email or letter indicating that their account is ready to be activated. This is done in conjunction with their WebAdvisor account (see above). The Office of Information Technology assigns everyone an official Manhattanville College email address. This is the college email address that appears in all electronic data applications such as the College web site, Ellucian Colleague system, WebAdvisor online portal, Blackboard, etc. Printed materials such as handbooks and name directories will also display the official College email address. Students are allowed to setup email forwarding to have their Office365 email redirected to another email address (e.g.: Gmail, Hotmail). However, please note that such redirection is done at the student's own risk. Manhattanville College cannot be responsible for the processing of emails in other email systems or held liable for missed communications that were originally sent to the student's official email address. Visit the Office of Information Technology's web pages for further information and the College's Email Policy.

FINANCIAL AID & RESOURCES

Office of Financial Aid

At Manhattanville College there are many programs of direct financial assistance available in the form of grants, scholarships, loans and employment. Financial aid is designed to supplement your family's ability to pay for college costs, including tuition, fees, room and board, books, supplies, transportation, and other related educational expenses. Funding is provided by federal and state governments, the College, and private organizations.

Our mission is to assist you in finding the resources most appropriate to your circumstances that will enable you to afford a Manhattanville education. We seek to accomplish this through the expertise of our staff, significant outreach efforts, and timely publications and notices.

Applying for Financial Aid

Manhattanville College requires that all students complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for funds from all available sources. The FAFSA is available online at <http://www.fafsa.ed.gov>. Manhattanville College's federal College code number is 002760.

- All recipients of state and/or federal financial aid must:
- Be U.S. Citizens or permanent resident aliens;
- Be formally accepted as degree candidates;
- Maintain satisfactory academic progress;
- Not owe a refund of any Title IV funds;
- Must not be in default on repayment of a student loan.

March 1st is Manhattanville College's preferred application deadline for institutional aid, though federal and state aid application deadlines differ.

International Students may apply for Need-Based financial aid using the International Student Financial Aid Application that is available on our website. International Students may qualify for scholarship and institutional need-based aid only, and do not qualify for Federal or NY State aid. The same application deadlines apply to international students as domestic students.

For students considering attendance in the fall semester, a FAFSA should be filed by March 1st preceding their start date, in order to be considered for funding from all sources. Some funding is awarded on a first-come, first-serve basis.

During the Application Process, Provide the Following When Requested:

- A Verification Worksheet. Please make sure that you have completed all the sections (A through E) and that it has been signed by all required parties.
- Signed, complete copies of your parents' federal income tax transcripts from the Internal Revenue Service (IRS) available on-line at <http://www.irs.gov/Individuals/Get-Transcript> or by calling the IRS at 1 (800) 908-9946.*
- Signed, complete copies of the student's federal income tax transcripts from the Internal Revenue Service (IRS) available on-line at <http://www.irs.gov/Individuals/Get-Transcript> or by calling the IRS at 1 (800) 908-9946.*
- Itemization Worksheet

- Stafford Loan Master Promissory Note (<http://studentloans.gov>)
- Loan Entrance Interview (<http://studentloans.gov>)
- Copy of Student’s Driver’s License
- Other documents, as requested

*Note: We encourage students selected for verification and their parent(s) to utilize the IRS Data Retrieval Tool to satisfy the Tax Transcript requirement.

Graduate and Bachelor of Science Degree candidates must complete a Manhattanville Financial Aid form in addition to the FAFSA, annually. The form is available directly from the Financial Aid Office in Reid Hall, by mail upon request, and on our website.

Maintaining Satisfactory Academic Progress

All students receiving any of the forms of financial aid listed below are required to maintain satisfactory academic progress in order to continue to receive financial aid in subsequent semesters:

- Federal Supplemental Education Opportunity Grants
- Federal Perkins Loans
- Federal Work Study
- Federal Pell Grants
- Tuition Assistance Program Grants (see below for information about TAP Satisfactory Academic Progress standards)
- Aid for Part-time Study
- Stafford Student Loans and Parent or Graduate PLUS loans.
- Manhattanville Scholarships
- Manhattanville Grant

A school’s satisfactory academic progress policy must include both a qualitative measure (such as cumulative grade point average) and a quantitative measure (such as maximum time frame for completion). The law specifies that by the end of the second academic year, the student must have the equivalent of at least a “C” average and have an academic standing that is consistent with the requirement for graduation. The following chart comprises the requirements for academic pursuit and progress here at Manhattanville College:

FULL-TIME SEMESTERS*	CUMULATIVE GPA (ON A 4.0 SCALE)	CUMULATIVE CREDIT
1	1.7**	
2	1.8**	15
3	1.9	
4	2.0	30
5	2.0	
6	2.0	51
7	2.0	
8	2.0	72
9	2.0	
10	2.0	96
11	2.0	
12	2.0	120

Financial aid programs, which are subject to the standards of satisfactory academic progress, include (but are not limited to) Federal Pell Grants, Federal SEOG Grant, Federal SMART Grants, Federal ACG Grants, Federal Work-Study, Federal Perkins Loan, and Federal Direct Loan programs (Stafford and Plus).

Satisfactory academic progress for undergraduates is measured in two areas: maintaining an adequate grade point average and successfully completing a required number of credits per semester.

Undergraduate students must maintain the required cumulative grade point average (Cumulative GPA) necessary to continue as degree candidates at Manhattanville College. Therefore, they must maintain an academic standing consistent with the standards as outlined.

Students who are on “financial aid probation” due to their GPA may receive aid. Students who are on financial aid probation will be reviewed at the end of each semester. Probation may last only one (1) semester. However, students who fall to “financial aid suspension” status will be considered ineligible to receive any form of financial aid. Once they have met the appropriate GPA and degree credit requirements based on their status, their federal financial aid will be reinstated.

The Office of Financial Aid will review the academic progress of all students who are in receipt of federal aid. Students not meeting the minimum credit/ GPA requirements will be notified that they are ineligible to continue to receive financial assistance or that they have been placed on SAP probation. This notification will be mailed to students at the end of each semester, with copies forwarded to academic advising.

A student whose eligibility has been suspended may not receive any financial aid until he or she makes up the full credit deficit with courses at Manhattanville College at his or her own expense. When the student meets the minimum credit/GPA requirement, financial aid eligibility will be reinstated.

If a student is placed on suspension and there are extenuating circumstances that caused the violation, the student may submit a SAP appeal. Extenuating circumstances are defined as extraordinary conditions outside of the student’s control. All appeals must include third party documentation of these circumstances. SAP appeal forms are available from the Financial Aid Office in Reid Hall on the third floor.

In addition, undergraduate students must earn their degree, regardless of their program of study, within one hundred and eighty (180) attempted credits. Students who have not earned a degree within this time frame are not eligible to receive any further federal aid.

Students who have any questions regarding the SAP policy and financial aid eligibility should contact the Financial Aid Office at (914) 323-5357.

The loss of aid in any semester is always contingent upon the student’s performance in the previous semester attended. Thus, failure to meet the standards during a fall term disallows payment for the spring semester; failure in the spring for the following summer or fall, etc.

Financial Aid Policy

Manhattanville awards need-based institutional funds based upon the philosophy that the primary financial responsibility for higher education lies with the student and the student’s parents, followed by state and federal governments. Finally, colleges, universities, private organizations, and foundations attempt to fill any remaining need. The College is committed to helping families access various options to meet the financial obligations of a Manhattanville education whenever possible.

Most of Manhattanville’s institutional funding is awarded on the basis of academic performance and demonstrated financial need in addition to scholarships based solely on merit and awarded in recognition of

exceptional academic performance. A financial aid application is required for initial consideration and renewal of all institutional funds.

Every student who provides a complete financial aid application is offered self-help assistance in the form of a Federal Student Loans and, possibly, Federal Work-Study. In determining aid packages for freshmen, Manhattanville awards institutional aid on the basis of academic performance and demonstrated financial need. To determine a student's need for the purpose of awarding its own funding, the College uses Federal Methodology available through the Free Application for Federal Student Aid (FAFSA).

Manhattanville attempts to meet a student's financial need with institutional and government resources. Because sufficient resources are not available to meet 100% of every student's need, there is considerable competition for funds. Priority is given to students who demonstrate exceptional need and perform at outstanding academic levels. Timely attention to deadlines for the submission of documents is essential.

Freshmen applicants are awarded financial aid based on the information they provide on the FAFSA form. All award values are conditional, subject to full and complete verification of the financial aid application, if applicable. If the information originally provided must be changed, adjustments will be made to the applicant's file, which could result in a decrease of the aid listed on the Financial Aid Award Letter.

Per federal regulations, the receipt of private scholarships may affect a financial aid package. It is incumbent upon the student to notify the Financial Aid Office of all private scholarships received so that it may be determined if these funds have an effect on other resources awarded.

Manhattanville's policy regarding private scholarships is as follows: If required by federal regulations to adjust an aid package, the College will eliminate or reduce in this order:

- Federal Work-Study
- Perkins Loan
- Federal Direct Stafford Loan
- Federal PLUS Loan

Manhattanville gift aid will not be reduced unless the total of all gift aid exceeds the cost of attendance; however, students are required to submit all required documentation by deadlines set by the Financial Aid and Admissions Offices in order to have their aid package renewed.

To receive or continue to receive financial aid funded by the state, the federal government, or the College (including loans, grants, jobs, scholarships), students must be making satisfactory academic progress, which requires that students achieve and maintain a cumulative grade point average of at least 2.00 after four semesters of College attendance. In addition, students must complete a minimum number of the total credits attempted. For complete details, please refer to the previous section on Satisfactory Academic Progress.

Manhattanville Scholarships & Grants

Manhattanville's generous aid packages often include annual scholarships and grants from the College.

Manhattanville Scholarships

Incoming freshmen and transfer students are automatically reviewed for eligibility to receive one of the following scholarships:

- Chairman Scholarship - \$15,000-\$18,000 per year
- Board of Trustees Scholarships - \$10,000 to \$15,000 per year

- Barbara Knowles Debs Scholarship - \$15,000 per year
- President's Scholarship - \$8,000 to \$10,000 per year
- Phi Theta Kappa Scholarship - \$10,000 per year
- Humanities/Performing Arts Scholarship - \$7,500 per year
- Science/Math Scholarship - \$7,500 per year
- Merit Achievement Award - \$5,500

Rights & Responsibilities of Scholarship Recipients

Annual renewal of all scholarships is based on:

- Maintaining a minimum grade point average of 3.0, in each semester
- Attending each semester on a full-time basis (14-16 credits)

Manhattanville Grants

Consideration for this need-based award is determined through the FAFSA process. The applicant must display financial need, be enrolled as a full-time matriculated student, and be a U. S. Citizen or Permanent Resident Alien. For Returning Students: The returning student must continue to make satisfactory academic progress toward a degree and must continue to display a similar amount of financial need from year-to-year in order for a Manhattanville Grant to be renewed.

Federal and State Aid

Federal Pell Grants (PELL)

A Federal Pell Grant does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not yet earned a bachelor's degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

To determine eligibility, the US Department of Education uses a standard formula, established by Congress, to evaluate the reported information. The formula produces an Expected Family Contribution (EFC) number. Your Institutional Student Information Record (ISIR) contains this number and will tell you if you're eligible.

Awards for each year will depend on program funding. Students can receive only one Pell Grant per award year. The amount which depends on your Expected Family Contribution (EFC), cost of attendance, whether a full-time student status and whether you attend school for a full academic year or less.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Are Funded by both the federal government and the College, They are awarded on the basis of exceptional need and availability of funds. Eligibility for FSEOG is determined during the FAFSA review process.

Federal Academic Competitiveness Program (aka ACG)

Available to matriculated students enrolled in a full-time (12 credits) four year degree program. Must be a U.S. citizen or Permanent Resident, Pell Grant recipient, have completed a rigorous secondary school program of study and not previously enrolled in a program of undergraduate education.

Federal National Smart Grant (SMART)

Eligible students must be third or fourth year matriculated and enrolled in a full-time (12 credits) four year degree program, U.S. citizen or Permanent Resident and Pell Grant recipient. In addition, they will need to have a 3.00 GPA in science, computer science technology, math or certain designated foreign languages.

Tuition Assistance Program (TAP)

Only students who are New York State Residents can receive TAP. As the largest state grant program in the US, the Tuition Assistance Program (TAP) provides more than 330,000 New York State students with awards ranging from \$100 to \$5,000. Because TAP is a grant, it does not have to be paid back. You can get TAP for up to four years of undergraduate study, or up to five years for certain approved programs. Students in two-year programs are eligible for up to three years of TAP for full-time study.

What Determines the Amount of TAP that I Receive?

- The amount of tuition charged.
- Your combined family New York State net taxable income (NTI); your financial status (dependent or independent of parents); the type of school you are planning to attend and the year in which you first receive a TAP award.
- Other siblings enrolled in College.

New York State Residents

Information from your completed FAFSA will be provided to NYS Higher Education Services Corporation (HESC). HESC will send an Express TAP Application (ETA) to any NYS resident who indicates at least one NYS institution on the FAFSA. Students should complete the application and return it to HESC immediately.

Satisfactory Academic Progress for TAP Recipients in Undergraduate Four-Year Programs

New York State has established criteria for Satisfactory Academic Progress that differs from the Federal Standard outlined previously. If a student does not meet the NYS TAP standards the student may apply for a one-time waiver.

Before Being Certified for This Payment	1st	2nd	3rd	4th	5th	6th	7th	8th
A Student Must have Accrued at Least This Many Credits	0	6	15	27	39	51	66	81
With at Least This Grade Point Average	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0

9th and 10th payments of TAP are available only to students in five-year programs approved by NYS Commissioner of Education.

In addition to the above, New York State financial aid programs require that Program Pursuit be monitored. This means that during the first year that a student receives state aid (s) he must carry to completion (all grades except “W”) six (6) credit hours per semester; during the second year nine (9) credit hours per semester; and during subsequent years twelve (12) credit hours per semester.

TAP Waivers

TAP waivers are granted only once to students and only for extraordinary reasons which are beyond the control of the student. TAP waivers can only be considered for students who have maintained good academic standing for all but one semester and who fall short of either the published Pursuit or Progress standard for that one semester. (See the New York State standards for satisfactory academic progress above.)

Students who wish to be considered for a waiver must complete a Waiver Appeal Form, which can be obtained from the Academic Advising Office in Founders Hall. The Waiver Appeal Form must include a written statement outlining the reasons why they feel they are eligible for a waiver. After careful consideration, the Waiver Appeals Committee will render a decision and the student will be informed in writing. In addition, the information will be shared with the College Registrar and New York State Higher Education Services Corporation (HESC) can be properly notified.

Aid for Part-Time Study (APTS)

Available to: Part-time undergraduate students who are permanent residents of New York State. In addition to financial need criteria, students must not have exhausted their TAP eligibility (i.e., received eight semesters of TAP).

Forms are available from and must be submitted to the Office of Financial Aid by specified filing deadlines. The office is located in Reid Hall third floor.

Additional Sources of Aid for New York Residents

Beyond the TAP and APTS programs, additional aid in the form of grants and scholarships are awarded yearly through the New York State Higher Education Services Corporation, Albany, NY 12255.

These include:

- Vietnam and Gulf War Veteran Tuition Awards
- NYS Memorial Scholarships for Families of Deceased Police Officers and Firefighters
- Children of Deceased or Disabled Veteran Awards
- Military Service Recognition Scholarship
- World Trade Center Memorial Scholarship

For additional scholarship information, please log onto www.hesc.com.

Individuals with disabilities may contact the ACCES-VR (formerly known as Office of Vocational and Educational Services for Individuals with Disabilities (VESID)), NYS Education Department, Albany, NY 12234. They may provide funds to be used for tuition, tutoring, books fees, etc., if deemed eligible.

Aid programs for the visually impaired are available through the NYS Commission for the Blind, Department of Social Services, Albany, NY 12243. Additionally, students may be eligible for a Lavelle Fund Scholarship, awarded to full time students from NY, NJ and CT. Please contact the Director of Disability services at (914)323-7127 for details.

State Aid to Native Americans may be obtained by contacting the Native American Education Unit, NYS Education Department, and Albany, NY 12234.

Student Loans

Federal Stafford Loans

This loan provides funding for students to pay for their educational expenses. The loan is made to the student, and the student is directly responsible for repayment of this debt. Eligibility is contingent upon completion and submission of appropriate application documents. Repayment of principal begins six months after a student ceases enrollment on at least a half-time basis.

There are two types of Stafford Loans. Demonstrated financial need, students can qualify for the Subsidized Stafford Loan. The federal government pays the interest on this loan while enrollment remains at least half-time. If a student does not qualify for the full Subsidized Stafford Loan, he/she may borrow an Unsubsidized Stafford Loan. Interest on this loan must be paid while enrolled or student may capitalize the interest and pay it, along with the principal, upon leaving school.

Stafford Loan funds are borrowed from a lending institution (bank) and repayment is made directly to the lender at the end of the six-month grace period.

The amount of your student loan depends on the number of credits you have successfully completed. If you are a new student or have completed fewer than 28 credits, you are eligible for an annual maximum of up to \$3,500. If you have completed or transferred in with 28 -- 59 credits, you are eligible for an annual maximum of up to \$4,500. Once you have completed or transferred in with at least 60 credits, you are eligible for an annual maximum of up to \$5,500.

Stafford Loan eligibility is determined by the Financial Aid Office. To apply for and receive such a loan, the student must complete an Entrance Counseling and an Electronic Master Promissory Note (or, E-MPN) at <http://www.studentloans.gov>. If you are an incoming student with an incomplete file, the student will need to complete these processes online before the Stafford Loan can be processed. If you are a returning student, an applicable Master Promissory Note may already be on file. Please check with the Financial Aid Office if you have questions or if your loan proceeds are not delivered to your account within three weeks of a semester start.

In either case, you must have an eligible Master Promissory Note in order to process a Student Loan of any sort. After your promissory note has been completed, your loan will be electronically certified by the college and the Student Accounts Office will receive the loan and credit it to your account, half in each semester (minus the origination fee). The FAFSA is the annual application for a Federal Stafford Loan.

Federal Perkins Loans

Funded by the federal government and administered by the College, Perkins loans are awarded based on financial need and availability of funds. Eligibility is re-evaluated each year. Repayment begins nine months after the student ceases at least half-time enrollment. The interest rate on this loan is 5%. If eligible, a promissory note must be signed with the Student Accounts Office before Perkins Loan funds can be credited to a student's account.

Federal Parent Loans (PLUS)

If you are a dependent student, your parent may borrow up to the cost of your education, less any financial aid received. Approval is contingent upon a successful credit check. Loan proceeds (minus an origination fee) are disbursed directly to your account, half in each semester. Once the PLUS Loan Pre-Approval is completed, please complete your electronic PLUS Master Promissory Note (e-MPN) at <http://studentloans.gov>.

Once you have reviewed the borrower benefits and upon approval, your information will be sent to the College electronically for certification and disbursement. To use PLUS loan proceeds for the fall bill, the loan certification must be received by the Financial Aid Office no later than June 1st. The PLUS loan interest rates are determined by the U.S. Government and the program is administered by the U.S. Department of Education. If you need further assistance, please do not hesitate to contact our office directly.

Financial Appeal Procedures

The Federal Student Handbook published by the Department of Education states the following: "The law governing FSA [Federal Student Aid] programs is based on the premise that the family is the first source of the student's support, and the law provides several criteria that decide if the student is considered independent of his/her parents for aid eligibility. Note that a student reaching the age of 18 or 21 or living apart from his/her parents does not affect his/her dependency status." (*Application and Verification Guide, 2008-2009, AVG-22*)

An appeal is an important document. The appeal is intended to accommodate extraordinary, mitigating or unusual circumstances (i.e., severe health issues, serious accidents, unemployment, loss of a parent, etc.). Technically, it is an earnest, focused and documented request for increased financial assistance in the event.

The Procedure for Submitting and Reviewing all Financial Appeals:

1. An appeal is a formal letter usually submitted by a student or parent addressed to the Financial Appeals Committee and sent directly to:

Robert Gilmore
Director of Financial Aid
Manhattanville College
2900 Purchase Street
Purchase, NY 10577
Robert.Gilmore@mville.edu

2. The Director of Financial Aid convenes the Financial Appeals Committee (Director of Residence Life, VP of Enrollment Management, Director of Admissions, Faculty, Retention Coordinator, and Dean of Students).
3. When reviewing appeals the Committee takes into consideration a number of factors and, thus, consults with other campus offices as needed (e.g., Academic Advising, Office of Residence Life, Dean of Students). All decisions are made with the student's overall best interest in mind not only financial.
4. The Committee takes all requests very seriously. It conducts a thorough investigation of the facts and assesses academic, social and conduct factors, as well, before rendering a decision. Final decisions rest with the Committee and all decisions are final.
5. In certain circumstances a letter of appeal may be re-submitted after one semester if there is any change in financial circumstances or new information comes to light.
6. The Committee is not obliged to provide detailed information regarding the reasons for its decisions.

For Assistance

Since many students may need more than one form of financial aid, it is strongly recommended that students contact or visit the Office of Financial Aid to receive guidance on the funds available from various sources. **In addition, you may also reach us via Email: Financialaid@mville.edu** or visit us in Reid Hall on the third floor.

Student Accounts

All student account balances are due and payable when billed or on the date indicated on the bill. Amounts due are the responsibility of the student. It is, therefore, incumbent upon the student to see that accounts are kept current. Financial Aid will be applied when received. If expected financial aid does not appear on a bill, the student must contact the Financial Aid Office to find out how to resolve the situation. Located on the third floor or Reid Hall.

- All payments must be made in US dollars. Remittances from foreign banks should be wired directly to Manhattanville College's bank account. Please refer to the Student Accounts Office webpage for wire instructions. <http://www.mville.edu/undergraduate/cost-a-aid/student-accounts/payment-options.html>
- Students who have not paid their account balance by the payment due date may not start classes, occupy their Residence Hall room or use their meal plan. Students may also lose their room reservation in the Residence Hall.
- Students will not be allowed to participate in the Residence Hall Room Lottery if their accounts have an outstanding balance.

- A balance on one's account may also result from fines owed, e.g. parking, library, etc. Payments must be made within 72 hours of the Commencement itself in order to process in the Commencement ceremony and should be in the form of cash, credit card or certified check.
- Official and unofficial transcripts and/or diplomas will not be available to students with unpaid account balances.
- Failure to comply with Financial Aid requirements will result in a student's account being considered not current and the student will be liable for outstanding amounts. A non-current account may jeopardize a student's Residence Hall room assignment and class registration.

If the College places a delinquent account with collection agency, all related fees, including but not limited to, collection agency fees, attorney's fees and interest, become the responsibility of the student and will be added to the amount due.

Student will be charged a \$25.00 fee for each returned check.

Refund Policy

For full-time students, refunds apply only to complete withdrawal from the College. Amounts personally paid for tuition, fees, room, and board may be refunded if the student requests and receives a formal withdrawal from the College through the Office of Academic Advising. The amount refunded will be based on the date of withdrawal as approved by the Office of Academic Advising according to the schedule below. Students who withdraw or leave the College for disciplinary reasons are not entitled to a refund.

Students receiving financial aid from the College who withdraw during a term will have their financial aid reevaluated, a process that may necessitate repayment of a portion of the aid received. Repayment of financial aid depends on the type of aid received, government regulations, and the period of time attended. A partial semester will generally count as one of the eight semesters of financial aid eligibility normally allowed.

For part-time students, dated and written notification of the dropping of a course must be received by the Registrar's Office. Refunds will be based on this date of withdrawal according to the schedule below:

Refund Schedule

Before first day of classes	100%
During first two weeks of classes	80%
During the third week of classes	60%
During the fourth week of classes	40%
During the fifth week of classes	20%
NO refund after fifth week of classes	

STUDENT LIFE RESOURCES

Bookstore & Convenience Store

The Bookstore is located on the ground floor of the Benziger Hall. It stocks the required texts for courses, general interest titles, stationery and art supplies, toiletries, snacks, and college merchandise. The Bookstore accepts American Express, Discover, Visa, Master Card, personal checks with proper ID and, of course, cash. Returns policy: merchandise may be returned with receipt during posted time periods. You may reach the Bookstore at (914) 323-5323 or visit them online at www.MvilleShop.com.

Campus Safety & Security

The Department of Campus Safety and Security is located in the main lobby of Spellman Hall near the front entrance of the campus. The Department Headquarters can be reached 24 hours a day, 365 days a year at:

Emergency- campus phone	ext. 888
Emergency-non-campus phone	(914)323-SAFE (7233)
General Information	(914) 323-5244
Director	(914) 323-5406
Deputy Director	(914) 323-7159
Transportation Coordinator	(914) 323-7246

Mission & Duties

Manhattanville's Department of Campus Safety and Security supports the peace, safety and security of persons and facilities on the Manhattanville Campus and properties owned, controlled or occupied by the College. The Department's mission is to ensure a safe, problem free environment for students, faculty and staff in which the College can fulfill its educational mission.

The Department of Campus Safety and Security is responsible for security and safety enforcement, crime reports, investigations, emergency response, fire and medical emergencies, traffic, parking and campus awareness. The Department maintains a close working relationship with all law enforcement agencies. The Department consists of a Director, a Deputy Director, a Project Manager and approximately 24 full-time and part-time Safety Officers. These Officers are trained in the appropriate areas and procedures of safety/security, including but not limited to emergency responses, CPR, first-aid, crisis intervention, criminal law and patrol.

ID Cards

Manhattanville College ID Cards are issued through the Department of Campus Safety and Security. ID cards are issued at the time of registration for the Spring and Fall semesters. ID cards for the remainder of the year may be obtained in person at the Department of Campus Safety and Security.

The Manhattanville ID Card incorporates a number of valuable services offered on campus into a one-card system. The ID Card allows access to residence halls, and is tied in electronically to Food Services, the Library, athletic facilities, laundry facilities, Berman Students' Center, The Main Gate Security Booth, the rear gate, and Student Accounts.

Card Access to Residence Hall

Card readers are installed on various entrance doors of each residence hall and are continuously monitored on a 24-hour basis by Campus Safety Headquarters in Spellman Hall. All other entrance/exit points are alarmed to alert Campus Safety of door openings. Access into these buildings can only be gained using the Manhattanville ID Cards at one of the card reader doors provided, so students must keep their ID Cards with them at all times.

Lost or Stolen Cards

Lost or stolen cards issued to resident students must be reported immediately to the Department of Campus Safety and Security so that the card can be deactivated to avoid fraudulent charges.

Worn Out ID Cards

A card worn out due to normal wear and tear (as determined by the Department of Campus Safety and Security) will be replaced at no additional cost to the student if the card is presented.

ID Card Replacement

To replace a lost or stolen ID card, the student must first go to the Bursar/ Office of Student Accounts in Reid Hall 3rd floor, pay a \$10.00 fee and obtain a “Clearance Card”. The charge may also be placed on the student’s account. Once a Clearance Card has been obtained, the student may then receive a replacement ID card.

If a resident student has lost an ID card and the Bursar/Office of Student Accounts is closed, a replacement card will be issued so that the resident student may be able to gain access to their residence hall and also be able to use the Food Services. The replacement ID card will be deactivated by noon the next day if the Bursar/Office of Student Accounts is open.

Laundry

Washers and dryers in residence halls do not accept cash. All resident students will have \$60.00 per semester added to their student account for the use of on campus washers and dryers. Students need to supply their own laundry products.

Main Entrance Gate on Purchase Street

Visitors entering the campus will be required to show identification (e.g. Driver’s License) and register their vehicles with the Campus Safety officer at the gate in exchange for a parking pass. All vehicles must possess and properly display the correct identification as instructed by Campus Safety and Security. Students are reminded to carry ID cards at all times and to obtain a parking decal by registering their cars online (see section below).

Late Night Evening Entrance

Guests are required to carry their approved GUEST REGISTRATION PASS and ID at all times. Guests who do not have their approved GUEST REGISTRATION PASS will not be permitted access to the campus. After 11PM students are required to pay for their cab fare at the front gate and to present their ID cards to the Campus Safety Officer. There are occasions regardless of time of day where special events require Students to show Manhattanville ID to gain access to campus.

Guest Policy & Procedures

A guest shall be defined as any person (whether a Manhattanville commuter or a non-Manhattanville student) who is present at the invitation of a student or is greeted by a student or, is accompanied by a student. A residential student must register any guest who plans to be in the residence halls after 8:00pm with the RA on duty between the hours of 8:00 pm – 11:00 pm. After 11:00 pm, unregistered guests will not be permitted to remain in the residence halls and will be escorted off campus. The Student must understand and abide by the guest policy established in the Student Handbook and accepts full responsibility of his/her guest. There are occasions when guests will not be permitted on campus- Winter Break while the college is closed, Finals week, and Senior Week.

All resident and commuter students will be responsible for registering and informing their guests, whether students or non-student, of College policies and will be **held accountable for the behavior of their guests**. Guests must respect and comply with all policies, rules and regulations of the College. Students are subject to disciplinary action if their guest violates College regulations. The privilege of being or hosting guests in a Residence Hall or at campus events may be denied or terminated by the College at any time. Due to the adult living nature of residence halls, guests under the age of 18 are not permitted to spend the night; unless the guest is a sibling of the host and the College requires written consent from parent/guardian.

The following visitation regulations must be observed:

- A student is permitted only two guests at any one time, with the exception of parents and/or legal guardians.
- Residents may have overnight guests no more than two nights in a seven-day, Monday through Sunday, calendar week (three nights if a holiday weekend). A resident who shares a room must also have the consent of his/her roommate(s).
- A guest may not be registered by more than one host during a seven day, Monday through Sunday, period.
- Guests may not stay on campus overnight for more two days in a seven-day, Monday through Sunday, period.
- All visitors must be accompanied by their student host at all times while on campus. Unaccompanied guests will be escorted off campus and their host judicially sanctioned.
- Guest attempting to visit must have proper identification to enter campus (i.e. College ID card, Driver's License, State ID card).
- Any guest visiting a student must know the room assignment of their host to be allowed on campus grounds.
- All guests must first go to the Department of Campus Safety located in Spellman Hall to register.
- Guests must be registered between the hours of 8:00 pm – 11:00 pm for any period of time with the Resident Advisor on duty in your respective hall. This policy will be strictly enforced. If guests arrive on campus after the deadline without the host requesting a guest pass in advance, they will not be permitted on campus. Only parents and/or legal guardians are excluded from this policy.
- All guests of Manhattanville College students must carry valid form of identification and their copy of the Guest Registration Form at all times.
- Guests who violate College policy including NY State or Federal laws, will be removed from the Manhattanville College campus and could be permanently banned from all campus property.
- No guests may be registered during finals week or any other time period determined by the Office of Residence Life.

A resident student is permitted two guests in a week (Monday through Sunday) for no more than two nights in that week. A guest may not be registered by more than one resident student in a week (Monday through Sunday), and may not stay on campus overnight for more two days in that week. Guests must be accompanied by their host resident student at all time while on campus.

Guest Registration

Guests must register at Campus Safety with their host resident student present. The host resident student will then fill out a Guest Registration Pass and present both host student Manhattanville ID and Guest ID (Driver's license, passport, Government ID). Upon approval both host student and guest must proceed to their residence hall RD office to see the RA on Duty before 8 pm for any period of time. There are occasions regardless of time of day where special events require guest registration to take place immediately upon entering

the campus. There are also occasions where special events require guest registration to take place at the Office of Student Activities.

Guest Pre-Registration

If the anticipated arrival time of the guest is after 8pm, students should pre-register with the Office of Residence Life (Founders G5) Monday through Friday (9am-5pm) **or** pre-register with his/her residence hall RA on duty to avoid denying the guest access to the campus upon arrival. Guest name, address, date of birth, ID type/state, and number are required. Upon guest arrival, host resident student and guest must proceed immediately to Campus Safety and present the approved and completely filled out Pre-registration Form, Manhattanville ID and Guest ID.

Winter Break Access

Only students on approved Residence Life or Athletics lists will allow access on campus after 5pm.

Motor Vehicles & Parking Information

Motor Vehicles

Any student is permitted to have a vehicle on campus. However, the College expects students to abide by the College's policy regarding vehicles and the laws concerning vehicles, such as a valid driver's license, registration and inspection. The college is not responsible for any individual's vehicle parked on campus. Parking on campus is at the owner's risk.

The College reserves the right to search any vehicle in order to ensure the general welfare and safety of the community. Such searches will only be conducted if a threat to the community is posed or if it is necessary to ensure the safety of the student/owner. Examples of circumstances in which a search may be conducted can be found in the Room Inspection portion of the Code of Conduct.

Abandoned Vehicles

Any vehicle parked on the Manhattanville College Campus, which is without a current parking decal, unregistered, expired or with no license plates for more than seventy-two (72) hours will be deemed an abandoned vehicle. The owner of an abandoned or unregistered motor vehicle parked on the Manhattanville Campus will be given written notice, sent by registered or certified mail, return receipt requested. If the vehicle is not removed within ten (10) days of receipt of the written notice, the vehicle will be towed. If the owner of an abandoned vehicle cannot be determined, or cannot be contacted by phone or address, the abandoned vehicle will be towed 30 days after the first parking violation ticket has been issued to that vehicle.

If there are special circumstances surrounding the parking of a vehicle on the campus that would normally constitute an abandoned vehicle, the student must get written permission from the Director of Campus Safety or his/her designee.

Parking Between Semesters

Students are not allowed to leave vehicles on campus during the summer months or between semesters, unless taking classes, without written permission from the Department of Campus Safety and Security. If written permission is not obtained, the vehicle may be towed.

Motorist Assistance

In the event that a student vehicle needs a jump-start, is locked out, or is out of gas, the Department of Campus Safety and Security will provide them with the proper assistance.

Parking & Vehicle Registration

All student vehicles parking on campus must display an official and current parking decal issued by the Department of Campus Safety and Security. Parking is restricted to marked parking spaces outlined in white within designated areas only.

Vehicle Registration

- Manhattanville College charges a parking fee for all students. Parking fees are:
- Resident – Undergraduate/Graduate \$100 per academic year
- Full Time Undergraduate Commuter \$50 per academic year
- Graduate Commuter Student \$15 per session
- Part-time Undergraduate Student \$15 per semester
- ELI student \$15 per semester
- Summer Sessions 1 and 2 \$15 per session

All students register their vehicles via our on-line system which will also include the parking fee structure and billing information. Billing will be administered by Student Accounts. There is no reserved parking on campus.

Online Vehicle Registration

Vehicles may be registered at the time of enrollment and during the school year via the internet (annex.mville.edu/undergraduate/student-life/campus-safety/parking-stickers.html) and picked up at the Department of Campus Safety and Security in two to three business days. In order to obtain a parking decal, the person being issued the decal must present a valid vehicle registration, driver’s license, and proof of vehicle insurance. The Department of Campus Safety and Security will determine the manner in which the decals must be affixed to the vehicle. The individual to whom the decal is issued is responsible for any and all violations attributed to the vehicle, REGARDLESS OF WHO IS DRIVING THE VEHICLE.

Prohibited Areas

Parking is prohibited on roadways, crosswalks, grass, in fire lanes, parking spaces for the physically disabled (unless appropriate state issued placard or license plate is displayed), loading zones, Dammann/Tenney Circle, Founder’s Circle, Spellman Circle, Burnett/Olmstead/Houston Circle, Faculty Staff Housing, along the baseball and softball fields, and overnight parking (12 AM-7 AM) in the Reid Castle circle or Brownson Road. Anyone violating this procedure will be subject to a fine and removal of the vehicle by towing.

Parking Penalties and Fines

A warning will be given on the first parking offense, provided the violator meets with the Director of Campus Safety and Security within five (5) days with the summons. Frequent offenders may be subject to the revocation of their parking decals. The vehicle will no longer be permitted to park on campus and may be towed if violations persist. Diplomas, transcripts, class registration, and housing selection will be held pending the disposition of outstanding parking violation fines. Tickets will place a financial hold on a student’s account until they are paid in full.

FINES*:

Fire Lane/Zone	\$50.00
Handicapped Zone	\$50.00
Parked on Grass	\$25.00
Staff/Faculty Area	\$20.00
Parked in Two Spaces	\$20.00
Crosswalk	\$30.00
Prohibited Area	\$30.00
Double Parked	\$30.00
Parked on Roadway	\$20.00

Excessive Speed	\$40.00
Improper Use of Vehicle	\$20.00
Failure to Obey Traffic Signs	\$20.00
No Registration Decal	\$50.00
Other Violation	\$20.00

*The amounts of fines are subject to change. Please note that more than one violation may be indicated on a single citation.

Any student found driving a vehicle on any grassy areas would be subject to a fine, payment to the College for any damages, and disciplinary action. All parking fines will be paid at the Bursar's Office located on the 3rd floor of Reid Hall, Monday through Friday between the hours of 10:00 AM and 4:00 PM, or by mail. **STUDENTS ARE RESPONSIBLE FOR PARKING VIOLATIONS ISSUED TO THEIR GUESTS.**

Vehicle Towing and Redemption

Procedures for the removal or towing of illegally parked vehicles have been adopted by Manhattanville College to ensure the safety and convenience of all persons on campus and apply to all full and part-time students of the Manhattanville Community, as well as visitors. All towing will be to a location designated by the Department of Campus Safety and Security and any and all costs that the College may incur with regard to the removal and disposal of the vehicle will be billed to the owner.

All inquiries by owner and/or operators of towed vehicles may be made at the Department of Campus Safety and Security. The owner and/or operator may claim their vehicle by paying any parking violations to the Bursar directly or via mail. Towing and storage charges are to be paid directly to the towing contractor. Authorization for any towing will be at the discretion of the Director of Campus Safety or his/her designee. Diplomas, transcripts, class registration, and housing selection will be held pending the disposition of outstanding parking violation fines. Tickets will place a financial hold on a student's account until they are paid in full.

College Vehicles

Authorized students who use College vehicles are responsible for any incidents that may occur with the vehicle. Students are to contact Campus Safety and Security immediately if they problems with the vehicle, are involved in an accident, receive parking tickets (driver is responsible for payment of ticket; a \$25 surcharge along with the fine and fees will be applied to a student's account for any unpaid tickets). A student who is assigned a vehicle must return the vehicle at its designated time and to its designated parking location, with windows fully closed, doors locked, fueled up, free of trash, and keys returned to Campus Safety Headquarters. College vehicles may not be parked in illegal areas on campus. Failure to do so could result in a parking fine. At no point should the authorized student allow another student to operate the vehicle. Students must have a valid US driver's license and complete the driver application through Campus Safety in order to be authorized to use a College vehicle.

Students who do not follow the outlined rules will be subject to disciplinary action and forfeit their ability to use College vehicles in the future.

Students found using a College vehicle for non-College related activities will forfeit their ability to use vehicles in the future, be charged on their student account for any non-College related use of EZ Pass and/or Gas Speed Pass along with a with a \$25 surcharge, and may be subject to disciplinary action.

If a college vehicle is involved in a motor vehicle accident, please remember that leaving the scene of a motor vehicle accident is a crime. Call 911 if hurt or in a dangerous situation. If another vehicle is involved, gather as much information as possible: driver's name, address, license plate and state, make, model, color,

damage to vehicle, location of accident (street, city, state). If able, take as many pictures as possible and from different angles.

Students driving in an unsafe or reckless manner will forfeit their ability to use College vehicles in the future. Students who incur damages on a college vehicle due to negligence may be liable for those damages.

Emergency Call Boxes

Emergency call boxes are located in the front entrance of each residence hall, the Music Building, Brownson, every elevator, Berman Student Center and several exterior locations. To operate these emergency phones, push the red EMERGENCY button. The telephone will speed dial the Campus Safety and Security desk in Spellman Hall. The Department of Campus Safety and Security will know your location and ask you to state your emergency. They will then dispatch the appropriate response team.

Fire Prevention

In the event of a serious emergency, the College Administration and Campus Safety and Security have implemented procedures to notify immediately the Vice President for Student Affairs and the President.

The College's Fire Safety Program is designed and implemented by a collaborative group, which consists of the Vice President, Dean of Students, the Director of Residence Life, the Director of Campus Safety and Security, and student representatives. There will be periodic seminars and drills throughout the year.

Failure to evacuate will result in disciplinary action. Each student is responsible for knowing evacuation procedures of the building. Students must take the lead in being aware of fire prevention and precautions that must be taken to prevent fires on campus.

The College reminds its members that malicious acts involving fire equipment or fire alarms will not be tolerated and will result in the expulsion of students. Such acts include, but are not limited to, intentionally discharging a fire extinguisher, spraying a substance known to activate the building fire alarm system near a fire/smoke detector, or activating a building fire alarm system via pull station. The College reserves the right to report instances to the proper law enforcement authorities.

The College has an obligation to uphold public law and warns its members that any malicious act involving fire equipment or fire alarms will result in disciplinary action by the College, including expulsion, and is punishable by state law under Section 240.55 of the New York State Penal Law, FALSELY REPORTING AN INCIDENT in the second degree, a class A Misdemeanor. Further, should anyone become injured or killed as a direct result of such a malicious act, the offense is punishable under section 240.60 of the New York State Penal Law, FALSELY REPORTING AN INCIDENT in the first degree, a class E Felony.

In Case of Fire:

- Remain calm and think.
- Feel the entire door for heat. BE CAREFUL TOUCHING DOOR KNOBS. THEY CAN CONDUCT THE MOST HEAT. If door is hot or if there is excessive smoke in the hallway, remain in your Room. See section below.
- Move in an orderly and rapid manner in a single file line along the wall upon which the exit is located.
- DO NOT attempt to extinguish the fire.
- If smoke is present, wrap a wet cloth or towel over your nose and mouth.
- Remain close to the floor.
- NEVER use the elevator when there is a suspected fire in the building.
- Go to determined assembly area for roll call by Resident Advisor.

If you Cannot Leave the Room:

- Open windows if there is smoke coming in from the hallways; if there is no smoke, leave windows closed to prevent outside smoke from being drawn into the room.
- Seal cracks around the door with towels (damp, if possible).
- If you are trapped, attract attention by hanging an object from the window- the brighter the color, the better. If outside smoke is drawn in, close the window leaving the objects hanging.
- If smoke is severe, place a wet cloth over your nostrils and REMEMBER, the floor is usually clear of smoke.
- If possible and safe to do so, have water readily available in a nearby sink and/or bath tub
- Report the emergency by dialing Campus Safety at (914) 323-5244.

Fire safety is an issue of which the entire community should be aware. Violations of fire safety procedures or misuse of fire safety equipment will be dealt with seriously and may result in the removal of the violator from the residence halls and/or the College community.

- Parking in Fire Lanes also presents a fire safety threat to the community and should be avoided at all costs. Violators will be fined and/or towed.

General Safety Measures

- Keep windows and doors closed and locked when you are not in your room. Test them to see that they are locked securely. (Contact Residence Life immediately if your door lock is not working).
- Make a list of your valuables and keep it in a safe place. Include pictures, exact description, year purchased and ID number.
- Do not leave money or valuables exposed in your living quarters. Place money and valuables out of sight and under special lock protection.
- Do not prop doors open.
- Do not let strangers into your living area.
- Report all suspicious activity. Remember Campus Safety phone extension 5244. Campus Safety and Residence Life should be notified of any threatening incidents or unusual behavior.
- Do not walk alone on campus at night. Go in pairs or with a group and try to remain in well-lit areas.
- Know the location of the blue light emergency call boxes.
- Park in well-lit areas.
- Do not leave your car unlocked, unattended or with key in it.
- Do not hitchhike-even on campus.
- Install anti-theft software on laptop computers (lojack)
- Keep a record of the make, model and serial numbers of all electronic items

Medical Emergencies

If a medical emergency should occur, contact Campus (914) 323-SAFE (7233) and provide the officer with all the information regarding the medical emergency (e.g. type of call, location and person(s) involved). Upon evaluating the situation the officer will then immediately notify the necessary departments and authorities. In case a student must go to the hospital, the student will be transported by ambulance or by other means, depending on the severity of the injury, and may be accompanied by a member of the College staff. In cases of serious medical emergencies, parents or guardians will be notified as soon as possible.

Area Hospitals

White Plains Hospital
(914) 681-0600
41 East Post Road / NYS route 22
White Plains, NY 10601
www.wphospital.org

Westchester Medical Center
(914) 493-7000
100 Woods Road
Valhalla, NY 10595
www.westchestermedicalcenter.com

Urgent Care

WESTMED Medical Group
(914) 682-0700
210 Westchester Avenue
Harrison, NY 10604-2901
www.westmedgroup.com

Emergency Notification

The college uses the RaveAlert emergency notification system to notify students and parents registered with RaveAlert of emergencies on campus. The college highly recommends that students register with Rave Alert at <https://www.getrave.com/login/mville>. Please safely store the username (Mville e-mail username) and password in a secure location for future reference.

Emergency Registration Deregistration

To stop receiving RaveAlert messages sign onto the website above and deregister. Texting STOP to 67283 or 226787 will also stop RaveAlert messages.

Crime Statistical Information

The Advisory Committee of Campus Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. Vice President Greg Palmer, the Chair of the Committee, will provide this information. He can be reached at (914) 323-5194. Crime statistics can also be viewed at the Manhattanville web site (www.mville.edu) or the Campus Safety Pamphlet, which is distributed. If a reported crime is investigated by the law enforcement authorities and found to be false or baseless, the crime is considered “unfounded” and is not included in our institution’s statistics. Manhattanville’s crime statistics detailed report can be found on the U.S. Department of Education: (<http://www.ope.ed.gov/Security/search.asp>). OPE ID of Institution is 00276000.

Dining Services (Chartwell’s)

Meal Plans

All resident students are required to have a meal plan. Residential students must choose one of the following four meal plans:

- A 15 meal per week plan plus a \$150.00 Pub Cash
- A 19 meal per week plan (all freshmen resident students are required to be on the 19 per week plan for the first year) plus a \$100.00 Pub Cash
- A 10 meal per week plus a \$250.00 Pub Cash
- 135 meals plan per semester plan plus a \$150.00 Pub Cash

Meals do not carry over from week to week, except the 135 BLOCK plan- this does carry over from week to week, but ends at the end of the semester. Meal plans are not in use during breaks. However, students can use Pub Cash during Thanksgiving and Spring Break. All meal plans renew every Thursday morning.

In addition to the meal plans, there is also Café Cash which works as a declining account balance. Once you have deposited money into the account, your I.D. card acts as a debit card, which eliminates the need to carry cash, and also saves the sales tax. Pub Cash or Café Cash can be used in the Vending Machines, or can be used in the Library, the Café, or Brownson Food Court.

Café Cash rolls over from the Fall semester to Spring semester, but not from Spring to Fall. Your first time Café Cash deposit of \$200.00 or more earns you an additional 20% bonus. This is a great alternative for our Commuter Students.

Benziger Dining Hall

Breakfast	7:30am – 11:29am
Lunch	11:30am – 2:30pm
Dinner (Friday and Saturday)	5:00pm – 8:00pm
Dinner (Saturday thru Sunday)	5:00pm – 9:30pm
Saturday & Sunday Brunch	9:30am – 2:30pm
Saturday & Sunday Dinner	5:00pm – 8:00pm

The dining hall is the central location for eating on campus and provides an opportunity for talking, relaxing and socializing with others on campus. During the week, the dining room serves full service and continental breakfasts, a full lunch or snack, and dinner. On Saturday and Sunday, the dining room serves a combined breakfast/brunch/snack service and dinner.

Outtakes

Breakfast	7:30am – 11:29am
Lunch	11:30am – 4:29pm
Dinner	4:30pm – 11:59pm
Saturday & Sunday	12:00pm – 11:59pm

Outtakes is located on the lower level of Benziger Hall and features a variety of items, including pizza, ice cream, sandwiches, salad, soda, juice, and grilled specialties as well as Coyote Jacks, SONO-Celebrate Latin and Summer Smoothies.

The Pub

Our campus pub serves as a social gathering place for our student body. At special events, the Pub provides the students with an opportunity to enjoy a variety of delicious foods or to be entertained by a DJ or band. Karaoke and Comedy nights are just some of the many exciting programs sponsored by Student Activities in the Pub.

****Note: On Saturdays and Sundays the Pub is actually open starting at 7:30am, however, meal swipes do not start until 9:30am. Prior to 9:30am, students can use Pub/Café cash, Debit/Credit cards or cash.

The Library Cafe

Monday - Friday	9:00am – 5:00pm
Saturday	Closed
Sunday	Closed

Located in the Library, the Café offers a variety of coffee (Starbucks) and coffee specialty along with pastries, salads, and sandwiches.

The Brownson Café

Breakfast	8:30am – 11:29am
Lunch	11:30am- 4:29pm
Dinner	4:30pm- 8:00pm
Friday's	8:30am – 2:30pm
Saturday and Sunday	Closed

Located in Brownson building main floor, the Café offers a variety of beverages and coffee specialty along with pastries, salads, and sandwiches.

Director of Dining Services	(914) 323-5392
Administrative Assistant	(914) 322-5395
Dining Room Manager	(914) 323-5397
Director of Catering	(914)323-5396
Executive Chef	(914)323-5393

For more information on Dining Services, please visit www.dineoncampus.com/mville

School Closing Information

In case of bad weather, the following television and radio stations will broadcast school closing information:

Television Stations	Channel	Location
CBS	2	New York City
NBC	4	New York City
NEWS 12	12	Westchester County

Radio Stations	Dial	Location
WINS	1010AM	New York City
WFAS	103.9FM	White Plains, NY

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs is responsible for the overall well-being of students during their time at Manhattanville. This office is committed to creating a living-learning environment that fosters student growth and development. The Vice President for Student Affairs oversees all related offices working together to meet a broad range of student needs. These offices include:

- Athletics
- Center for Student Success
- Counseling Center
- Dean of Students
- Disability Services & HELP
- Duchesne Center
- Health Center
- Invest in Success
- Office of International Student & Scholars
- Office of Residence Life
- Office of Student Activities
- Transitional Program

Working collaboratively, these offices make every effort to accurately assess, represent and meet the needs of Manhattanville’s student population. With assistance from many segments of the College community, members of the Student Affairs area provide students with opportunities to develop leadership skills and improve their ability to make informed choices.

Athletics

The Manhattanville College Department of Athletics is guided by the belief that the intercollegiate athletics experience is integral to the educational mission of the college. It is our purpose, as educators and leaders, to provide competitive athletics programs intended to encourage in our male and female students a desire for excellence, respect for peers, commitment, teamwork, leadership, loyalty and integrity.

The Department also works to assure that athletes are representative of the student body, and are treated as all other students with the same regard for their academic achievement, commitment to community service, and their overall personal development. By carrying out our mission, we strengthen the ability of our student-athletes to develop into responsible and contributing members of society.

Varsity Sports

Over the years, many of the College's athletic teams (NCAA Division III) have achieved great success, participating in numerous conferences, regional and national championships; while many individual athletes have gone on to earn national recognition. Because of this success, achieved with demanding schedules, Manhattanville continues to enjoy the reputation of one of the finest small College programs in the East. Manhattanville currently offers men and women's basketball, cross country, golf, ice hockey, lacrosse, soccer, and indoor and outdoor track; as well as baseball, field hockey, softball and women's volleyball. Students are encouraged to participate in the intercollegiate program, and should contact the Athletic Department at (914) 323-5280 with questions.

Counseling Center

The Counseling Center is a safe, private confidential place for students to speak with professional mental health clinicians regarding personal issues in both individual and group sessions. The Counseling Center is staffed by clinical psychologists, psychiatrists, nutritionist, and individuals with advanced training in these areas. All of the professionals in the Counseling Center have had extensive experience working with College age students. Services offered include individual, group psychotherapy, psychological/psychiatric assessments, crisis intervention counseling, medication management, consultations, and referrals. The services offered at the Counseling Center are provided free of charge for all fulltime undergraduate and fulltime resident graduate students. A wellness room is also available which includes a massage chair, a light box and biofeedback. The Counseling Center is located in suite G-29 in Founder's Hall and is open Monday – Friday 9:00am – 5:00pm. Our phone number is (914) 323-5155. In case of an emergency after hours please call Campus Security at 888 from any campus phone, from a non-campus phone at 914-323- SAFE (7233), or contact your Resident Advisor or Resident Director.

Office of Disability Services

In accordance with Section 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act (ADA) of 1990 and the Amendments Act (ADAAA) of 2008, Manhattanville College strives to ensure that “no otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program administered by the College.” As per federal law:

An individual is defined as having a disability if they are an individual who (1) has a physical or psychological impairment which substantially limits one or more major life activities; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

A student with a disability needs to identify himself/herself with the Director of Disability Services, Gabriella Burd at gabriella.burd@mville.edu or by phone at 914-323-7127. A recent psychological, educational evaluation, medical or psychiatric evaluation is needed to complete the process. Psychological educational evaluations should be current and relevant to accommodations requested. Medical information should also be current or may need to be updated if medical issues are unstable. If documentation is not current or needs updating, the student can be referred to an outside agency for a low-cost evaluation.

Reasonable accommodations are determined by the Director on an individual basis considering both documentation and intake interview. Accommodations may include but are not limited to extended time for an exam, exams in a separate location, sign language interpreters, use of a computer in class or on exams, class

materials in alternate formats, and classes moved to an accessible location. At the beginning of each semester, a student who is registered with the Office of Disability Services should request in writing from the Director, the accommodations that he/she needs for access. The Director provides each of the students' professors with a letter outlining the approved accommodations. The letter includes the student's accommodations only, unless otherwise requested in writing by the student. While the Director informs the students' professors of the needed accommodations, it is the students' responsibility to make arrangements with his/her professor each time the accommodation is to be provided (i.e. before each test).

Grievance Procedure

Section 504 of the Rehabilitation Act and The Americans with Disabilities Act prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance. Any student who believes that reasonable accommodations have been denied should first contact the Director of Disability Services who will attempt to resolve the situation expeditiously. If a resolution cannot be reached, a written petition should be submitted to the Director, who will convene the ADA Committee to review the petition. The Committee's decision may be appealed to the Vice President for Student Affairs. Reasonable accommodations may, at the discretion of the Vice President, be provided in the meantime.

Service and Support Animal Policy

Manhattanville College understands the importance of Service and Support Animals to those individuals with disabilities and has therefore established policies and procedures to provide equal access to those individuals requiring this support and to ensure the safety of the campus. This policy ensures that people with disabilities, who require the use of Service or Support Animals as a reasonable accommodation, are granted this privilege so that they may receive the benefit of the work or tasks performed by such animals or the therapeutic support they provide. Manhattanville College reserves the right to amend this policy as circumstances require.

Definitions

A. Service Animal

A "Service Animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability such as a physical, sensory, psychiatric, intellectual, or other mental disability. In some cases, a miniature horse may be permitted as a Service Animal. Other animals, whether wild or domestic, and regardless of any training, do not meet the criteria and are not considered to be Service Animals. Examples of such work or tasks consist of guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must have a direct correlation to the person's disability. Dogs whose sole purpose is to provide comfort or emotional support do not qualify as Service Animals.

B. Support Animal

"Support Animals" are animals that work, provide assistance, or carry out tasks for the benefit of a person with a disability, or animals that provide emotional support which alleviates one or more recognized symptoms or effects of a person's disability. Some, but not all, animals that assist persons with disabilities are professionally trained. Some Support Animals are trained by the owners. In some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed as a reasonable accommodation by the person with the disability. There must be an identifiable or medically documented relationship between the individual's disability and the assistance that the animal provides. Unlike a Service Animal, a Support Animal does not assist a person with a disability to participate in activities of daily living, nor does it accompany a person with a disability at all times. Support Animals may be considered for access to college housing, however, they are not permitted in other areas of the college (e.g. libraries, academic buildings, classrooms, labs, student center, etc.).

C. Pet

A “Pet” is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or a Support Animal. Pets are not covered by this policy. Residents are not permitted to keep pets, other than fish, on college property or in college housing.

D. Approved Animal

An “Approved Animal” is a Service Animal or Support Animal that has been granted as a practical and reasonable accommodation under this policy.

E. Owner

The “Owner” is the student who has requested the accommodation and has been given permission to bring the “approved animal” on campus. Please note that owners who are in the process of requesting the use of a service or assistance animal are not permitted to have the animal on campus until the animal has been approved by the director(s).

Please contact Gabriella Burd, Director of the Office of Disability Services, to learn more about the policies and procedures of a Service or Support Animal.

The Higher Education Learning Program (HELP)

The Higher Education Learning Program (HELP) is a fee based tutoring center that serves as a center of support for students with learning disabilities. It is structured to assist students to meet the academic challenges of the Manhattanville College curriculum. The HELP Center offers individualized one-to-one tutoring services provided by professionals who are trained and experienced in working with this special population. For further information please contact The HELP Center (Library, Room 134) the Director of Disability Services at (914) 323-7127.

The Duchesne Center for Religion & Social Justice

The Duchesne Center promotes the development of ethically and socially responsible leaders for the global community by linking academic courses to community service and civic engagement by emphasizing activism and reflection as inseparable components of this development. This is the Duchesne Center’s signature **4th Credit Option**. Through partnerships with social service, private, and government agencies, Duchesne sponsors community outreach, diversity, leadership and social responsibility initiatives, global citizenship programs, spiritual well-being, and opportunities for national and international service-learning trips.

In furthering our goal to create a diverse and engaged community, Duchesne works closely with student organizations, academic departments, administrative offices, and community groups to promote the exploration and celebration of cultural, ethnic, religious and gender dimensions of our human experience for human flourishing and transformation. Through educational programming, staff and student participation in policy decisions and advocacy on behalf of students, Duchesne fosters a community where all members are valued and supported.

The Duchesne Center is responsible for coordinating interfaith services, pastoral counseling, and religious clubs for various Christian, Muslim, and Jewish student groups. Catholic liturgies and sacraments are offered on Campus through the O’Byrne Chapel. Information is available for all students to churches, synagogues, mosques, and other houses of worship in the area. To provide an atmosphere where students of all faiths and philosophies can gather, Duchesne is interfaith in its outreach and offers authentic Yoga and Zen meditation experiences.

As a Non-Governmental Organization at the United Nations/NYC, the College through The Duchesne Center is dedicated to issues on global concerns, leadership, social justice, identity, religion, mentoring, and education for students involved in civic engagement projects. Anyone interested in community outreach,

multicultural issues, leadership, social responsibility, human rights, service learning, global citizenship, religion and spirituality should visit the office located in Founders Hall.

Duchesne Scholars need to be mindful of their responsibilities and rights can be found on the [Center's webpage](#)

The Duchesne Center is located in G-20 in Founder's Hall –The Gallery. The Office is open five days a week with programs running seven day a week. You may contact the Duchesne Center at 914 323 5447.

Health Center

The Student Health Center is responsible for providing confidential health care to all full time undergraduate and ELI students. The Student Health Center staff includes an office manager, a board certified physician in internal medicine, a licensed nurse practitioner in family medicine and two registered nurses. All full-time, registered undergraduates and English Language Institute students may use the Student Health Center. Physically challenged students and students with special health problems are asked to have their regular physician send a summary letter about their chronic condition or special needs prior to arrival on campus.

The Student Health Center staff will work with a student's private physician on routine matters as well as emergency or illness situations in order to collaborate and provide continuity of care. A completed physical examination form and immunization form with proof of immunity to measles, mumps, and rubella as specified in NYS Public Health Law #2165 and a Meningitis vaccination within ten years or a signed waiver as specified in NYS Public Health Law #2167 are required at the time of admission to the College as well as a PPD test for tuberculosis. These forms must be on file in the Student Health Center in order to prevent registration or residency from being revoked.

If a student becomes ill, it is advisable to check with the Student Health Center so the condition may be evaluated and treated. If a student becomes ill, and the Student Health Center is closed, the Resident Advisor should be notified so appropriate action can be taken. Several members of the Campus Security staff are trained Emergency Medical Technicians. Severely ill students will be sent via EMS to the hospital for evaluation. Any students returning from the emergency room should check in with the Student Health Center upon returning to campus. If the Student Health Center is closed, report to Campus Safety, a Resident Advisor, or a Resident Director on duty so when the Student Health Center reopens, appropriate follow-up may be done. Students who are severely ill may be hospitalized or sent home since no inpatient accommodations are available within the Student Health Center.

Services in the Student Health Center are free except for certain tests and treatments. Care provided by physicians, hospitals, laboratories, or radiologist off-campus is the financial responsibility of the student receiving the care. Medical insurance at Manhattanville College is mandatory. Students who do not have medical insurance will automatically be enrolled in a Health Insurance Plan offered through Manhattanville College.

The Student Health Center is located on the ground floor of Spellman Hall and is open Monday through Friday from 9am – 5pm. You may contact the Student Health Center via phone at (914) 323-5245.

Dean of Students

As part of the Student Affairs Division, the Dean of Students provides programs and services to support the development of students' personal growth. The Dean of Students oversees the management and leadership of the Office of Student Activities and the Center for Student Success. The Dean's role includes interpreting and applying policies and procedures including the student code of conduct. The Dean of Students office is located on the second floor of Reid Castle. The Dean of Students can be reached at 914- 323-3134.

Student Activities

The Office of Student Activities serves as a resource to both full-time and part-time undergraduate students who plan and implement general, cultural, social, recreational and educational programs. In keeping with Manhattanville College's purpose, the Office of Student Activities strives to contribute to the intellectual and personal growth of students through co-curricular activities, thereby serving as a vital link in the education of the whole person. By offering off-campus trips, registering and supporting a wide variety of clubs and organizations, leadership training and development, the college reinforces its commitment to stimulate the intellectual and personal growth of its students. The Office, in conjunction with Student Government Association, is also the source for club/organization budget allocations and regulations pertaining to its use. Manhattanville has over 40+ clubs and organizations. The club registration guidelines and a guide to the funding of these groups are presented in the "Guide to Clubs and Organizations". This booklet can be obtained in the Office of Student Activities located in Founder's Hall G-33 or on the Club and Organizations section of the Student Activities portion of the website.

Commuter Services

Commuter students comprise approximately 25 percent of the Manhattanville community. They are encouraged to participate in all aspects of campus life, including academic and student organizations and other on-campus activities. Please see refer to the Event Guest Policy on page 51 for guest policy rules and regulations. Student lounges located in Brownson Hall, lobby of Spellman Hall, Library, Game Zone and Berman Center provide spaces to study individually or in groups, as well as a place to relax and meet other students between classes. Food services are available at Benziger Dining Hall during normal meal times. Food services are also offered at the Brownson Café, Library Café and the Pub. Check the specific location for operating hours. Commuter students may reserve a locker for free for the academic year. They must provide their own lock and complete the Locker Request form in the office of Student Activities.

Fall Fest'ville

Fall Fest'ville is Manhattanville College's Family Weekend. The annual event happens in mid-October and features opportunities for families to interact with students, alumni, faculty, staff, and administrators. There are student performances and activities that the whole family can enjoy along with special events and presentations from various campus departments.

Orientation

Orientation introduces our incoming new students during the Summer and Winter to the academic expectations and extra-curricular opportunities on campus. New students will meet faculty members, learn how to get involved on campus and socialize with fellow new and upper-class students.

Clubs & Organizations

If you are currently a Club or Organization or would like to start a new Club or Organization, please see the "Guide to Clubs and Organizations". A copy may be obtained from the Office of Student Activities in Founder's Hall G-33 or the Club and Organizations section of the Student Activities portion of the college website.

Use of Bulletin Boards and Postings

The provisions governing the placement and removal of notices on Manhattanville bulletin boards and elsewhere on campus are as follows:

- In order to provide adequate space in convenient locations for posting, it is recommended that no more than 30 flyers per event may be posted. Flyers will be billed to the club/organization budget.
- Flyers for student-sponsored events must be stamped for approval by the Office of Student Activities prior to posting or they will be immediately removed.

- Posting on campus is limited to the bulletin boards in Brownson Hall and the freestanding boards in Benziger Hall and the Library, and all boards located in Residence Halls, Game Zone and the Commuter Lounge. Failure to comply may result in fines and/or restrictions from hanging future flyers.
- Posters, notices, announcements or other materials must not be attached to outside walls, windows, glass, interior or exterior doors, light fixtures, trees, trash receptacles, shrubs, or utility poles on campus. Failure to comply may result in fines and/or restrictions from hanging future flyers.
- Hanging flyers in a manner that is damaging to school property is prohibited. **Glue and duct tape are NOT approved methods to post flyers.** Failure to comply may result in fines and/or restrictions from hanging future flyers.
- It is not the intent of this policy to censor or to otherwise control the content of materials to be posted on campus. However, it is the obligation of all members of the college to maintain an educational environment while respecting the rights of individuals and groups.
- Material should be removed from the bulletin boards by office, department, club or organization within 24 hours after the program or the event advertised has ended. Failure to comply may result in fines and/or restrictions from hanging future flyers.
- Flyers may not be posted more than 2 weeks before the advertised event

Postings

The College reserves the right to remove any sign/posting on display anywhere on College property that is considered against the mission of the College. These include, but are not limited to, those postings considered ethnically, racially, religiously or sexually offensive. Postings placed anywhere on the College property must be approved by the Office of Student Activities.

Planning an Event

Registration

- Students planning a social event on campus that invites guests not associated with the college must meet with the designated staff member from Student Activities to discuss the event and how and where the event will be advertised
- The host(s) of the event must submit a list of invited guests and/or institutions to the designated Student Activities staff member as well as the Dean of Students at least one week prior to the event. Failure to do so may result in no guest policy for that event.
- The Dean of Students will share the list with appropriate college personnel (i.e. Residence Life, VPSA, and Campus Safety). If there is a potential problem the host will be contacted to discuss the event.
- The Dean of Students Office will then contact the appropriate personnel at the invited institutions to discuss the guest policy and pertinent college rules and regulations.
- Students on the pre-approved guest list must present at the front gate a current validated Photo ID (driver's license, passport, or State ID). If a guest's name is not on the pre-approved guest list, the student will not be permitted to enter the campus.
- ***Guest lists must include the names of any off campus presenters (i.e. DJ, speaker, performer, and any support staff that is coming with the presenter. This must be submitted at least one week prior to the event.***

Responsibilities:

- The host(s), individual or board members of clubs and organizations, of the event must be present at the event for its duration.
- Event hosts are responsible for ensuring that the college's social event policy regulations are observed by their invited guests.

- In the event that a host is unable to regulate or oversee the event, she/he should seek help by contacting a representative from the Office of Student Activities, Club Advisor and/or Campus Safety for assistance.
- Any damage that occurs to College property during an event will be billed directly to the host(s) organization if no one takes responsibility.

Attending an Event

The guest list must be submitted to the Office of Student Activities at least one week prior to the event. The Office of Student Activities will share the list with Campus Safety and the Dean of Students. The following information needs to be included on the guest list:

- **Hosts Name and Room Number (if a residential student)**
- **Guests Full Name (first and last), Guest Date of Birth and Guest Home Address (including, street, city and state)**
- **Guest contact information including email and phone number**
- **Will the guest attending the event be staying on campus overnight**

Event Guest Policy

Social events on campus are an important and integral part of the total educational experience. The College Campus Social Event Guest Policy is intended to encourage responsible choices that seek to enhance the quality of the social life at Manhattanville College. It is important for all students to understand what is expected of them and their guests. Students or members of a club or organization planning social events must be aware of the following regulations.

Commuter students may attend events on campus after 8:00 pm as long as they do not enter the residence halls. In the event that a commuter student intends to spend any amount of time in a residence hall after 8:00 pm, a residential student must register the commuter student as an overnight guest (see guest policy pg. 35)

Commuter students are allowed to bring one guest to campus events. Guests must be registered prior to attending the event. To register a guest, commuter students must either register their guest during the event RSVP period or bring their guest to Campus Safety Headquarters in Spellman Hall to fill out a Guest Registration Pass. The host commuter student will fill out a Guest Registration Pass and present both host Manhattanville ID and Guest ID (Driver's license, passport, Government ID).

All guests of Manhattanville College students must carry a valid ID and their copy of the Guest Registration Pass at all times. The guest of a commuter student must leave campus upon the conclusion of an event. The guest may not spend the night on campus.

The Student must understand and abide by the guest policy established in the Student Handbook and accepts full responsibility of his/her guest.

**** Please refer to the “Guest Policy (Residence Halls)” section of the Code of Community Conduct for Additional Information Regarding Manhattanville College’s Guest Policy**

Political Campaigning

The three major concerns in regard to campaigning are to protect rights of privacy, to protect the name of Manhattanville College, and to avoid soliciting funds on campus for political purposes. Therefore, the following policies have been established:

- An information table may be set up in public areas outside the Bookstore.
- There may be no door-to-door canvassing or display tables in residence halls, administrative or academic areas.
- Voter registration sign-up tables are the exception because this is a drive to promote civic responsibility and is non-partisan.
- The name “Manhattanville” may not be used in connection with any political purposes.
- Implied approval by Manhattanville for any political candidate may not be used.
- There can be no effort to solicit funds for a campaign. If donations for campaign paraphernalia are requested, it is understood that this is voluntary.

Sales & Solicitation

In order for outside vendors to receive permission for a sales and solicitation permit at Manhattanville College, the following guidelines must be recognized and upheld:

- An application for a solicitor’s permit must be completed and returned to Student Activities designee two weeks prior to the date requested.
- All sales must take place in an area designated by the Office of Student Activities.
- Vendor(s) are charged a fee of \$75.00 per day, payable in advance of the vending date.
- The College Bookstore and “College Ring Days” will receive priority in scheduling.
- Unauthorized salespersons on campus will be considered trespassers and may be prosecuted.
- Manhattanville has no commitment, financially or otherwise, to the solicitor.
- The college may revoke a permit at any time. If granted, a solicitor’s contract will be issued and must be carried by the salesperson(s) while on campus.
- If a vendor cancels a date 2 or more times within one academic school year, the college reserves the right to discontinue business with such vendor.
- Certificate of Insurance listing Manhattanville College as additionally insured.

Student Group/Club Sponsored Sales

In order for student groups to receive permission for a sales and solicitation permit at Manhattanville College, the following guidelines must be recognized and adhered to:

- A representative of the student group must register with the Office of Student Activities to assist in publicity and scheduling and to register to whom profits will go.
- All sales must take place in an area designated by the Office of Student Activities.
- No sales may take place in Residence Halls.
- A limited number of permits will be granted for any one type of sale.
- The College Bookstore and “College Ring Days” will receive priority in scheduling.
- The college may revoke a permit at any time.
- Any student who wishes to sell items on campus but is not sponsored by or supporting a student organization must follow the policies for outside vendors.

Manhattanville College

Meeting Space in Residence Halls

Organizations seeking the use of Spellman Lounge, Founders Classroom, Tenney Arcade, or Dammann Pitt must complete an “Event Submission Form” found in the Student Activities office and have it signed by the RD of the particular Residence Hall that you are requesting space in.

Athletic Facilities

Use of the athletic facilities, including Kennedy Gymnasium, practice fields and the indoor pool must be requested at least 2 weeks in advance through the Office of Athletics in the Kennedy Gym and a signature given on the Event Registration form. Athletic facilities available to student groups include the following:

- Kennedy Gym
- Softball Field
- Govaliants.com field
- Dammann Field
- Tennis Courts

Berman Center

Reservations for rooms in the Berman Center are made through Maryann Neff at 914-323-5191

ROOM	CAPACITY
Theatre	235
Music Room	55
Lobby	50
Dance Studio	25

Reid Castle

Use of Reid Castle facilities must be requested 2 weeks in advance through Office of Student Activities.

ROOM	CAPACITY
West Room	250
Ophir Dining Room	80
East Library	80
Holladay Room	30
O’Byrne Chapel/Great Hall	500/1100
Reid Study	15

Benziger Hall

Use of the Eat Room or Pub in Benziger Hall must be requested 2 weeks in advance through the Office of Student Activities.

ROOM	CAPACITY
East Room	250
Pub	100

Brownson Hall and Music Building

Organizations seeking the use of space in the Brownson Hall and the Music Building, must complete an “Event Submission Form” and submit it to the Registrar’s Office for final approval.

Academic Room Usage

- Students must respect the physical space and College property at all times.

- Use of audio/video technology must be cleared with Media Services.
- Event organizers must leave room(s) in their original condition. Other occupants are expecting to find a usable space after you leave.
- The event may only use room(s) for their allotted time reservation. Reservation extensions must be confirmed with the Registrar’s Office first.
- Room furnishings (chairs, tables, podiums) CANNOT be moved in and out of the reserved space. Furniture may not be “borrowed” from nearby rooms.
- White boards and chalk boards must be erased clean. Windows must be closed.
- All event signs, posters, decorations and miscellaneous materials must be removed upon completion of an event. Directional signs and event advertising materials must be taken down from building halls, doorways, etc.
- All refuse and food/beverage leftovers must be removed and deposited in appropriate containers. Chartwells must be notified to collect food service equipment at completion of the event.

Other Spaces to Reserve

ROOM	CAPACITY	CONTACT
Pius X Auditorium	200	Music Department
Little Theater	125	Theater Dept.
Library Conference Room	15	Library@mville.edu
EX Theater	100	Theater Dept.

Policies on Use of College Space

- 1) Special arrangements must be made with appropriate offices (see above) in order to conduct an event prior to or beyond normal operating hours of the building and/or to decorate any of the facilities.
- 2) All decorations and equipment used in an event must be removed immediately after the event.
- 3) Any group that has reserved rooms and failed to use them or has shown disregard for equipment and facilities may be charged financially through their budget and/or denied further use of the rooms.
- 4) All events held in residence halls must be in accordance with Quiet Hours that are observed between the hours of 1:00am and 10:00am on weekends and 10:00pm to 10:00am on weekdays. Courtesy Quiet Hours are in effect at all other times.
- 5) The showing of films or videos in the areas listed above and all other “common” or “public” areas of Manhattanville campus must be approved by the Director of Student Activities (or designee).
- 6) The organization sponsoring an activity or event is responsible for the actions of guests and participants and must ensure that all applicable College regulations and state laws are upheld.
- 7) Loose glitter may not be used as decorations at any time.

General Guidelines

Persons making requests for space anywhere on campus should observe the following guidelines:

- 1) All reservations must be made at least 2 weeks in advance via the completed Event Reservation Form.
- 2) Those requesting space involving food service should make preliminary arrangements with CHARTWELLS well in advance of the given event. All food/beverage requests must be approved by the Director of Student Activities (or designee) prior to the event. Chartwells must supply food for events and will contact Student Activities if they authorize an outside food source of food.
- 3) Generally, it is to the advantage of your organization to assign one person the responsibility for making and overseeing arrangements for College space use.
- 4) When making arrangements for use of College space, it is important to detail as completely as possible all set-up needs that the event requires. Such items as chairs, tables, microphones, risers, lights, background music, etc. must be requested in advance of the event to ensure availability. Often the department handling your space request will have to refer you to another office for equipment use.
- 5) Requests for tables, chairs, microphones and stage should be made to glen.john@mville.edu once the event is approved.
- 6) Requests for audio/visual and computer technology should be made through the IT Ticket Portal found at <http://annex.mville.edu/mymville/faculty-aamp-staff/office-of-information-technology.html>

Office of International Students & Scholars (OISS)

The Office of International Students & Scholars (OISS) provides comprehensive guidance to international undergraduate, graduate, English language students and exchange visitors at Manhattanville. We advise students on their rights and responsibilities relating to their specific visa status, counsel students during the cultural adjustment period, and link students to services and activities on our campus and in the surrounding community (Center for Career Development, Counseling Center, banking, Social Security, DMV, etc.)

The OISS conducts orientation sessions for new international students (freshmen and transfers) each fall. Throughout each year, we send e-mail alerts, offer workshops and advise individuals about immigration and travel matters, required income tax filings, authorized employment and internships, and other related issues. We administer the health insurance program for F-1 and J-1 students and serve as an advocate for all students in non-immigrant status (A, F, G, L, etc.). OISS is located in the Founder's Gallery Rooms E&F, call 914-323-5168 or www.mville.edu/oiss

Office of Residence Life

The Office of Residence Life is committed to preparing its students for an ever growing global community by promoting a safe, secure and inclusive residential community that fosters academic success, holistic development, mutual respect and civic engagement. This is achieved by:

- Collaborative partnerships to meet students wants and needs
- Implementing programs to create an active educational and social environment
- Recognizing growth and achievement of community members
- Continuous assessment and adaption of our services

Residence Life Staff

The Director of Residence Life is responsible for the overall management of residence hall activities and administrative processes. The Director supports a staff consisting an Assistant Director of Residence Life, three Resident Directors (RDs), an Administrative Assistant, three Assistant Resident Directors (ARDs), thirty-two Resident Advisors (RAs), and three Resident Leaders (RLs). RDs are professional staff members who have received specialized training in Student Affairs. RDs live in Manhattanville's residence halls and oversee their respective areas. ARDs, RAs, and RLs are trained student leaders who serve as an advisor, role model, counselor, confidant and liaison to the Manhattanville community. ARDs, RAs and RLs work with their building RD to develop a cohesive community. If an issue or question arises which is outside the scope of the RDs, ARDs, RAs or RLs purview, the staff member will work with students to refer the issue or question to the appropriate person or resource.

Residence Hall Offices

Each residential area has staff offices which offer many services to its students. These spaces are where the staff hold their office hours. Each RD and ARD will post daily office hours when he/she is available to students. Resident Advisors hold daily office hours from 8-11 p.m. Students are encouraged to stop by their residence hall office and get to know their Residence Life staff.

- Spellman Office, Spellman Hall, room G-3, Ext. 5163
- Founder's & NTH Office, Founder's Hall, room 195, Ext. 5164
- Dammann & Tenney Office, Tenney Hall, Tenney ground floor, Ext. 5166

Residence Life Central Office – Founder's Hall

The Office of Residence Life, located in Founder's Hall room G-5, directs all aspects of residence hall administration. This includes staffing and operation of all residence options. The Director, Assistant Director, & Administrative Assistant for the Office of Residence Life are located here. The office is open during regular business hours and the staff is happy to assist students with any residence life related concerns. The office extension is 5217.

Staff Duty Coverage

A Resident Director (RD) is "on call" 24 hours each day to respond to emergencies and act as a resource for the Resident Advisors (RAs) in each building. Resident Advisors are "on duty" in each hall from 7:00pm to 9:00am each weekday and 24 hours on the weekend. Problems of any kind should be reported to the RA on duty. The name, room number and photo of the "RA on duty" is posted every evening at the front entrance to each hall. The "RA on duty" can contact the "RD on call" if needed.

Residence Hall Programming

Hall programs are meant to enrich the quality of residential life and to provide educational and recreational opportunities to the residential student population at Manhattanville College.

Programming events/activities are designed to:

- Provide learning experiences in the residence halls
- Allow students and staff to share interests, skills and ideas
- Relate academic, educational and recreational resources of the College to out-of-classroom experiences
- Allow residents the opportunity to socialize and build community

Residential Services

Check Out

Students leaving one room assignment for another, or moving out of the residence hall, must check-out properly. Students are to arrange a mutually agreeable check-out time with their Resident Advisor to review the

Room Condition Report (RCR) and turn in their keys. Appointments for check-out times should be made a minimum of 24 hours in advance of the actual time the student needs to check-out to ensure staff availability. If the student's RA is not available at that time, an appointment should be made with the Resident Director. Students will be fined a \$75.00 improper check-out fee for failing to properly check out of a room.

Express Checkout is a check out option provided at the end of each semester for students who are not able to check out during normally scheduled times. The Express Checkout form allows residential students an opportunity to return keys and check out of their housing assignment without being officially checked out by a Residence Life staff member. Residents who choose to use the Express Checkout option should be aware that they lose the ability to appeal any end of semester damage billing charges by taking the Express Checkout option. Express Checkout forms may be obtained from any RD office.

Common Areas

The College furnishes common areas and lounges for use by all students. It is intended that these areas be respected, kept clean, and used for cultural, educational, and social functions. Removal of furniture and/or décor that is College property is prohibited. Should removal of College property occur, judicial action will be taken that may include building fees. Smoking is prohibited in all buildings on campus and within 20 feet of any building.

Facilities

With the exception of Dammann Hall, each residence hall is equipped with a kitchen. All residence halls have a laundry room and vending machines. Please stop by your building staff office for more information.

Furnishings

The College furnishes each room with a single bed, a desk, a chair, and either a dresser or a closet organizer for each occupant. Non-College sanctioned lofts, waterbeds, and halogen lamps are not allowed in any of the halls. Ceiling tapestries are also prohibited. A list of prohibited items can be found in the larger Code of Community Conduct. You may also refer to the "Things Not to Bring" list, available in the Office of Residence Life or on-line, for those items which are prohibited in the residence halls.

Internet Connections & Emails

Each residence hall room comes equipped with a separate Ethernet connection for each resident. Details on equipment requirements, instructions for connecting to the internet and how to configure network software will be made available from the Department of Information Technology Student Help Desk. The Student Help Desk may be contacted at (914)-323-7230 or using the following URL: <http://s5.parature.com/ics/support/default.asp?deptID=15204>.

Every student upon his or her arrival at Manhattanville College is given an e-mail account. E-mail is accessible by going to the Student tab of the Manhattanville home page and clicking on e-mail or you can use the following URL: <http://mail.mville.edu>. Your Manhattanville e-mail account is the official form of communication between students and the College. Students are expected to use their Manhattanville College e-mail account and check it frequently. Manhattanville College has contracted with an IT service provider to provide an additional lay of Help Desk assistance to students. A 24x7 Help Desk will be available for the start of the 2014-2015 school years. Information on how to contact and utilize this service will be made available for the start of classes.

Housing Contracts

Manhattanville College requires all residential students to sign a Housing Contract for the entire academic year. In addition to highlighting certain rules and regulations of the Residence Halls, this contract also establishes the financial obligations of the student. All students intending to reside on campus for any portion of the academic year are required to sign a housing contract. All students will sign housing contracts prior to receiving

room keys at check-in. All residential students are responsible for knowing and understanding the contents of the housing contract.

Keys

Residents are issued keys appropriate to their living area. Students should carry their keys with them at all times. If, for any reason, a student is locked out, he/she should attempt to find his/her roommate to gain entrance. If this is impossible, contact the Residence Life Office during the day or the RA on duty during the evening and weekend hours. Lockouts are an inconvenience for everyone and are subject to a \$10.00 charge.

Students should report lost or stolen keys immediately to their RD. Fines will be issued if there is a need to replace a key or to have a lock changed (please refer to the “DAMAGE BILLING COSTS AND FINES” section of the Code of Community Conduct for specific fine information).

Residents may not duplicate their key(s) for any reason, and may not lend their keys to anyone.

Students are also not permitted to give their keys to their guests. Students who violate these rules will be subject to judicial action, which may include loss of residency. Students in possession of keys to a room in which they do not reside will be judicially charged and may be expelled from the College.

Maintenance

All maintenance problems should be reported to the Physical Plant work order line at extension 6080. Work orders may also be placed on-line through the Manhattanville College website at <http://facilities.mville.edu/>. If any emergency maintenance problem occurs in the evening hours or on weekends, students should contact the “RA on duty”. He or she will assess if it is crucial for emergency staff to be called. Please take time to report any maintenance problem during the day. Evening maintenance personnel will only deal with severe emergency situations. Students need not be present for maintenance staff to work on repairs in their room.

Roommates and Roommate Conflicts

The key to having a successful roommate relationship is communication. Unless you are able to articulate your needs and desires appropriately, your roommate may easily overlook them. Be sure to tell your roommate(s) about yourself – your habits, preferences and the kind of lifestyle you are accustomed to leading. Chances are you will receive a lot more consideration from your roommate if she/he knows “where you are coming from.” It will be easier to reach a workable compromise when differences arise if you understand each other’s value system.

The personal growth that can be gained from living with people can be enormously enriching and a realistic learning experience for the future. Students are encouraged to sort out and resolve problems with help from staff members if the need arises. Students may not allow anyone not assigned to a space to occupy a room. Switching room assignments without administrative approval is not allowed. Subletting in the residence facilities is strictly prohibited.

In the event of irreconcilable differences among roommates, please approach your RA. Your RA will offer recommendations that may include mediation and/or room change. Only after significant effort to work toward a resolution of the conflict would a room change be considered.

A student’s room assignment is for a specific room space. Room assignments may not be changed without first consulting the Residence Life Staff. There is a room change freeze during the first three weeks of each semester to allow staff to ascertain an accurate occupancy report. Should students think it necessary to make a room change after the first three weeks, they should speak to their RD. Room changes that occur without the prior approval of a Resident Director will result in a \$75.00 fine and possible judicial sanctions. Please refer to

the “Check-Out” section in Residential Services in the Student Handbook for detailed information on the structured checkout procedure established by the Office of Residence Life.

Room Condition Reports

The Room Condition Reports (RCRs) are used by the Residence Life staff and give a snapshot of the condition of the room upon check-in. All residents review and sign a Room Condition Report (RCR) when they check in. Students should make every effort to return the room to the condition in which they found it upon check-in to avoid damage charges. Damage charges are based on changes in the condition of the room and applicable common areas from the time a student checks into his or her assigned room to when the student checks-out.

Residents living in Founders, Dammann, Tenney, and NTH are responsible for the cleaning and upkeep of their bathroom (as well as their rooms) during the academic year. Many residents find it helpful to rotate this responsibility with their bath mate/suitemates.

Satellite Television Connection

All residence hall rooms include satellite television service. Connect the provided cable wire into the back of your cable-ready television. For your TV to be compatible with our cable, you will need a TV with an internal QAM Digital tuner. Most TV's made in the last 3 years have this option standard but check your TV's specifications regardless. If your cable-ready TV will only receive channels 2-13, the problem is most likely that it was set up to receive over-the-air broadcasts rather than cable, either as the factory default or in its previous location. Using the remote, enter the “channel setup” or “program” menu; there, you should re-set your TV to “Cable” rather than “Air” as a signal source and then direct it to “auto-scan” “search” or “auto-program” all the channels again. After doing this you should receive all the channels. To submit a cable TV trouble report call the college Help Desk 914-323-7230.

Storage

There is no available storage space on campus. Information regarding independent, off-campus companies that deal with storage space is available in the Office of Residence Life.

Vacant Space/Room Consolidation Policy

Should a vacancy become available in a room throughout the academic year, those residents remaining in the room should not monopolize this space. At any point throughout the year, any vacant space could be reassigned to another student. For that reason any vacant space should remain in “move-in” condition.

For a variety of reasons, a room consolidation may need to take place. Students from one room or suite may need to relocate to another room to achieve maximum space utilization or for health and/or safety reasons. Consolidation may also become necessary due to disciplinary situations or irreconcilable differences. Should a new roommate be assigned to you, the College will make every effort to inform you as soon as possible.

MANHATTANVILLE CODE OF CONDUCT

Preamble

The educational purposes of Manhattanville College include the preparation of men and women for discerning and responsible citizenship in a diverse and global world. Members of the College must be able to come together in trust, the pursuit of academic excellence and respect for one another's integrity in a just community. Each member of the community must respect the rights of others and observe the rules of decent living. All community members must keep the ideal of a just community in the forefront of their minds while making decisions.

The Code of Conduct that follows is constructed on the above tenets. The College encourages its students to govern their own social and intellectual community through the procedures outlined below. By encouraging individuals to govern their community, the College does not absolve the individual from accepting responsibility for his/her own behavior.

The College adheres to its mission statement to educate ethically and socially responsible leaders for the global world. The College reaffirms its tenet that its community must be respectful of all differences including creeds, races, ethnic backgrounds, sexual orientations and genders. To that end, all student clubs and organizations are open to any student.

The College does affirm the idea of student freedom with the acceptance of full responsibility for individual action and the consequence of such action. The College cannot and will not permit destructive or antisocial behavior. Therefore, it reserves the right to intercede and require the immediate suspension or withdrawal of a student where that behavior is perceived to constitute a threat to or violate the rights of members of the community or the individual student. Disciplinary authority is vested in the Dean of Students. In addition, the President and the Vice President for Student Affairs or their designee can, in the exercise of discretion, immediately dismiss, suspend or discipline a student for serious misconduct.

Responsibilities Within the Larger Community

It should be remembered that Manhattanville has an obligation to uphold the laws of the larger community. While the activities covered by the laws of the larger community and those covered by Manhattanville's rules may overlap, it is important to note that the community's laws and Manhattanville's rules operate independently and do not substitute for each other. Manhattanville may pursue enforcement of its own rules whether or not legal proceedings are underway or in process and may use information from third-party sources, such as law enforcement agencies and the courts, to determine whether College rules have been broken. Conversely, the College makes no attempt to shield members of the Manhattanville community from the law, nor does it intervene in legal proceedings against a member of the community. The College may, in its discretion, invite law enforcement authorities to the campus to conduct police business and investigation anywhere on the campus. Membership in the Manhattanville community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of Manhattanville's regulations.

Romantic and sexual relations between a student and a faculty or staff member, including voluntary and consensual relations, are prohibited.

Reports of any violent felony offenses committed on campus will be immediately referred to the Harrison Police Department by the Vice President for Student Affairs.

Violation of the Law & College Discipline

If a student is charged with or commits a criminal act or violation of the law whether on or off campus, the College may institute its own disciplinary proceedings or in its discretion, otherwise discipline, suspend or expel the student. The College may impose sanctions immediately for serious misconduct, because such conduct calls into question the student's membership in the College community and may adversely affect the abilities of others to pursue their educational goals or the safety of any member of the College. In the case of an off-campus violation of the law, the College may, in its discretion, immediately discipline a student without first conducting its own fact-finding. If the violation of the law occurs on campus, the College may obviously institute its own proceedings against the offender. However, if the misconduct is sufficiently serious and could compromise the health or wellbeing of any student, the Vice President for Student Affairs or President may immediately discipline a student in their exercise of discretion.

Jurisdiction

This Code of Conduct shall apply to every Manhattanville student. In an effort to provide a safe and secure environment and to protect the public order, the College believes it must hold the members of its community accountable for their behavior at all times, on and off campus. College jurisdiction and discipline is usually (but not always) limited to conduct, which occurs on College premises, and conduct which adversely affects the College community or its objectives. When any individual accused of violating this College Code of Conduct maintains more than one of the above-mentioned statuses, determination of the individual's status in a particular situation will be made in the context of the surrounding facts.

Statement of Residential Rights, Responsibility & Accountability

Manhattanville College seeks to provide an atmosphere that supports growth and learning. The residence hall is an integral part of the academic program of the College. It is where intellectual stimulation continues and where students, either alone or in groups, study. All campus residences are accessible to all students, and the patterns and programs of residential life are administered so as to enhance faculty-student ties beyond the classroom; assure the individual rights, well-being, and dignity of others; promote understanding and respect among all people; and foster the opportunity to make lasting friendships. The residence halls are communities where students take responsibility for their environment. The College respects the right of privacy and is committed to protecting that right that helps ensure the safety and security of all residents. However, College officials have the right to enter any room at any time when deemed necessary.

Rights

Members of the Manhattanville community are committed to an atmosphere that supports personal growth and learning, where students have the following residential rights and responsibilities:

- To live in a clean, safe, sufficiently quiet environment to allow for rest and study;
- To have access to one's room without the presence of "live-in" occupants who have not been assigned by the College;
- To be able to work, study and sleep in one's room without interference from the social activities of one's roommate(s);
- To exercise free speech—which does not include the right to harass, injure or silence others;
- To have adequate security for one's person and possessions;
- To have a system of grievance;
- To live in a substance-free residence environment.

Responsibility

To assure these rights, all students have the following responsibilities:

- To treat all members of the community with dignity and respect;
- To resolve differences with others in a controlled, civil manner and in a timely fashion;
- To conduct oneself in such a manner that does not violate the rights of others;
- To adhere to College regulations and to honor the legitimate requests of the College and its appointed agents
- To take all reasonable means to protect from theft or damage, personal property and the property of others, including that of the College;
- To be accountable in social situations, including choices with respect to behavior, whether sexual or otherwise;
- To be respectful and aware of College policy and New York State Law with regard to alcohol and drugs;
- To protect and promote the health and safety of others, as well as one's self, and to lend assistance to others in need of help because of substance abuse;
- To avoid substance abuse and refuse to tolerate substance abuse in others;
- To create a non-coercive social environment for those who have chosen not to drink;
- To take initiative for executing and participating in activities that are not alcohol-centered;
- To ensure when providing social functions that include alcohol, that alternate beverages are available and that alcohol is served only to those age 21 and older.
- To understand that abuse of substances will not be considered an excuse for irresponsible behavior. Alcohol abuse and abusive behavior will not be tolerated.

Accountability

The College reserves the right to dismiss from the College, or reassign or remove from housing (without refund) any student whose presence its officials believe to be detrimental to the general welfare. Matters of misconduct are handled in either the offices of Residence Life or Dean of Students. Generally, more serious cases are referred to the Dean of Students. Resident Directors deal with minor offenses or those with automatic sanctions.

In regard to disciplinary matters, the College treats students as adults who are responsible for their own actions. In serious matters, students are always strongly encouraged to consult with their parents or guardians in advance of disciplinary hearings with the Dean of Students or Residence Hall Director. Parents are notified of pending disciplinary actions at the discretion of the Dean of Students and a list of minimum sanctions for some offenses appears in the SANCTIONS section. Should deferred suspension, suspension or expulsion be levied as a sanction, the Dean of Students or Director of Residence Life will contact a student's parents or guardian to notify them of the decision.

Suspensions are reserved for serious offenses. There will be no refund of room, board, or tuition for students who are suspended, expelled or who withdraw from the College pending or as a result of disciplinary action (This supersedes the College policy on refunds). Offenses are listed in the ACADEMIC CONDUCT AND ADJUDICATION and COMMUNITY CONDUCT AND ADJUDICATION sections below. Violations involving alcohol or illegal use of drugs are in the COMMUNITY POLICY ON USE OF ALCOHOL AND ILLEGAL DRUGS section below. Violations concerning harassment and sexual misconduct are discussed in the COMMUNITY POLICY ON HARASSMENT AND SEXUAL MISCONDUCT section below.

Student Complaint and Concern Procedures

Manhattanville College and its staff strive to improve student services and welcome input regarding our policies and procedures. All student concerns or complaints should be written and directed to the appropriate departmental or division office. If said response does not adequately address a student's concerns, the complainant is encouraged to contact the Office of the Provost (Reid Castle, 2nd floor, Room 207, 914-323-

5340) for academic concerns and the Office of the Vice President of Student Affairs (Reid Castle, 2nd Floor, Room 227,914- 323-5294) for all other concerns.

All written complaints/concerns should be accompanied by relevant documentation. The Provost or Vice President for Student Affairs will review the documents and the circumstances with the appropriate area and will either respond personally to the complaint, or direct the appropriate member of the institution to do so within 10 days of receipt of the written complaint.

Please note: Due to Federal regulations the College generally only corresponds with students, not parents or guardians.

COMMUNITY STANDARDS

The following actions, regardless if they occur on or off campus, are considered to be violations of the Manhattanville College Community Code of Conduct and are subject to disciplinary action and sanctions imposed in accordance with the published conduct procedures of the College:

Community Policy on use of Alcohol & Illegal Drugs

Alcohol: The Alcohol Policy reflects current rules, regulations and guidelines to be followed by Manhattanville students. Any changes to this policy will be communicated in writing by the Dean of Students and will be distributed campus-wide as an updated policy. The Drug-Free Schools and Communities Act Amendments of 1989, enacted by the federal government, requires Colleges to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The primary goal of the following policy is to promote an environment in which the misuse of alcohol is not tolerated. This goal can be achieved by community-wide involvement in comprehensive and ongoing alcohol education and awareness programs.

Alcohol Limits

- Each resident of a wet room is allowed to have no more than one of the following at any point:
- No more than (18 cans/bottles) of beer/malt beverage
- 1 mag of wine
- 1 liter of hard liquor

The sale, purchase, possession, transportation, storage, and consumption of alcoholic beverages on Manhattanville College property and at off-campus Manhattanville College sponsored functions is permitted only in accordance with New York State law and only as outlined in the following sections:

- All residents of the room or suite whether present or not must be 21 or older in order for alcohol to be permitted in the room. Kegs and other bulk containers of alcohol are not permitted in student residence halls. This includes items such as Heineken mini kegs and similar items. Whole, half, quarter kegs, beer balls, or any similar containers are not permitted in any area of the campus unless without special written permission of the Dean of Students or their designee. Public intoxication, no matter the age, is prohibited on Manhattanville college campus. Spellman Hall is a “dry” residence hall.
- Spiked punch and Jell-O shots containing alcohol, regardless of alcohol content are prohibited.
- Pursuant to New York State law, open containers are illegal. Alcoholic beverages MUST be in a closed and concealed container and alcoholic beverage containers MUST be concealed when transported on campus grounds and in residence. There will be no open containers of alcohol or drinking of alcoholic beverages permitted in public areas. This includes hallways, bathrooms, public areas of residence halls and outside areas of the campus (e.g., Student Activities, The Pitt, Quad, etc.).

- All academic and athletic spaces on campus (e.g., classrooms, lounges in the Library or academic or athletic buildings, athletic fields, faculty and administrative offices) are considered “dry” and no alcohol is permitted under any circumstances.
- In accordance with New York State law, it is a violation for anyone under 21 years of age to purchase, possess, or consume alcohol while on College premises. This includes, but is not limited to, any public or private function sponsored by the College or any members of its three constituencies (students, faculty and staff).
- It is a violation for anyone 21 years of age or older to provide alcohol to anyone under 21 years of age on College premises, including residence halls.
- It is a violation to be in a room where underage students are present and alcohol is being consumed.
- Guests of Manhattanville College students must abide by the rules that apply to their host. For example, if a guest of a student is of legal drinking age, but his/her host is not, then the guest may not consume alcohol on Manhattanville College premises. Manhattanville students are fully responsible for their guests’ actions on campus in regard to the Code of Conduct.
- Distribution of alcoholic beverages is generally prohibited at student organization-sponsored events, unless necessary permission is obtained (See Student Activities policies above).
- Disorderly Conduct resulting from the use of alcohol is unacceptable and will be considered a serious and additional violation of the College Policy. Disorderly conduct includes, but is not limited to: abusive language, racial or sexual slurs, graffiti, fighting, destruction and removal of property. Excessive noise, overcrowding, property damage, disruption of community functions, public intoxication, persons congregating in adjacent hallways, abusive behavior toward others, and fighting shall warrant immediate action on the part of Resident Advisors (RAs), Resident Directors (RDs), Campus Safety and/or the Director of Residence Life or designee.
- Drinking games in any form are not permitted on campus. Items, such as funnels, that encourage less than responsible approach to alcohol use will be confiscated regardless the age of the owner.(i.e. Students age 21 and over included)
- Community members should also take responsibility for enforcing policies in the halls.
- This policy governs students representing the College at any off campus event (e.g., student representatives at conferences and athletic teams at away games).
- Individuals will be held responsible for any activities taking place in their room. Empty alcohol containers will be considered evidence of consumption. All residents of any “dry” room/suite (regardless if they are 21 years old) where empty alcohol containers are found may be judicially charged.
- Parents/Guardians will be notified, of any student under the age of 21 years old, of any alcohol policy violations; regardless of the sanction.

Amnesty /Good Samaritan Policy

Medical Assistance/Treatment

The College recognizes that in an alcohol or other drug-related emergency, the potential for disciplinary action by the College may act as a barrier to students seeking medical assistance for themselves, other students or guests; therefore, the College has a Medical Amnesty protocol as part of our comprehensive approach to reducing the harmful consequences caused by the consumption of alcohol or other drugs.

The College’s main concern is the well-being, health, and safety of its students. Medical Amnesty represents the College’s commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol or other drug-related emergency. Medical Amnesty also promotes education for individuals who receive emergency medical attention related to their own use of alcohol or other drugs in order to reduce the likelihood of future occurrences.

Sexual Violence/Misconduct

The College recognizes that students who have been drinking and/or using drugs at the time of an act of sexual violence occurs, may be hesitant to report such incidents due to fear of potential consequences of their own conduct.

The College strongly encourages students to report incidents of sexual violence to campus officials. A bystander reporting in good faith or a victim/survivor reporting sexual violence to College officials or law enforcement will not be subject to disciplinary action for violations of alcohol and/or drug use policies occurring at the time of the sexual violence.

Amnesty Protocol – Educational Follow up

An individual who calls for emergency assistance on behalf of a person experiencing sexual violence or any alcohol or other drug-related emergency will not face formal disciplinary action by the College for the possession or use of alcohol or other drugs if she/he agrees to participate in, and complete, the recommended educational expectations outlined by the college. The recipient of medical attention will also avoid formal disciplinary action by the College for the possession or use of alcohol or other drugs if she/he agrees to participate in, and complete, the recommended educational expectations outlined by the college. If an individual is documented or receives emergency medical assistance on more than one occasion due to excessive use of alcohol or other drugs, the situation will be evaluated so as to provide the student with additional resources and/or sanctions as needed or appropriate.

The Amnesty protocol applies to straightforward cases of alcohol or other drug-related emergencies. The Amnesty protocol does not excuse co-occurring student code of conduct infractions or other incidents related or unrelated to the medical emergency.

Discrimination on the Basis of Harassment & Sexual Violence Policy

Manhattanville College is committed to an environment that encourages fair, humane, and beneficial treatment to all faculty, administrators, staff and students. In accordance with that fundamental objective, the College has a continuing commitment to ensure equal opportunity and to oppose discrimination because of race, gender, sexual orientation, gender identity, age, class, religion, national origin, disability, color, creed, ethnicity, citizenship, marital status, familial status, military or veteran status or any other legally recognized protected basis under federal, state and local laws, regulations or ordinances.

Harassment

Any behavior on or off campus that shows lack of respect for others including intimidation or threatening behavior, hazing, and all forms of assault are prohibited under this policy. It is expected that each member of the College community will be responsible for the proper observation of this policy. Harassment in any form is expressly forbidden and will not be tolerated at Manhattanville College.

Harassment is:

- Any conduct or behavior that is directed at a person or group of persons, including curses, epithets, or slurs, which create a clear and present danger of a violent reaction or breach of the peace, or actually causes such violent reaction or breach of the peace.
- Behavior of any kind that involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in College sponsored or sanctioned extracurricular activities, and causes the person to have a reasonable apprehension that such harm is about to occur. Affected behavior(s) may include a single event or a series of events.
- Use of electronic communications leave unwanted obscene, abusive, or repetitive calls or messages will also constitute harassment. This may include seemingly benign behavior that has a hostile impact on the victim. Although the College does not actively review students' social media websites, information made

available on such websites (i.e. Tumblr, Facebook, Twitter, etc.) is held accountable by the Student Code of Conduct.

Hate Crime:

Is defined as a crime which, in whole or part, is motivated by the offender's bias toward the victim's status. A hate incident is an action in which a person is made aware that his/her status is offensive to another, but does not rise to the level of crime. Hate crimes are intended to hurt and intimidate individuals because they are perceived to be different with respect to their race, color, religion, national origin, sexual orientation, gender identity, gender or disability. The purveyors of hate use physical violence, verbal threats of violence, vandalism, and, in some cases, weapons, explosives, and arson, to instill fear in their victims, leaving them vulnerable to subsequent attacks and feeling alienated, helpless, suspicious and fearful. These acts of hatred can leave lasting emotional impressions upon their victims as well as entire communities.

Bias Behavior:

Is any act committed against a person or group because of the race, color, gender, creed, religion, sexual orientation, gender identity, age, disability, or national origin of the victim. Bias crimes or misconduct are based on fear, misunderstanding, or dislike of a certain group of people and will result in disciplinary action which may include expulsion from the College.

Racial Harassment:

Manhattanville College values diversity and expects all members of its community to respect one another and treat each other with utmost consideration and dignity. Members of our community should notify the Director of Residence Life, Dean of Students, or Vice President for Student Affairs if an incident of racial harassment or racial insensitivity takes place. Although counseling and education would be the appropriate steps to deal with the experiences of the victim and the alleged perpetrator, all members of the community should be aware of this administration's intolerance for such hateful, ignorant actions. Grievances may be filed according to the Conduct Process guidelines or informal mediation and resolution procedures.

Sexual Violence:

Title IX of the Education Amendment of 1972 protects people from discrimination based on gender in education programs or activities which receive Federal financial assistance. Athletic programs are not the only academic realm governed by Title IX. Title IX applies to all departments, programs and activities, on and off of campus, available to students at Manhattanville College in addition to employment. Manhattanville College prohibits and will not tolerate sexual harassment, sexual violence, domestic violence, stalking and dating violence upon any member of the community.

Title IX states that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance".

Each institution must designate at least one employee to evaluate current policy practices, coordinate college wide educational programming and training to ensure an institution's compliance with Title IX, coordinate efforts to effectively and efficiently respond to complaints of sex discrimination, including complaints of sexual harassment, sexual violence, domestic violence, stalking and dating violence and ensure as much as possible that every student has an equal education. If you would like to file a complaint or give notice of a violation of Title IX, please contact one of the following Title IX Committee Members:

John Balog
Vice President of Student Affairs
Title IX Coordinator

Sharlise Smith-Rodriguez
Dean of Students
Title IX Deputy Coordinator

Reid Castle – Room 227
914.323.5294
John.Balog@mville.edu

Julene F. Caulfield
Assistant Director for Athletics
Title IX Deputy Coordinator
Kennedy Gym – Main Floor
914.323.7285
Julene.Fisher@mville.edu

Spellman Hall- Main Floor
914.323.3134
Sharlise.Smith@mville.edu

Stephanie Carcano
Human Resources Generalist/Benefits
Title IX Deputy Coordinator
Chapel Corridor - Room 206
914.323.5138
Stephanie.Carcano@mville.edu

Other officers and individuals who are designated as mandated reporters that can receive reports or complaints of sexual harassment, sexual violence, domestic violence, stalking and dating violence involving students are:

- President;
- Senior Officers (Vice Presidents and Upper level administrators);
- Campus Safety and Security;
- Human Resources Administrators;
- Other Deans, Associate Deans, Directors and Administrators with supervisory responsibilities;
- Coaches including Assistant ADs and Assistant Coaches
- Staff;
- Faculty advisors to student clubs/organizations
- Residential Life Para and Professional Staff; and
- Academic Department Chairs, Faculty and Program Directors.

All mandated reporters must report the incident to the College's Title IX Coordinator, who will determine the most appropriate course of action to ensure a prompt and equitable response.

Definitions

We hear and use many words to describe sexual discrimination and other crimes. The College seeks to foster a community in which work and learning may proceed in a humane and caring atmosphere for all its members. Violation of Federal laws as well as College policy will not be tolerated. These definitions are provided so you understand how the college defines these terms.

Sexual Violence: Sexual violence is a broad term that encompasses sexual assault, ranging from verbal harassment to sexual assault or abuse to rape, sexual battery, sexual abuse, sexual coercion and sexual homicide. The perpetrator of sexual violence may be a stranger, friend, family member, or intimate partner. It is important to note that 90% of college rape victims know their offenders.

Sexual Discrimination: All forms of sexual harassment, including all forms of sexual harassment, sexual assault, and other sexual violence by college employees, students, or third parties. Students, college employees, or third parties are prohibited from harassing others whether or not the harassment occurs on the Manhattanville College campus. All acts of sexual discrimination, including sexual harassment and sexual violence, are prohibited by Title IX.

Sexual Assault: Any act of violence, either physical or verbal, committed against another person without consent. At its most basic level, sexual assault refers to any form of nonconsensual sexual activity, which encompasses all unwanted sexual acts from intimidation, to touching, to penetration. Sexual assault includes what is commonly known as “rape” (i.e. “date rape” and “acquaintance rape”), fondling, statutory rape and incest. For statutory rape, the age of consent in NYS is 17 years old.

1. physical force, violence, threat or intimidation;
2. ignoring the objections of another person;
3. causing another’s intoxication or impairment through the use of alcohol or other drugs; and/or taking advantage of another person’s incapacitation, helplessness or other inability to consent. The absence of “no” is not a “yes.” The use of alcohol and other drugs never makes someone at fault for being sexually assaulted.

Criminal Sexual Assault: Criminal sexual assault is a crime which may include the following conduct:

1. Penetration or attempted penetration of the vagina by penis, finger, or object
2. Penetration or attempted penetration of the anus by penis, finger, or object
3. Penetration or attempted penetration of the mouth by penis, finger, or object
4. Nonconsensual touching of intimate body parts

Men and women, irrespective of sexual orientation, may be either perpetrators or victims.

Sexual Harassment: Sexual Harassment involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a condition of an individual’s academic or employment status;
2. Submission to, or rejection of, such conduct is used as the basis for making academic or employment decisions affecting an individual; or
3. Such conduct has the purpose or effect of interfering unreasonably with an individual’s academic performance or work or creates an offensive, hostile, or intimidating learning or working environment.

Sexual harassment falls into two categories:

1. Quid Pro Quo: unwelcome sexual advances or requests for sexual favors from a person in authority in exchange for a grade, job, promotion or some other academic or employment benefit; or
2. Hostile Environment: unwelcome behaviors of a sexual nature that a reasonable person would find so offensive, hostile, or intimidating as to impair an individual’s academic or employment rights.

Sexual harassment can take the form of three different types of unwelcome behavior: verbal, non-verbal gestures and behavior, and physical contact.

Examples of verbal sexual harassment may include but are not limited to:

1. Intrusive sexually explicit questions
2. Rating a person’s sexual attractiveness
3. Offensive or suggestive sexual comments
4. Persistent sexual slurs or sexual innuendoes
5. Offensive and persistent jokes or kidding about sex or gender-specific traits
6. Repeatedly asking for a date after the person has implicitly or explicitly expressed disinterest
7. Name-calling, such as “bitch,” “whore,” or “fag”

8. Unwanted letters, notes, telephone calls, e-mails, electronic messages or materials of a sexual nature

Examples of non-verbal sexual harassment gestures and behavior may include but are not limited to:

1. Pervasive displays of pictures, calendars, cartoons or other material with sexually explicit or graphic content
2. Making sexual gestures with hands or through body movements
3. Ogling or leering, staring at a woman's breasts or a man's derriere
4. Stalking of a sexual nature
5. Touching oneself sexually or persistent and unwelcome flirting of a sexual nature
6. Intentionally observing nudity or sexual acts of another person without that person's knowledge or consent

Examples of physical sexual harassment may include but are not limited to:

1. Unwanted patting, hugging, pinching or touching of a person's body, hair or clothing
2. Non-consensual attempted or actual kissing or fondling, cornering or mauling
3. Sexual violence, such as:
 - a. Physical assault
 - b. Initiating a sexual activity with an individual who is unable to consent due to incapacitation from alcoholic and/or drug consumption or other condition
 - c. Coerced sexual activity, including oral, anal, or vaginal penetration
 - d. Attempted rape or rape

Rape: Rape is a crime which is a form of criminal sexual assault. Every state has its own definitions of rape (please see criminal sexual assault). In general, rape is actual or attempted penetration accomplished by threats, coercion, or physical force. It includes nonconsensual vaginal, anal, or oral penetration by penis, finger, or any object. In the following circumstances, actual or attempted penetration is rape, because under NYS law, it is impossible for the following to give consent: when it is not consensual; individuals who are under the influence of alcohol or other controlled substances; who are physically helpless (including sleeping); who are under the age of 17; who are mentally incapacitated; and/or who are mentally disabled. Men and women, irrespective of sexual orientation, may be either perpetrators or victims.

Relationship Violence: Relationship violence is violence that occurs between people who know each other: boyfriends and girlfriends or same sex partners whether or not they live together. The violence may be physical, emotional and/or sexual. It may include threats, enforced social isolation and/or humiliation, intimidation, harassment, emotional mistreatment or abuse, financial control, forced sex or making threats with regard to family, friends, and/or children. Some of the common terms used to describe relationship violence are courtship violence, battering, intimate partner violence, and dating violence or domestic violence.

Stalking: Stalking is defined as non-consensual communication with, and/or harassment of another person. It is the willful, malicious and repeated harassing or threatening of another person which, as a pattern, tends to escalate in both intensity and frequency over time and can last for many years. Stalking includes a direct or implied threat, and victims often report fear for their safety. Stalking is about power and control. Stalkers control the time, type, amount, and place of contact. No matter what the motivation for stalking, the unwanted behaviors are the same and may include, but are not limited to: repeated following, repeated telephone calls and hang-ups; letters; unwanted gifts and packages; spreading harmful gossip about victims; breaking-and-entering that can include vandalism, theft, or even simply rearranging objects so that victims know the stalker was there. Stalkers may also enlist their friends or associates to help them stalk or have their associates speak with friends of the victim to obtain information.

Social Media Policy: This policy establishes a set of rules and guidelines for any activity and participation in “social media” by all Manhattanville students. The term “social media” applies, without limitation, to any web-based and mobile technologies, in use now or developed in the future, that enable individual or entities to disseminate or receive information, communicate, or otherwise interact, and includes, without limitation, email, texting, messaging, social networking, blogging, micro-blogging, and bulletin boards through providers such as Facebook, LinkedIn, Myspace, Twitter or YouTube, or other such media sources.

Examples of people who misuse social media:

- Pretend they are other people online to deceive others
- Spread lies and rumors about victims
- Trick people into revealing personal information
- Send or forward mean text messages
- Post pictures of victims without their consent

Social Media Etiquette:

Be Responsible

What you write is ultimately your responsibility. Foul language, inappropriate or malicious comments not representative of the mission of Manhattanville College are inappropriate.

Respect Others

Share your views but be thoughtful about your posting’s content and potential audiences. Be respectful of others’ opinions; constructive and respectful in your comments.

Be Aware of Liability

You are responsible for what you post on your own site and on the sites of others. Individual bloggers and others have been held liable for proprietary, libelous, or obscene content. Increasingly, employers are conducting Web searches on job candidates before extending offers. Be sure what you post today will not come back as an issue for you in the future.

Affirmative Consent

Healthy sexual relations are consensual. Consent can only be given when intimate partners have equal power in determining the level of sexual intimacy that will or will not occur in their sexual encounters. Consent is never the mere absence of a “no.” It is never implied. Consent only emerges when there is a clear “yes” about what type of sexual intimacy is wanted by both intimate partners. And that agreement must be made without coercion. By establishing consent, one respects the other person's sexual boundaries, or preference to limit types of sexual involvement.

It is the responsibility of both intimate partners to clearly give consent for each sexual act, and for each time the sexual encounter occurs. Talking with one another while engaged in sex need not seem like a “cold shower.” It’s intimate. And having “hooked-up” previously and had a satisfying sexual experience does not automatically mean a follow-up sexual encounter is acceptable. Mutual consent is again expected and necessary.

Consent is based on free will and without any undue pressure. By legal standards, consent cannot be given if a person is incapacitated. Thus, it is essential to get and give consent well before sexual contact is initiated, when both people are not caught up in the moment and are, of course, sober. Consent can never be given if a person is intoxicated, drugged, asleep, unconscious, or underage. And consent is never all-inclusive, so at any time during the sexual encounter either person can renegotiate the agreement with a simple “no” or a request to end the sexual relation.

Consensual Sexual Encounters

A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity. Consent is a freely and affirmatively communicated willingness to participate in sexual activity, expressed either by words or clear, unambiguous actions. Consent can only be given or implied by someone who acts freely, voluntarily, and with knowledge of the nature of the act involved. It is the responsibility of the initiator of the sexual activity to ensure he or she has the other person's consent to engage in sexual activity. Consent must be present throughout the sexual activity by all parties involved. Consent may never be obtained through the use of force, coercion or intimidation, or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol. In addition, consent cannot be inferred from permission for one particular act; a prior sexual, romantic, or marital relationship; or an existing sexual, romantic, or marital relationship; or an existing sexual, romantic, or marital relationship.

Rights: Men and women have the right to:

1. Enjoy a meaningful relationship
2. Initiate or accept a romantic relationship
3. Develop casual friendships with others
4. Say no
5. Say yes and change their minds to no
6. Demand respect from others
7. Dress, walk, talk, and dance the way they wish

Responsibilities: Men and women have the responsibility to:

1. Clearly state sexual expectations
2. Demonstrate consistency between intent and action
3. Stop when a partner says no
4. Treat others as equals
5. Respect their partner's right to make decisions concerning sexual activities

Romantic and sexual relations between a student and a faculty or staff member, including voluntary and consensual relations, are prohibited. (Faculty & Staff, please refer to the Faculty & Employee Handbooks)

New York Crime Definitions

The Violence Against Women Act and its proposed regulations require the inclusion of certain New York State definitions in a campus's Annual Security Report and also require that those definitions be provided in campaigns, orientations, programs and trainings for employees and students. Definitions required include: consent; dating violence; domestic violence; sexual assault; and stalking.

Consent: Lack of consent results from: forcible compulsion; or incapacity to consent; or where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances. A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or inpatient of a residential facility operated by the office of

mental health, the office for people with development disabilities, or the office of alcoholism and substance abuse services, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.

Consent, Abbreviated: Clear, unambiguous, and voluntary agreement between the participating to engage in specific sexual activity.

Dating Violence: New York State does not specifically define dating violence. However, dating violence would include the crimes listed elsewhere in this document when committed by a person in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or threat of abuse. It does not include acts covered under the definition of domestic violence.

Domestic Violence: An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.

Stalking in the Fourth Degree: When a person intentionally, and for not legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct (1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or (2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Stalking in the Third Degree: When a person (1) Commits the crime of stalking in the fourth degree against any person in three or more separate transactions, for which the actor has not been previously convicted; or (2) commits the crime of stalking in the fourth degree against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) with an intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person's immediate family; or (4) commits the crime or stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.

Stalking in the Second Degree: When a person: (1) Commits the crime of stalking in the third degree and in the course of and furtherance of the commission of such offense: (a) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, sword, billy, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sand bag, sandclub, sligshot, slungshot, shirken, "Kung Fu Star," dagger, dangerous knife, dirk, razor, stiletto,

imitation pistol, dangerous instrument, deadly instrument or deadly weapons; or (b) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun or other firearm; or (2) commits the crime of stalking in the third degree against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree; or (4) being 21 years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or (5) commits the crime of stalking in the third degree, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

Stalking in the First Degree: When a commits the crime of stalking in the third degree or stalking in the second degree and, in the course and furtherance thereof, he or she intentionally or recklessly causes physical injury to the victim of such crime.

Sexual Assault Victims Bill of Rights

Manhattanville College strictly prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. The College is committed to providing options, support and assistance to victims/survivors regardless of race, color, religion, gender identity or expression, or sexual orientation.

The victim/survivor has the right to:

1. Be treated seriously with the disclosure of the sexual violence.
2. Be informed of their options to contact law enforcement.
3. Be informed of the judicial proceedings and outcome of any disciplinary proceedings.
4. Be informed of available counseling and medical services.
5. Be notified of options for changing academic and living situations.
6. Be free from retaliation by the College, the accused, and/or their friends and family.

Confidentiality

Manhattanville College will make every effort to maintain the identities of students who seek help and/or report sex discrimination to the extent possible within the investigation. While steps are taken to protect the privacy of all involved and information relating to the complaint or investigation will only be disclosed to College officials on a “need to know” basis, the College may need to take steps to investigate an incident and take action, whether or not the student chooses to pursue a complaint.

A student’s request for confidentiality or that his/her name not be revealed may limit the College’s ability to investigate the allegations. Due to this consideration, the College may not be able to maintain confidentiality, even at the request of the student; the Title IX Coordinator will notify the student(s) if confidentiality cannot be maintained.

All parties involved are expected to maintain the confidentiality of the process. Failure by any individual to maintain confidentiality is a breach of this policy and may lead to disciplinary action.

Bystanders

The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. The College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble. The College pursues a policy of medical amnesty for students who offer help to others in need.

How to File a Complaint/Grievance

Manhattanville College recognizes the need to provide assistance to those involved in sexual harassment, sexual violence, domestic violence, stalking and dating violence incidents and has established procedures for that purpose. Any member of the Manhattanville College community who believes that s/he has been the victim of these alleged acts should immediately contact the Title IX Coordinator, Deputy Title IX Coordinators, or Campus Safety to learn more about the resources, the College's process and procedures, and to file a complaint/report. Upon receiving a complaint, a College official will respond promptly, impartially, and thoroughly to ensure the community's best interest by addressing any unacceptable behavior and providing support for the complainant. Some complaints can be resolved informally, whereas others may need to undergo a formal procedure.

Any member of the College community who is informed about and/or witnesses potential sex discrimination has the responsibility to advise the person being harassed of this policy and to encourage reporting to the Title IX Coordinator, Deputy Title IX Coordinators, or Campus Safety. Members of the Student Affairs staff are specially trained to deal with sex discrimination concerns. "Mandated Reporters" are required to report all allegations of suspected sexual discrimination to the Title IX Coordinator.

The complainant may choose to file a report with Harrison Police Department or any other applicable law enforcement agency and, upon request, the College will assist the complainant in doing so. Any criminal investigation performed by law enforcement will be separate from the investigation performed by the College and will not impact the College's investigation.

Manhattanville College reserves the right to investigate and take appropriate action in any matter of sex discrimination that is reported. Upon receipt of information that alleges a violation has taken place, the Title IX Coordinator will begin an investigation with the complainant's consent. If the complainant does not consent, the Title IX Coordinator will determine if a complete investigation is necessary in order to respond effectively to the complainant and/or the college community to prevent any reoccurrence.

The College has developed both an informal and formal complaint procedure to respond to sexual discrimination. The use of the informal complaint procedure is optional. In instances where the complainant or the respondent involved does not wish to engage in the informal procedure, the formal procedure may be followed.

If the complaint/report is a charge of sexual harassment, not sexual assault, the Title IX Coordinator will mediate with the complainant and respondent. The complainant is not required to work out the problem with the respondent and has the right to terminate mediation at any time and proceed with a formal complaint.

Informal Procedure

1. Some complaints of sex discrimination can be resolved through informal mediation between the complainant and respondent.
2. Once a report of sex discrimination has been made, informal resolution procedures will be pursued within seven calendar days of the initial report.
3. Informal procedures are never applied in cases involving sexual assault.
4. An investigation into the report will be initiated by the Title IX Coordinator within seven days of the report being made and the investigation will proceed expeditiously.
5. Once the informal resolution procedure is complete, written notification to all parties will be given by the Title IX Coordinator within one day of the determinations of findings.
6. Every reasonable attempt will be made to reach resolution no later than 60 days.
7. The College will take reasonable steps to prevent the recurrence of sex discrimination in any form.

8. Written notice of the outcome and appeal process will be given to those involved by the Title IX Coordinator within one day of the outcome.

Formal Procedure:

1. Upon receipt of a report from the complainant, The Title IX Coordinator will meet with the complainant within seven calendar days to gather pertinent information and materials and inform him/her of the process.
2. The Title IX Coordinator will contact the respondent within seven calendar days to discuss the allegations and to gather pertinent information and materials and inform him/her of the process.
3. To ensure a prompt and thorough investigation, the complainant and respondent should provide as much of the following information as possible:

*The name of the person(s) allegedly causing sexual discrimination, a description of the incident(s), including date(s), location(s), and the presence of any witnesses.
4. Preliminary administrative actions (i.e. interim suspension, no contact order, restricted access to campus facilities, housing reassignment, and academic modifications) may be taken immediately to preserve the safety and well-being of those involved and/or the campus community.
5. The Title IX Coordinator and/or the appointed investigator(s) will interview all pertinent parties regarding the allegation and write a summary of the information gathered during the interviews. All parties will be able to review the summary of their interview for accuracy and make corrections.
6. After the pertinent parties are interviewed, the Title IX Coordinator will interview witnesses and gather additional information regarding the allegations. All parties will have the opportunity to present witnesses and other evidence.
7. The Title IX Coordinator will keep the complainant and respondent up to date with the status of the investigation through its conclusion.
8. The Title IX Coordinator will summarize the information gathered from the investigation and make a final decision.
9. Every reasonable attempt will be made to reach resolution no later than 60 days.

If the respondent is not a member of the Manhattanville College Community, a Persona Non Grata (PNG) Status can be issued through Campus Safety. A PNG status prohibits the individual from coming onto campus. A violation of this order can result in a criminal trespassing arrest.

Advisor/Supporter

Both the complainant and respondent may select an individual from the College, parent/guardian, or attorney to advise him/her throughout the process. This individual may only consult with the person(s) supported; the advising individual(s) may not participate in the proceedings in any way or address officials conducting the proceeding.

Resolution Options

The findings will be based on the preponderance of evidence. The College seeks to resolve all reports no later than 60 days of the initial report. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved the availability of the complainant, respondent or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances. In the event that the investigation and resolution exceed this time frame, the Title IX Coordinator will notify all parties of the reason(s) for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Possible Resolutions:

- No finding- no evidence was available to support any findings to pursue further investigation.
- Not responsible- insufficient evidence was available to support a finding of responsibility for violations of policy.
- Responsible- the evidence supports a finding of responsibility, based on the prevalent evidence.

Sanctions

The sanctions or disciplinary actions imposed by the College will reflect the nature of the violation, prior disciplinary history, and safety concerns. Sanctions that can be imposed upon students determined to have violated this policy can include but not be limited to: warning, community service, educational programming, counseling, disciplinary probation, residence hall suspension, suspension or dismissal from the College.

Appeal Process

Information will be given in writing to both the complainant and the respondent regarding how to appeal the final results of the investigation. The complainant or respondent will have five business days to submit in writing their appeal to The President of the College.

The President will consider the appeal to determine whether the final outcome or hearing was conducted in a fair and equitable manner, whether the evidence supported the final outcome, whether the imposed sanctions or disciplinary action were appropriate given the final decision and findings of the Title IX Coordinator.

When considering the appeal, the President will render a written decision within ten business days of receipt of the appeal. All parties will be notified in writing of the result of the appeal.

Retaliation/False and Malicious Charges

Manhattanville College prohibits retaliation against anyone who makes a complaint or participates in any investigation or hearing pursuant to a complaint of sex discrimination. Anyone who retaliates against an individual for making a complaint or participating in an investigation or a hearing will be subject to disciplinary action, up to and including expulsion.

The use of this policy for false or malicious purposes is strictly prohibited. Any member of the Manhattanville College community found to have knowingly brought a false or malicious complaint or report of sex discrimination or retaliation will be subject to disciplinary action, up to and including expulsion.

Anyone who believes they have been subjected to retaliation or a false or malicious complaint by a member of Manhattanville College community should contact the Title IX Coordinator.

Transcript Notation Policy

Per New York State Legislation Article 129-B, Manhattanville College will record the outcome of certain disciplinary actions on a student's transcript in the form of a transcript comment. This includes but is not restricted to crimes of violence, sexual misconduct, hazing, and conduct which lead to the death or serious physical injury to another person. In disciplinary cases involving withdrawal prior to a disciplinary hearing, Interim Suspension, Suspension, or Expulsion, the student's academic transcript shall be noted as follows:

Withdrawal: Student receives W, WA or WF grade according to established guidelines. Transcript comment reads: "**Readmission subject to Dean of Students approval.**" Comment is removed, if a student is readmitted, once pending resolution of the alleged violation is resolved.

Interim Suspension: Student receives W, WA or WF grade according to established guidelines. Transcript comment reads: "**Disciplinarily interim suspended on (date).**"

Disciplinary Suspension: Student receives W, WA or WF grade according to established guidelines. Transcript comment reads: "**Disciplinarily suspended until (date).**" Comment is removed when the term of suspension expires.

Disciplinary Expulsion: Student receives W, WA or WF grade according to established guidelines. Transcript comment reads: "**Disciplinarily expelled on (date) for a code of conduct violation.**" This notation will not be removed from transcript.

After one year from the date of the student leaving the College for withdrawal pending disciplinary hearing, Interim Suspension, or Disciplinary Suspension, the student may appeal to the Vice President for Student Affairs to have the transcript comment removed. It is the student's responsibility to provide substantial evidence, which supports the appeal and provides documentation of their activities (work, education, etc.) since their exit from Manhattanville College.

Other disciplinary records maintained by the Dean of Students office are not reflected upon a student's academic transcript, but are maintained in the Dean of Students office in accordance with college policy.

Appeal's Process for Seeking Removal of Notation

Any decision of the Conduct Process may be appealed in writing within 48 hours to the Vice President for Student Affairs for cases heard by the Director of Residence Life or Dean of Students. Once an appeal is submitted the appeals officer will determine if a face to face meeting is warranted. An appellate decision for this purpose is defined as having the power to review the conduct findings of another conduct officer. Appellate decisions of the Director of Residence Life, Dean of Students, Vice President for Student Affairs are final, and will be rendered after receiving the appeal.

The appeal form must include the grounds for the appeal as well as the supporting facts and arguments. The following are grounds for an appeal:

1. The conduct process was not in accord with the rules and regulations governing the College's conduct process, and this deprivation materially affected the decision; and/or
2. The finding of the violation is contradicted by new evidence and would have resulted in a different decision.

On appeal, sanctions can be increased or decreased. If an appeal is heard, the following actions may be taken:

1. Possible modification of the sanction, including increasing the penalty.
2. Ordering reconsideration by the original conduct officer or designee based on:
 - a. Alleged new evidence – only if the new evidence is of such a nature as to be reasonably likely to change the outcome of the original investigation and was unavailable at the time of the original investigation.
 - b. Alleged defect in procedure – only if the defect in the original investigation is sufficiently substantial to be reasonably likely to change the outcome.
3. Ordering dismissal of the case where false evidence was presented.

Resources

Manhattanville College supports this policy through educational prevention, counseling, and medical support services. Educational programs at Manhattanville College include, but are not limited to, guest speakers, awareness programs, individual counseling, various victim support services and other programs presented by various departments.

Here are on-campus and off-campus support services available for the complainant, respondent, and witnesses:

1. Campus Safety (914) 323-7233
2. Counseling Center (914) 323-5155
3. Crisis/Suicide Hotline: (800) 273-8255
4. Domestic Violence Hotline: (800) 942-6906
5. GLBTQ-Domestic Violence Support 1-(800)-832-1901
6. GLBTQ- Sexual Assault Support (617) 779-2127
7. Harrison Police Department (914) 967-5111
8. Health Center (914) 323-5245
9. My Sister's Place: (914) 683-1333
10. National Organization on Male Sexual Victimization/Male Survivor (www.malessurvivor.org)
11. Planned Parenthood: (914) 761-6566
12. Title IX Coordinator, John Balog (914) 323-5294
13. White Plains Hospital (914) 681-1155
14. Victim's Assistance Services: (914) 345-9111
15. 24 Hour Rape Crisis Hotline: (845) 452-7272

Rules of Conduct

Air Conditioner: There are clear limits to the capacity of electrical wiring. Overloading of circuits is a fire hazard. Air conditioners up to 6,500 BTU's are **only permitted for medical reasons**. A doctor's letter, on letterhead, and prior permission from the Director of Residence Life or Resident Director are required.

Building Meetings: Each student is expected to attend any meetings established by the Resident Advisor, Resident Director, or Office of Residence Life. Meeting times and locations will be posted. Any Student not present is expected to understand the covered information and may be subject to disciplinary sanctions.

Climbing on Structures: Climbing, rappelling, entering or exiting a building through a non-designated opening, or related activities on campus buildings or structures is prohibited.

Compliance with College Officials/Staff: All students and their guests are expected to comply with all directives from College officials (Residence Life staff, Student Affairs staff, Campus Safety staff, etc.). The harassment of College personnel, verbal or physical, is not tolerated. Any harassment, threat of physical abuse, endangering conduct, or physical abuse, when directed toward Residence Life staff or any College employee will

result in a minimum penalty of removal from the residence halls, and may result in suspension or expulsion from the College.

Damages, Cleaning, & Other Charges: Damages that are clearly beyond repair are billed to the responsible individual(s). Cleaning charges due to abuse of facilities or excess trash left behind in a room are at the expense of the residents. Public area damages or area losses that are preventable (broken windows, graffiti, stolen furniture, broken light fixtures, door knobs, crash bars, etc.) are billed in equal amounts to the group responsible for that public area. It is the responsibility of all residents to notify the RD or RA of individuals who damage community areas or property. If the individual(s) responsible for damage is identified, the person(s) responsible will be held accountable for the damage charges. If the individual(s) cannot be identified, damage charges will be distributed equally amongst the residential community.

Decorations: Room decorations may not cover more than 50% of available wall space. Ceilings must be kept free of posters, tapestries, and/or other flammable materials. Decorations on door exteriors should be within the bounds of good taste and are subject to Residence Life approval. Students are not permitted to paint or apply other methods of direct decoration, ink, watercolor paint, charcoal, etc. to walls, windows, floors, ceilings, or doors in Residence Hall rooms or common areas. Window glass is not permitted to be covered (i.e. tin foil, posters, etc.) Please also see ILLEGAL ITEMS, ELECTRICAL SAFETY, FIRE HAZARDS, and WEAPONS SECTION.

Dishonesty: All forms of dishonesty are prohibited, including cheating on student employment records, supplying false information to any College official, or in the course of a College conduct investigation, as well as forgery or use of College documents or instruments of identification with intent to defraud. Cases of Academic Dishonesty will be handled according to the procedures prescribed under “Academic Conduct and Adjudication.”

Disorderly Conduct & Disruptive Behavior: Disorderly conduct is any behavior which disrupts the regular or normal functions of the Manhattanville College community, including behavior which breaches the peace or violates the rights of others. Lewd, obscene or indecent behavior is prohibited. Engaging in racist, sexist or other forms of discriminatory behavior is also prohibited.

Door Propping: Propping doors into residence halls pose a serious risk to the residents of the hall. Individuals who prop doors will be subject to disciplinary measures and fines. If the individual is not known, the entire residence community will be held accountable.

Electronic Use Policy- Misuse or abuse of the College computer system, voice mail or telephone services. This includes, but is not limited to:

1. Unauthorized use or abuse of your e-mail account and/or internet service.
2. Sending abusive or threatening messages to students, faculty, or staff.
3. Accessing a student or staff account without authorization.
4. Viewing of lewd or indecent material on College owned computers.
5. Unauthorized entry into College computer labs.
6. Unauthorized entry into any office computer including the use or distribution of any information contained therein.

Failure to Comply: Failure to comply with the directions of College officials, Residence Life staff, or those appointed or elected to act on behalf of the College, acting under provisions of the Code of Conduct or in the performance of their duties, is prohibited. This shall include, but is not limited to, failing to produce identification to College officials when directed, failing to respond to personal directives, failing to evacuate a building during an emergency alarm, hiding or fleeing from a College official, and failing to comply with a

disciplinary sanction. **Any incident in which the Code of Conduct has been violated and which also accompanies an individual's failure to comply will automatically be elevated to the next higher level of severity** (refer to the SANCTIONS section for descriptions of the schedule of sanctions).

NOTE: If you are ever instructed by a College official to do something you feel is inappropriate or feel you have been dealt with in an inappropriate manner, you should advise the person's supervisor of your specific concerns or contact the Dean of Students. Just because you dislike the approach a College official uses in handling a problem, it does not justify any rule violations on your part. You should cooperate with the instructions given by the College official and report your concerns later.

Failure to Report Actions Which Threaten the Health, Safety or Well Being of Members of the College:

Community members who have knowledge that another individual has committed one of the following acts are required to report the violation to a Manhattanville College official within 24 hours: false fire alarm; bomb threat; misuse of fire extinguisher; damage to fire exit sign, fire door or exit door; physical abuse; arson; sexual assault or harassment; use or possession of a weapon or explosives; driving a motor vehicle on campus grounds or sidewalks; use of controlled substance or illegal drugs or other endangering conduct.

False Fire Alarms and Misuse of or Tampering with Fire Equipment: Persons who knowingly or negligently cause or attempt to cause a false alarm by the setting off of the fire alarm system or give any other common or recognized alarms of fire or bomb threat are guilty of endangering the lives of other people and may cause damage to the persons and/or equipment responding to such false alarms. Tampering with building smoke or fire detectors and misuse or tampering with fire extinguishers or any other fire or safety equipment is prohibited. Hanging of any items from sprinkler pipes is prohibited. Any violation of this policy may result in suspension or expulsion and a \$2,000.00 fine.

Fire Alarm Evacuation Procedure: When a fire alarm sounds in a College building, all persons must immediately evacuate the building, exiting by the most direct safe route. Occupants must evacuate the building to points sufficient to ensure their personal safety. In the case of Residence Hall evacuations, all residents must report to their designated evacuation points. Any person who fails to immediately evacuate a building during an alarm will be judicially charged and will be fined.

Fire Hazards & Electrical Safety: Due to the multiple dwelling nature of the Residence Halls, electrical appliances and other items, which constitute fire hazards, are not permitted. Illegal items found will be confiscated. Additionally, a \$250.00 fine per item may be assessed and judicial action may be taken. The following items are prohibited on the Manhattanville College campus: Hot plates, Candles (with or without wicks), Incense, Heaters with a safety shut off (need to be approved by the Office of residence Life), Electric skillets, Electric blankets, Heating pads, Sterno, Toasters/Toaster ovens, Multi-plug extension cords, Halogen lamps, Outdoor and indoor grills/Camp stoves, Charcoal/Propane/Gasoline and/or other combustible liquids, Hookahs, Liquid potpourri, Unauthorized Loft beds, Satellite dishes, Window bird feeders, DJ speakers, Novelty lights (including Christmas & other string lights), Air Conditioners (unless considered a medical need and documented by a doctor). The College also prohibits the use of any other objects that may be utilized in a dangerous manner. The College, Office of Residence Life, and their designees reserve the right to deem any item banned at any time.

Gambling: Is not permitted except at College sanctioned events.

General Rules in Residence Halls: Due to the potential for injury and/or property damage, students are not permitted to play any sports or throw objects in any area of the residence halls – including hallways, stairwells, and lounges. This includes the bouncing of athletic equipment such as basketballs. Bikes, skateboards, roller blades, roller-skates and scooters are also prohibited from use in any area of the residence halls. Additionally, roller blades and cleats should be removed before entering the building. Damages and/or cleaning charges

resulting from the misuse of athletic equipment, including the cleaning of cleats in public areas of the residence halls, will be billed directly to the responsible students.

All athletic equipment, including clothes and shoes, must remain in a room/suite. Residence Life and SMG cleaning services are not responsible for lost items left outside of a room/suite. Athletic equipment left in public areas may result in judicial charges and fines.

No objects may be thrown or dropped from windows, or areas designated as being restricted, in any of the buildings on campus. Throwing objects from residence hall windows is particularly dangerous and could result in the immediate revocation of residential status.

BBQ grills of any type are not permitted within residence halls. Grilling is not permitted anywhere on campus unless there is prior approval from the Office of Campus Life or Office of Residence Life.

Students are not permitted to run a business out of any College facility.

Guest Policy: The right of a student to live in reasonable privacy takes precedence over the right of another community member to entertain guests in a room/suite. In the practical application of determining when guests should be invited to the rooms, common sense and mutual respect should prevail. Students and their guests are expected to respect the rights and privacy of others.

All resident and commuter students will be responsible for registering and informing their guests, whether students or non-student, of College policies and will be **held accountable for the behavior of their guests**. Guests must respect and comply with all policies, rules and regulations of the College. Students are subject to disciplinary action if their guest violates College regulations. The privilege of being or hosting guests in a Residence Hall or at campus events may be denied or terminated by the College at any time. Due to the adult living nature of residence halls, guests under the age of 18 are not permitted to spend the night; unless the guest is a sibling of the host and the College requires written consent from parent/guardian.

A guest shall be defined as any person (whether a Manhattanville commuter or a non-Manhattanville student) who is present at the invitation of a student or is greeted by a student or, is accompanied by a student. A residential student must register any guest who plans to be on campus after 8:00pm with the RA on duty between the hours of 8:00 pm – 11:00 pm. After 11:00 pm, unregistered guests will not be permitted to remain on campus. The Student must understand and abide by the guest policy established in the Student Handbook and accepts full responsibility of his/her guest.

The following visitation regulations must be observed:

- A student is permitted only two guests at any one time, with the exception of parents and/or legal guardians.
- Residents may have overnight guests no more than two nights in a seven-day, Monday through Sunday, calendar week (three nights if a holiday weekend). A resident who shares a room must also have the consent of his/her roommate(s).
- A guest may not be registered by more than one host during a seven day, Monday through Sunday, period.
- Guests may not stay on campus overnight for more two days in a seven-day, Monday through Sunday, period.
- All visitors must be accompanied by their student host at all times while on campus. Unaccompanied guests will be escorted off campus and their host judicially sanctioned.
- Guest attempting to visit must have proper identification to enter campus (i.e. College ID card, Driver's License, State ID card).

- Any guest visiting a student must know the room assignment of their host to be allowed on campus grounds.
- All guests must first go to the Department of Campus Safety located in Spellman Hall to register.
- Guests must also be registered by 8:00pm for any period of time with the Resident Advisor on duty in your respective hall. This policy will be strictly enforced. If guests arrive on campus after the deadline without the host requesting a guest pass in advance, they will not be permitted on campus. Only parents and/or legal guardians are excluded from this policy.
- All guests of Manhattanville College students must carry valid form of identification and their copy of the Guest Registration Form at all times.
- Guests who violate College policy including NY State or Federal laws, will be removed from the Manhattanville College campus and could be permanently banned from all campus property.
- No guests may be registered during finals week or any other time period determined by the Office of Residence Life.

“Squatting” by Guests: Anyone who takes up residence (unregistered guest for any period exceeding 48 hours within a 7-day period) in a student’s room will be removed from the premises and will not be allowed in any residence hall space above the ground floor. Any student who hosts an unregistered guest in their Residence Hall and allows him/her to take residence with them may immediately forfeit housing privileges and may not be allowed in any residence hall space above the ground floor.

Hazing: Any action which endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students of Manhattanville College is considered to be hazing and is not tolerated by the College. A person commits a hazing offense if the person engages in hazing, solicits, encourages, directs, aids or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur.

Identification Card Policy: Currently enrolled Manhattanville College students are required to carry a valid Manhattanville College ID at all times when they are on College property. ID Cards must be displayed for the use of most College services and upon the request of a member of the College faculty, staff, administration or a student official acting in the performance of his/her official duties. Students in possession of another individual’s ID card, or any other form of false identification, will be judicially charged. Students who lend others their ID card will also be judicially charged.

- ID Cards are non-transferable and may not be duplicated.
- Lost ID cards and the ID cards of those students who are withdrawing from the College must be turned into Campus Safety and Security or the Office of Residence Life upon departure.

Illegal Items: The following items are prohibited on the Manhattanville College campus: Hot plates, Candles (with or without wicks), Incense, Heaters with a safety shut off (need to be approved by the Office of residence Life), Electric skillets, Electric blankets, Heating pads, Sterno, Toasters/Toaster ovens, Multi-plug extension cords, Halogen lamps, Outdoor and indoor grills/Camp stoves, Charcoal/Propane/Gasoline and/or other combustible liquids, Hookahs, Liquid potpourri, Unauthorized Loft beds, Satellite dishes, Window bird feeders, DJ speakers, Novelty lights (including Christmas & other string lights), Air Conditioners (unless considered a medical need and documented by a doctor). The College also prohibits the use of any other objects that may be utilized in a dangerous manner. The College, Office of Residence Life, and their designees reserve the right to deem any item banned at any time.

Liability: The College shall not be liable for any failure, delay or interruption in performing its obligations herein stated due to causes or conditions beyond its control, or which could not be prevented or remedied by reasonable effort and at a reasonable expense. Under no circumstances shall the College be liable for any

damage or loss of personal property of a student or their guest(s). All resident students are encouraged to secure Renters Insurance in order to protect their valuables; the College recommends NSSI for insurance policies. Students may also want to review their parent/guardian's Home Owners insurance policy to obtain coverage.

Noise: Excessive noise (at any time) is prohibited. Reasonable quiet must prevail in the residence halls at all times. "Courtesy Hours" and "Quiet Hours" have been established to ensure a student's study and sleep. Under no circumstances should noise be projected out of windows. In addition, playing portable stereos in public areas of the residence halls (lounges, halls, etc.) is prohibited. Repeated noise violations may result in the confiscation of the equipment in question as well as additional conduct action.

Courtesy Hours: In Founders and Spellman Halls, noise must not be heard more than 4 rooms from the source. In Dammann and Tenney Halls, noise must not be audible to a separate suite with its suite door closed. Non-Traditional Housing should establish "house rules" as they pertain to noise ordinance with the approval of the Office of Residence Life staff. Courtesy Quiet Hours for Dammann Hall, Founders Hall, Spellman Hall and Non-Traditional Housing are in effect from 10:00am-10:00pm Sunday through Thursday, 10:00am-1:00am Friday and Saturday. Courtesy Hours for Tenney Hall "Wellness" are in effect 10:00am- 1:00am on Saturday.

Quiet Hours: In Founders and Spellman Halls, noise must not be heard more than two rooms from the source. In Dammann and Tenney Halls, noise must not be audible outside the suite with the suite door closed. Non-Traditional Housing should establish "house rules" as they pertain to noise ordinance with the approval of the Office of Residence Life staff. Quiet Hours for Dammann Hall, Founders Hall, Spellman Hall and Non-Traditional Housing are in effect 10:00pm-10:00am, Sunday through Thursday, 1:00am-10:00am Friday and Saturday. Quiet Hours for Tenney Hall "Wellness" are in effect 1:00am on Sunday thru 10:00am on Saturday.

Pet Policy: With the exception of non-dangerous fish and service or support animals (approved by the Office of Disability Service), pets are not allowed in the residence halls at any time. This policy includes pets "visiting" in the residence halls. Fish must be kept in the aquariums that do not exceed ten gallons in size. Violations of this policy will result in a \$250.00 fine, the removal of the animal/pet within a 48-hour period, and disciplinary action, which may result in loss of residency. In accordance with the Americans with Disabilities Act, service or support animals are permitted in College facilities for persons with documented disabilities (approved by the Office of Disability Service).

A **"Service Animal"** is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability such as a physical, sensory, psychiatric, intellectual, or other mental disability. In some cases, a miniature horse may be permitted as a Service Animal. Other animals, whether wild or domestic, and regardless of any training, do not meet the criteria and are not considered to be Service Animals. The service the animal is providing must be directly related to the functional limitation of the person's disability. Examples of such work or tasks consist of guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must have a direct correlation to the person's disability. Dogs whose sole purpose is to provide comfort or emotional support do not qualify as Service Animals.

"Support Animals" are animals that work, provide assistance, or carry out tasks for the benefit of a person with a disability, or animals that provide emotional support which alleviates one or more recognized symptoms or effects of a person's disability. Some, but not all, animals that assist persons with disabilities are professionally trained. Some Support Animals are trained by the owners. In some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefit needed as a reasonable accommodation by the person with the disability. There must be an identifiable or medically documented relationship between the individual's disability and the assistance that the animal provides. Unlike a Service

Animal, a Support Animal does not assist a person with a disability to participate in activities of daily living, nor does it accompany a person with a disability at all times. Support Animals may be considered for access to college housing, however, they are not permitted in other areas of the college (e.g. libraries, academic buildings, classrooms, labs, student center, etc.).

Service or support animals whose behavior poses a direct threat to the health or safety of others or is disruptive to the College community may be excluded, regardless of training or certification.

Physical Assault: Including but not limited to: a) Inflicting bodily harm upon any person (student or non-student) b) Taking any action for the purpose of inflicting harm upon any person. c) Threatening use of force upon any person d) subjecting another person to unwanted physical contact.

Public Areas: While Manhattanville College respects the right of students to access public areas, such as lounge space in buildings or the Quad or Mini-Quad outdoors, the rights of students to sleep and study take precedent. If unauthorized activities in public areas disrupt the ability of other students to sleep and/or study, the unauthorized activity must end. If the unauthorized activities taking place in public areas violate the College's Code of Conduct, for example underage consumption of alcohol on the Quad or open containers of alcohol outdoors, additional conduct action will be taken. The Office of Residence Life may determine an activity to be unauthorized in a public area at any time. Grills and tents are not permitted on campus unless approved by the Office of Student Activities or the Office of Residence Life.

Reckless Endangerment: Taking any action that creates a substantial risk such that bodily harm could result to any person. These include but are not limited to: objects or people on windows ledges, use of weapons of any kind for any purpose, throwing objects (i.e. snowballs), use of fireworks, and/or jeopardizing the physical or emotional safety of oneself or another.

Restricted Areas: For safety reasons, students are restricted from all campus building roofs, electrical or mechanical rooms, and any other premises of the campus where access is designated as prohibited.

Room Capacity: Residents are permitted no more than two guests (defined as anyone who is not assigned to that room; including commuter students, other residents, or off-campus guests) per room and/or suite resident that's present in the room.

Room Inspection: The College respects the right to privacy and is committed to protecting that right, as well as to taking action that helps ensure the safety and security of all residents. ***College officials have the right to enter any room at any time when the College deems it necessary.*** If an illegal object or substance is found in the room or suite, all residents may be held accountable for what is present. Periodically, Residence Life staff members make room/suite inspections. This is to verify room conditions and cleanliness and to take inventory of College Property. If a room/suite is found to be in unacceptable condition, the students residing in the room/suite will be expected to make the appropriate improvements. Should a room be in an extreme condition of un-cleanliness or disrepair, a fine may be imposed and disciplinary measures may be taken.

Room Entry and Search: The College reserves the right to enter any room/suite without prior notification. Manhattanville College or its agents shall also have the right to enter a student's dwelling under the following stipulations:

- To make necessary repairs or maintenance at any time so as to prevent further damage.
- In emergency circumstances when imminent danger to life, health, safety or property is reasonably feared.
- In circumstances when it is suspected that a violation of Manhattanville College policy is taking place.

- During Health & Safety checks.
- During the following vacation periods: Thanksgiving, Winter Break and Spring Break.

College and appropriate personnel have the right to search any room/suite and all of its contents should it be suspected that a violation of the College's Code of Conduct or housing regulations has occurred.

Smoking is not permitted in or within 30 feet of any building. Students who violate this policy will be subject to fines.

Social Fraternal Organizations: Manhattanville College does not recognize any social fraternal organizations. As such, social fraternity/sorority pledging or hazing is not permitted. On-campus events co-sponsored by members of off-campus social fraternal/sorority organizations will be permitted on campus; under the guidelines of the Office of Student Activities.

Theft: Theft, including theft of College property or theft of the property of another or knowingly receiving, retaining, or disposing of the lost or mislaid property of a member of the College community or of the College staff, in addition to College work study and campus employment work hours not actually performed, is considered in the entire community to be a serious violation. Theft on the part of students may be adjudicated through the College conduct system and/or through civil or criminal courts. All persons apprehended will be disciplined. Theft violates the law and, as such, violators may be referred to law enforcement.

Cases of theft of personal possessions or College Property should be reported at once to Campus Safety and the Resident Director (if living in a Residence Hall). Persons accused of theft will be accorded all the rights outlined under the basic procedures for student conduct hearings. If there is reasonable cause to believe that a room contains misappropriated property belonging to a member of the College community, or another party, a room search may be conducted.

Unauthorized Entry: The unauthorized entry, use, or occupation of College facilities, as well as the unauthorized possession, use or duplication of keys and/or cards to College facilities is prohibited.

Upstanding Citizen: The student understands that (s)he lives in a community. In order to promote a positive setting it is the responsibility of the student to adhere to any rule or regulation as well as to report any violation that may be known. Failure to adhere to or report any violation may be subject to disciplinary sanctions.

Vandalism: Damage to property, whether College property or property belonging to other person(s), is prohibited. Occupants of residence hall rooms will be held responsible for damage to the room or furnishings. Any damage by students to College property will be charged to the student.

Charges for damages to residence hall common-use areas and furnishings therein will be assessed equally to all residents of the residence hall. Should the identity of the person(s) responsible for the damage in common areas be known, that individual(s) would be properly assessed for the necessary repairs. All building common area damages will be billed equally to all the residents of that building as per the Housing Contract and Room Condition Report.

Violations of Criminal Law: Violations of federal, state or local criminal law or actions that adversely affect the College and/or pursuit of its objectives are prohibited on campus or elsewhere and may be subject to disciplinary proceedings here. The criminal case burden of proof, obviously, does not apply to Manhattanville College cases.

Weapons: Students are not permitted to possess or imply possession of a weapon anywhere on property owned, leased, or controlled by Manhattanville College. It is illegal to possess weapons, even if legally possessed

in a manner that harms, threatens, or causes fear to self or others. Examples of weapons include, but are not limited to, any type of firearm, pistol, revolver, shotgun, rifle, weapon, devices which resemble firearms, dangerous chemicals, fireworks, explosive materials, accelerants, dangerous devices capable of casting a projectile, crossbows, pellet guns, paint guns, “BB” guns, knives (including switchblades), martial arts tools, paintball and air soft guns, explosives, chemicals used in a dangerous way, and ammunition. The College also prohibits the use of any object, which is utilized in a dangerous manner – an example of this would be matches used to set fire to or damage any object. Hazardous chemicals, which could pose a health risk, are also prohibited from the campus. This includes chemicals which, when combined with other substances, could be hazardous or present a danger to others. Violation of this policy will result in immediate expulsion. The College considers possession of weapons to be very serious and a violation of the law, and therefore, requires any student, staff, or faculty to report the existence of such weapon immediately to the Director of Campus Safety and Security, Director of Residence Life or the Dean of Students or to any staff member.

Additional Regulations: The student must be aware of the full extent of expectation placed on them by the College. This information is presented in this handbook, the Housing Contract, and all publications by the College, Office of Residence Life and the Dean of Students (including but not limited to information regarding room selection, winter and spring break terms, 200, 100, and 50 nights, etc). The College reserves the right to change or alter any rule or regulation at any time. It is the student’s responsibility to understand and abide by any change that occurs.

Damage Billing & Fines

General

- Failure to evacuate during fire alarm \$500.00
- Unauthorized animals/Pets \$200.00
- Improper/Late Checkout \$75.00
- Key Replacement \$100.00
- Lock Core Changes \$100.00
- Lock Out Charges \$10.00
- Tampering with fire equipment \$2000.00
- Unauthorized possession of College Furnishings \$500.00 per item
- Illegal Items \$250.00 per item
- Halogen Lamps \$500.00 per item
- Unauthorized Possession of College Signs \$250.00 per sign

Room Cleaning

- Light \$20.00
- Moderate \$40.00
- Medium \$60.00
- Heavy \$100.00
- Door \$40.00
- Walls \$75.00
- Carpet \$70.00

Bathroom Cleaning

- Light \$25.00
- Medium \$50.00

- Heavy \$75.00

Painting

- Door \$50.00
- Ceiling/Wall \$75.00 - \$100.00
- Bathroom \$100.00
- Room \$150.00 - \$300.00
- Suite \$250.00 - \$1,000.00

Door

- Removal of Sticker(s)/Chalk \$50.00
- Damaged \$500.00

Furniture

- Extra College furniture left in the room \$50.00 per item
- Extra personal furniture left in room \$50.00 per item
- Stained mattress \$50.00
- Missing College Furniture (cost to replace) + \$100.00
- Blinds (missing/broken) \$60.00
- Bookshelf (missing/broken) \$50.00
- Screen (missing/repair/replace) \$50.00
- Mirror (missing/broken/replace) \$100.00
- Damaged Chair/Deskmate \$100.00

Other Charges

- Smoking within 30 feet of residence hall \$20.00
- Smoking in residence halls \$100.00
- Broken room smoke detector \$150.00
- Broken hallway smoke detector \$150.00
- Broken fire-alarm strobe \$200.00
- Broken window \$400.00
- Broken lock assembly \$150.00
- Broken exit signs \$300.00
- Broken wall shelf \$50.00
- Broken light cover \$50.00
- Broken light fixture \$200.00
- Broken Ceiling Tile \$25.00/tile
- Missing/Broken Closet Door \$150.00
- Broken paper towel dispenser \$75.00
- Broken toilet paper dispenser \$25.00
- Electronic door releases \$300.00
- Graffiti/Vandalism cleaning (cost to replace) + \$200.00
- Damaged Carpet (cost to replace) + \$200.00
- Broken Towel Rack \$20.00
- Broken Dammann/Tenney Common Area Window \$500.00

- Garbage \$25.00 - \$100.00
- Bulletin Board (cost to replace) + \$300.00
- Wireless Router (cost to replace) + \$100.00

Conduct Information

Conduct Officer:

Conduct Officer means any person including, but not limited to the Vice President for Student Affairs, Dean of Students, and Residence Life staff, authorized by the College to determine whether a student has violated the Code of Conduct and to recommend imposition of sanctions.

Responsibilities and Ethical Standards of the Conduct Process

The disciplinary record of a student or group, the nature or status of any disciplinary situation shall not be discussed or disclosed. An objective attitude must be maintained throughout the proceedings. Members have an obligation to disqualify themselves from an investigation when they feel that they cannot be impartial in reaching a decision.

Conduct Proceedings:

It is the philosophy of the Manhattanville College Conduct Process that most violations of College policy are best handled in a way that informs and guides students toward the development of personal responsibility and conscientiousness and toward mature moral and ethical standards. The Conduct Process has two main objectives: to hold students accountable for inappropriate behavior and to modify those behaviors deemed inappropriate in order to maintain a positive living-learning environment within the College community.

The Code of Conduct is outlined in this Handbook. Students are responsible for being aware of these standards of conduct. A plea of ignorance is not an acceptable excuse for violating College policy. Students are encouraged to familiarize themselves with these policies.

When an alleged violation of the Code of Conduct occurs, the incident should be reported as soon as possible to a staff member in the area in which the violation occurred, Campus Safety, or the offices of the Dean of Students or Residence Life.

Conduct Procedures:

The conduct process includes fact-finding (when needed), discussion, complaint resolution and any assignment of sanctions. A student accused of violating the Community Code of Conduct meets with a Conduct Officer to review the violation or complaint and to explore potential avenues of resolution. The following summarizes that process:

Fact Finding:

Official College reports (Residence Life Incident Report and/or Campus Safety Incident Report) are submitted to the Resident Director, Director of Residence Life, Director of Campus Safety & Security and Dean of Students that outline the incident in question. The Conduct Officer will then review with a student all of the pertinent information regarding the incident. The Conduct Officer may discuss the incident with others including members of the staff, students or guests who were involved or witnessed the incident (Resident Advisor (RA), Campus Safety). Students may also be interviewed by a Campus Safety official. Any member of the Manhattanville community may file a written complaint against a student or other with Campus Security or the Dean of Students.

Discussion:

The Conduct Officer will initially meet with the student to discuss the incident and allegations. Acknowledging that the Code of Conduct requires all students to be honest and forthcoming in all investigations, the student may first be asked to sign an Honesty Statement. The Conduct Officer will continue to discuss with the student information received during the fact-finding phase. Although a student does not receive copies of official College reports, the Conduct Officer may read to the student relevant information pertaining to the incident. The student may also read the reports at the meeting. The student will be given ample opportunity to clarify any information that the student feels is not accurate. This meeting is a time for the student to ask any questions and seek clarification as to what the official reports document.

The student can present his/her response to the allegations and offer any other pertinent information in that meeting or subsequently. The student may submit (or be asked to submit) a written statement detailing what occurred and the circumstances surrounding the alleged violation, including the names of additional witnesses. If the written and oral information provided by the student indicates further investigation is necessary, the Conduct Officer will continue the fact-finding phase. The student will also be given the opportunity to accept responsibility for what occurred. The Conduct Officer will also review the conduct process with the student during this meeting. The investigation and decision will be conducted as quickly as possible. The student will be given adequate time to respond to the allegations. In general, it is unusual that the entire process will exceed a week from the time of the initial incident. If a student fails to contact the Conduct Officer in a timely fashion (48 business hours) or attend their conduct meeting, they may be judicially sanctioned without a meeting and lose their ability to appeal their sanction.

Complaint Resolution/Sanctioning:

Upon completion of the investigation, the Conduct Officer will weigh the evidence and draw a conclusion based upon that evidence. Sanctions may be increased based upon the discretion of the Conduct Officer. The Conduct Officer will discuss the supporting evidence for his/her decision as well as the sanction being issued for the violation. An official letter documenting the sanction will be given to the student within 24 hours of this meeting.

Before a final resolution occurs, the Director of Residence Life, Dean of Students or Vice President for Student Affairs may take any action necessary to ensure the safety of the campus community. Such actions may include but are not restricted to removing the student from a residence hall, reassigning a student to another room, or suspending a student. Please note that from time to time procedures may be amended due to circumstances. Every effort will be made to notify a student when this will occur.

Notifying Parents:

The Conduct Officer will notify parents or guardians via letter, phone call, or email depending on the severity of the violation. If a deferred suspension, suspension or dismissal is the given sanction, parents or guardians will be notified prior to the Appeals Process.

Rights of the Accused:

The following apply to all conduct proceedings:

- To the presumption of innocence in all cases where the charge(s) against the accused is contested, and to have all alleged violations proved by a preponderance of evidence.
- To be given oral or written notice of the nature of the charges.
- To be informed of the process.

The accused may consult a family member or student, but this person will not be eligible to participate in the hearing, although he or she may be present as a “silent” observer.

Conduct Sanctions

The campus conduct process is designed to respond to violations in the most appropriate and the most effective way possible; therefore, it is necessary to determine conduct sanctions that are fitting to the circumstances of the individual case. In determining sanctions, the following factors are considered:

- The nature and severity of the offense
- The injury or damage resulting from misconduct, including injury to student or member of the community
- The student's prior disciplinary record
- The impact of the violation on members of the College community
- The impact on the reputation of Manhattanville College
- Damage to another student's property or to College property.

The following sanctions may be imposed in disciplinary situations for violations of College policy in proportion to the seriousness of the violation, and its impact on other members of the College community and the reputation of Manhattanville College.

Restitution: Reimbursement by the student to the College or to a member, group or organization of the College community to cover the cost of repair or replacement of damaged or misappropriated property. This is generally an automatic conduct order in cases of unrecoverable property.

Conduct Fine: For some offenses, a fine may be levied as an appropriate punishment for the particular violation. Conduct Fines must be paid by the students directly to the College, and may not be added to the student's account. Failure to make payment will result in a hold being placed on the student's registration for classes and for room lottery.

Mandatory Counseling: In some instances students may be mandated to the Counseling Center for evaluation. Students mandated to counseling will be given a deadline by which they must have made an appointment to be seen. If, based on the original evaluation, the Counseling Center recommends additional sessions the student is required to continue counseling until the Counseling Center recommends cessation. Failure to follow through with mandated counseling could result in removal from the residence halls or dismissal from the College.

Removal of Offensive Property: Students may be required to remove stereos, musical instruments, or other property that has become offensive to other residents. Non-compliance by prescribed deadlines may result in a charge of failure to comply with a conduct order.

Restrictions from Activities or Privileges: Students may be restricted from active status or participation in any and all organized College activities other than required academic endeavors for a designated period of time not to exceed two full semesters/32 weeks of enrollment. Visitation and guest privileges in the residence halls or elsewhere on campus may also be revoked. The right to maintain a vehicle on campus may also be revoked. These restrictions, if imposed, will be effective immediately upon rendering a decision and will remain in effect for a designated period of time.

Written Warning: An official warning that is recorded in a student's conduct record notifying the student that he/she has violated the College's Code of Conduct. Any further violations will lead to a more serious sanction.

Disciplinary Probation: Disciplinary probation is an official documentation that is recorded in the student's conduct record, compelling the student to exhibit good conduct during the probationary period. There is a range

of sanctions (up to and including residence hall suspension) that may accompany disciplinary probation at the discretion of the Conduct Officer. The Conduct Officer may also direct the student to be professionally evaluated for any negative behavioral patterns suggested by the particular offense he/she committed. Terms of disciplinary probation shall be for a designated period.

Residence Hall Reassignment: This sanction will be recommended in situations where the College feels the individual needs a change of environment in order to conform to acceptable group living standards. Students receiving this sanction must relocate within 24 hours after the Conduct Officer makes the decision, unless an extension is granted.

Interim Sanctions: In certain circumstances, the Director of Residence Life, Dean of Students and/or Vice President for Student Affairs may impose a Residence Hall Suspension or Suspension prior to a conduct hearing. These circumstances shall relate directly to the institutional concerns outlined below:

In all cases, Interim Sanctions will be imposed only:

- To ensure the safety and well-being of members of the community or preservation of College property; or
- To ensure the student's own physical or emotional safety and well-being; or
- If the student poses a definite threat of disruption of or interference with the normal operations of the College.

During an Interim Suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Director of Residence Life, Dean of Students and/or Vice President for Student Affairs may determine to be appropriate.

Residence Hall Suspension: A student is required to move out of the residence halls without refund of room fees. Students receiving this sanction must move out within 48 hours after the Conduct Officer meets with the student, unless the Conduct Officer grants an extension or requires the student to vacate his/her room immediately. The Conduct Officer will decide the term of a student's ineligibility to live in a residence hall.

Deferred Suspension: Deferred Separation from the College for a period of review during which the student must demonstrate an ability to comply with college rules, regulations, and all other stipulated requirements. If, during the period of the deferred suspension, the student is again found responsible for violating any college rule or regulation or an order from a College official, the student will be immediately suspended from the College.

Suspension: Separation from the College for a designated time period. Typically the suspension period is 2 semesters.

A suspended student will be ineligible to graduate until the term of suspension has been served. The following stipulations and conditions affecting the student's suspension from the College may be specified:

- A decision will be made as to the effective dates of suspension. The suspension will be effective immediately and the student must leave campus within 24 hours.
- The Dean of Students or Vice President for Student Affairs will recommend the earliest academic term for which the student may apply for readmission, providing all conditions for readmission have been met.

- Students on disciplinary suspension are prohibited from visiting the campus. The student may not do so unless the Dean of Students or Vice President for Student Affairs has granted prior permission. Permission may be granted only if the student needs to attend to official business at the College. Unauthorized visitation may subject the student to possible arrest for trespassing.
- A decision will be made if the student is eligible to earn transfer credit during the term of disciplinary suspension. The Dean of Students will consult with the Academic Dean and Vice President for Student Affairs. If the student is authorized to earn credit during the term of disciplinary suspension or after the recommended term of disciplinary suspension has elapsed, permission must be obtained from the appropriate Manhattanville College Academic College Dean prior to enrolling in courses (if courses are to be counted for major or minor credit, they also must be pre-approved by the department chair).
- A decision will be made if other restrictions, which are to be effective while the case, is under appeal and/or during the term of suspension. (For example, the student may be prohibited from active participation in College activities, from having contact with designated individuals, from having access to specific College facilities, etc.)
- A decision will be made regarding the term of disciplinary suspension and if that suspension may be served concurrently with a term of academic suspension in the event that the student is also suspended for academic reasons.
- A decision will be made regarding the terms that affect the student's eligibility for readmission.
- A decision will be made regarding the terms that are to be in effect if the student is readmitted.

Expulsion/Dismissal: The Dean of Students and/or Vice President for Student Affairs may decide that a student's enrollment be canceled and the student be permanently separated from the College. A student who is dismissed will be ineligible to return or graduate from Manhattanville College.

The following stipulations and conditions affecting the student's dismissal from the College may be specified:

- The effective date of the dismissal.
- Students who are suspended are not permitted on campus during their suspension period. Students who are expelled are permanently banned from Manhattanville College Property.
- If the student is to be prohibited from being on the Manhattanville College campus while the case is under appeal and/or if the dismissal is upheld. If prohibited from visiting the campus, the student may not do so unless the Dean of Students has granted prior permission. Permission will generally be granted only if a student needs to attend to official business at the College. Unauthorized visitation will subject the student to being arrested for trespassing. (As a general rule, dismissed students are prohibited from visiting the campus on a permanent basis.)
- Other restrictions that are to be effective while the case is under consideration and/or following the student's dismissal from the College.

Sanctioning Standards

The purpose and structure of the conduct system is rooted in the personal development of the student. The policies set forth by the college are standards we expect all students to uphold. When a student violates a policy the goal of the conduct process is to 1) hold the student accountable for their actions and 2) help educate the student so further incident do not occur. Multiple policy violations may increase the sanction given. The

minimum sanctions for policy violations are listed below, however may be increased based on the incident. Please note these are minimum standard sanctions associated with each offence.

- 1st Offence- Warning, Educational Sanction and/or Disciplinary Probation
- 2nd Offence- Disciplinary Probation or Deferred Suspension
- 3rd Offence- Deferred Suspension, Suspension or Expulsion

At the discretion of the Director of Residence Life, Dean of Students, and/or the Vice President for Student Affairs, if the offense is serious in nature, it may be categorized as a serious violation.

Furthermore, the Director of Residence Life, Dean of Students, and/ or the Vice President for Student Affairs may increase the standard sanction if deemed necessary.

Offenses That may Lead to Suspension or Expulsion:

The most serious violation of the Code of Conduct must be dealt with in the most severe manner. These offenses reflect a reckless disregard of accepted standards of conduct and a lack of concern for the well being of the Manhattanville Community. These incidents are immediately referred to the Dean of Students. Sanctions for these offenses may result in sanctions as serious as suspension or expulsion from the College. Incidents the college deems as serious in nature and that could lead to suspension or expulsion on a first offense may include, but are not limited to:

- False Alarms and Misuse of Fire Equipment
- Sale or distribution of drugs. Any student found selling, admitting to selling currently or in the past or distributing any form of illegal drugs, controlled substances, drug paraphernalia or is deemed there is an intent to sell
- Fireworks, Weapons, Dangerous Objects, Hazardous Chemicals, Setting a Fire and Explosives
- Harassment (including stalking or repeated telephone calls or e-mails).
- Hate or Bias related conduct
- Threat of Physical Assault, Acts of Physical Assault and/or Endangering Conduct
- Unauthorized Entry
- Violations of Criminal Law
- Theft

Appeals Process

Any decision of the Conduct Process may be appealed in writing within 48 hours to the Director of Residence Life, for those conduct cases heard by an RD and to the Vice President for Student Affairs for cases heard by the Director of Residence Life or Dean of Students. Once an appeal is submitted the appeals officer will determine if a face to face meeting is warranted. **An appellate decision for this purpose is defined as having the power to review the conduct findings of another conduct officer.** Appellate decisions of the Director of Residence Life, Dean of Students, Vice President for Student Affairs are final, and will be rendered after receiving the appeal. **Any student who fails to attend his/her conduct meeting will be sanctioned without his/her input and forfeits the ability to appeal their sanction.**

Contents of the Appeal

The appeal form must include the grounds for the appeal as well as the supporting facts and arguments. The following are grounds for an appeal:

1. The conduct process was not in accord with the rules and regulations governing the College's conduct process, and this deprivation materially affected the decision; and

2. The finding of the violation is contradicted by new evidence and would have resulted in a different decision.

On appeal, sanctions can be increased or decreased. If an appeal is heard, the following actions may be taken:

1. Possible modification of the sanction, including increasing the penalty.
2. Ordering a reconsideration by the original conduct officer or designee based on:
 - a. Alleged new evidence – only if the new evidence is of such a nature as to be reasonably likely to change the outcome of the original investigation and was unavailable at the time of the original investigation.
 - b. Alleged defect in procedure – only if the defect in the original investigation is sufficiently substantial to be reasonably likely to change the outcome.
3. Ordering dismissal of the case where false evidence was presented.

Basic Freedoms and Confidentiality

The College wishes to protect the constitutional rights of all its members, including balancing the safety and welfare of all in relation to the rights of the individual.

Freedom in the Classroom

The College encourages and protects the freedom of discussion and expression of views. The student has the right to fair academic evaluation.

Freedom of Association

Organizations may be established within the College for any legal purpose, whether religious, political, educational, economic or social. Membership in any College-based organization is open to any member of the College who is willing to subscribe to the stated aims of the organization and to meet its stated obligations. The College may require as a condition of access to College funds, the names and addresses of officers. Under reasonable conditions, the College will assign College facilities to student organizations for regular business meetings, social functions and programs open to the public. The allocation of funds to student organizations will be in accordance with Student Government rules concerning chartering and funding.

Use of College Name

Individuals or organizations may use the name “Manhattanville” except where that use involves legal or financial commitment of the College and, except as qualified below, only when such organization or individual has been officially chartered and when the terms of chartering or recognition include such use of the name. College approval of any individual, group or organization without prior authorization by Student Government and the Vice President for Student Affairs, may not be stated or implied by any individual, group or organization. The President of the College or General Counsel can authorize use of the name Manhattanville if appropriate.

Publication

The student press is not to be censored; its editors, writers, and managers may not be arbitrarily suspended or suffer any other recrimination because of disapproval of editorial policy or content. In addition, anyone who inhibits or prevents the distribution of the student press through the removal of the publication from recognized distribution points will be dealt with under the terms described for “Theft” a Tier II offense.

Expression

Manhattanville College is committed to the basic rights of free speech and press and at the same time affirms the obligation of all members of the College both to maintain an atmosphere conducive to the educational purposes of the College and to respect the rights and privileges of all individuals.

Members of the College who intend to publish statements or to speak publicly should consider carefully the effects of their statements on the sensitivities of other individual or groups.

The College holds discussions in an open forum, which allows members of the community to express issues of shared concern. The distribution of signed statements, publications and petitions is welcome unless they disrupt the regular and essential operations of the College, or infringe on the rights of others. Any organization on campus is free to invite speakers its members wish to hear on campus. The presence of speakers or the existence of any publication issued by an individual or group of the College does not necessarily imply the College's support of the view expressed.

Public Order

Students have the right to protest and to demonstrate peacefully. Free expression and peaceful dissent can proceed only in a free environment; there is not freedom in coercion, violence or disruption. Coercion and disruption are unacceptable because they deprive members of the community of their rights. The College will take prompt and appropriate action including legal action, to enjoin any disruptive, coercive or violent activity.

Participation in Decision-Making

Students are free to express their views appropriately on issues of institutional policy and on matters of general interest to the student body through student policy and on matters of general interest to the student body through Student Government and its committees, and ad hoc representatives on committees of the College.

Privacy Rights

Privacy is essential to individuals and to community living. The College will protect the right of privacy of its students.

Policies Governing Confidentiality

1. Manhattanville College respects the privacy and confidentiality of its students. It believes that the educational venture on which its students have embarked is best furthered by the development of individual responsibility and independent decision-making. The right to confidentiality is crucial to the development of these characteristics. The College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA).
2. Officers of the College and employees involved with the students' records are not permitted to release those records to other persons except as specified in FERPA. Students may inspect and review their education records upon request to the appropriate record custodian and in accordance with the procedures outlined below.
3. The College does not mail grade reports. Students may receive grades on the College computer system.
4. Except as required by law, the College does not release information about disciplinary action to third parties (other than parents/guardians) unless permission is given by the student or is required in a recommendation sent by a student to the College (for example with a transfer application). The College may disclose the results of disciplinary proceedings to the victim.
5. The College reserves the right to send copies of letters of an undergraduate dismissal, suspension, and residence hall suspension, academic or disciplinary actions to the student's parent or designated guardian.
6. The College's Health and Counseling Services observe the traditional guarantees of confidentiality necessary to the physician/patient relationship.

7. The College reserves the right to contact a parent, spouse, or guardian in the event of an emergency or important situation.
8. The College acknowledges the student's right to withdraw in writing any previously given waivers of confidentiality at any time.
 - a. The College may disclose student records to a third party without obtaining the student's consent if the student has provided written consent to a third party.
 - b. A student may instruct the Office of Student Affairs, Residence Life and the Registrar in writing that he or she does not wish one or more items of the directory information released.
 - c. Manhattanville will comply with subpoenas regarding student records in accordance with relevant law.

PUBLIC AND RESTRICTED ACCESS INFORMATION

Public Information

The following data are considered public information and may be released to individuals or organizations at the discretion of the office to which the request is made:

- Name
- Citizenship
- Date and place of birth
- Local address (campus address for residents, home address for commuters, not telephone numbers)
- The facts and dates of enrollment
- Major
- The awarding of degrees and honors
- Publications
- Records of campus co-curricular activities
- Names of officers of chartered student organizations
- Weight and height of athletic team members

Restricted Access Information

The following information may only be released by the College with the consent or waiver of the student: Parents may be entitled to academic and financial records under FERPA with written consent of the student, or if the student is a dependent for tax purposes (in which case the parent's request for information must be accompanied by a copy of the first page of their tax return which shows the student as a claimed dependent; financial information may be blacked out). Parents are not entitled to medical or counseling information without written consent of the student.

- Academic records
- Financial information
- Private correspondence
- Conduct records
- Medical records
- Information about participation in counseling
- Recommendations from faculty and employers
- Campus employment records

Consent will be inferred in the case of (1) a request from another educational institution in which the student intends to enroll or from an appropriate educational institution in which the student intends to enroll or (2) from an appropriate educational, government funded agency, or in the event of litigation or quasi litigation instituted by the student against the College.

Additional Sources of Information Surveys

The results of surveys that ask questions about Manhattanville students may be released as public information with the understanding that individual names will not be disclosed. A student who is approached directly by outside sources for interviews is advised to confirm the identity of the interviewer with the Office of Institutional Advancement.

Official Record

At Manhattanville College, a student's official record is on file at the Registrar's Office. A student may review his/her file. Upon graduation, records and memos made obsolete by the awarding of the degrees are destroyed.

Specific Student File

Individual offices at the College keep files on students in order to serve the informational needs of those offices. The offices that maintain student files are the following: Registrar, Advising, Student Affairs, Business, Financial Aid, Health Center, Residence Life, Center for Career Development, Graduate Studies, Teacher Education, Student Employment, and Research and Records in the Resource and Development Office. Since the main purpose of these files is to aid the personal and academic growth of the student, the student has the right to review the contents of each file except confidential recommendations placed in the file prior to January 1, 1975, or if the student has waived the right to access in writing. Upon twenty-four hour written notice, student may question the existence, the contents or availability of any of his/her records before the official having control of them.

Official Access to Records

Officials may have legitimate and demonstrable need for information concerning students in connection with their duties and responsibilities and may have access without prior written permission. Each office that keeps records maintains a list available for inspection, of those persons that have legitimate need for files and access to them. Whenever possible, the official responsible for the records themselves will provide the information needed by such persons. A log of all transcript requests made by the student is kept by the official responsible for review by the student.

Waiver

A student may elect to waive any or all of his or her rights with respect to confidentiality of records in any given matter.

Sanctions

Disciplinary materials may not be released without written permission of the student involved, except as required by law.

Private Records

Records kept by faculty or staff members regarding students, such notes taken at meetings and during conversation with students, are not official records. They are regarded as extensions of the memory of the individual who keeps them, and as such, private property. Each individual is held accountable for the consequence of keeping such private records and is responsible for preventing disclosure.

Notwithstanding all of the above, all records of the College are subject to disclosure in compliance with a conduct subpoena issued in accordance with the appropriate law.

A student has the right to file a complaint with the U.S. Department of Education. Any member of the College who willingly and knowingly falsifies or misrepresents information pertaining to student records or wrongfully discloses such records is guilty of grave misconduct.

COLLEGE POLICY STATEMENT

From time to time, the policies (including amounts of fines, severity of conduct sanctions, and changes in procedure) of the College may be eliminated, added, or amended. Those revisions will be distributed and will be as binding as if printed in this handbook.